



SURGICAL TECHNOLOGY

STUDENT HANDBOOK

2024-2025



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THE PROGRAM COURSE SYLLABI ARE THE PROPERTY OF SALT LAKE COMMUNITY COLLEGE, SCHOOL OF HEALTH SCIENCES, SURGICAL TECHNOLOGY PROGRAM.

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1.0 OVERVIEW AND GENERAL INFORMATION

1.1 WELCOME

Welcome to the SLCC Surgical Technology Program. By entering this program, you have chosen to enter a dynamic and challenging field that will bring you some of the most rewarding professional experiences available.

This handbook will be a guide for you as you progress through the program and should be used in conjunction with the Salt Lake Community College Catalog and course syllabi. You are responsible for adhering to these policies. Information you will need to know about college-wide policies and procedures will be contained in the catalog and Student Affairs Code of Student Rights and Responsibilities. You should access a copy of the current catalog for the college on slcc.edu and keep this as a reference until you have graduated. Information specific to the Surgical Technology Program will be contained in this handbook, however the college and the program faculty reserve the right to change content at any time.

This program is a CAAHEP accredited program endorsed by the national Association of Surgical Technologists (www.ast.org). Graduation from a CAAHEP program is an eligibility requirement for taking the national certification exam. Students will graduate with an Associate of Applied Science in Surgical Technology from Salt Lake Community College.

1.2 PURPOSE OF THE HANDBOOK

The purpose of the student handbook is to provide students with an informational guide to the program requirements and expectations. It has been prepared to inform students of the rules, regulations, goals, and functions of the Surgical Technology Program. The information in the Handbook applies to all surgical technology students and must always be adhered to during the program. Additional information concerning the program or clinical policies may be requested from the Program Director.

Refer to the SLCC Institutional Syllabus available on Canvas for the most up to date information regarding general information.

1.3 SALT LAKE COMMUNITY COLLEGE OVERVIEW

VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

VALUES

We don't just state our values; we live them through dedicated, collective effort. Our values ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

- **Collaboration** – We believe we're better when we work together.
- **Community** – We partner with our community in the transformative, public good of educating students.
- **Inclusivity** – We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- **Learning** – We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- **Innovation** – We value fresh thinking and encourage the energy of new ideas and initiatives.
- **Integrity** – We do the right things for the right reasons.
- **Trust** – We build trust by working together in good faith and goodwill to fulfill the College's mission.

SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES

- Students develop quantitative literacies necessary for their chosen field of study.
- Students think critically and creatively.
- Students develop civic literacy and the capacity to be community-engaged learners who act in mutually beneficial ways with community partners.
- Students develop the knowledge and skills to work with others in a professional and constructive manner.
- Students develop information literacy.
- Students develop computer literacy.
- Students develop the attitudes and skills for lifelong wellness.

SALT LAKE COMMUNITY COLLEGE EQUAL OPPORTUNITY

It is the policy of Salt Lake Community College to comply with all federal, state, and local authorities requiring nondiscrimination, including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246, 45 CFR Part 90, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, The Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008, and Utah's Executive Order, issued December 13, 2006.

The College is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

1.4 STUDENT SERVICES

The [Jordan Student Center \(JSTC\)](#) on the Jordan Campus offers a variety of services including college cashier, health center, bookstore, fitness room, and limited food service. Student Services on the Jordan Campus is located at JSTC information desk in the first-floor commons.

Extended services are available at the Taylorsville/Redwood Campus, Student Center. The [SLCC Current Student](#) webpage describes these student services in detail.

A. LIBRARY

The library system has print books and periodical subscription, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, telecourse videos, and more.

Library staff aids with e-Portfolio, research, and reference questions; inter-library and inter-campus loans; and training to assist in using the library's resources and accessing the Internet.

Patrons may access the library's [online catalog and full text database](#) services through any computer on campus or off-campus via the Internet.

LIBRARY LOCATIONS AND HOURS

The SLCC library system currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, view [All Hours & Locations](#).

LIBRARY CARD

Your Library ID is your student "S" number. Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood and Jordan campuses, and in room W175 at South City. Call 801-957-4022 for more information. Your library ID is your Student "S" number.

Community User Cards for non-SLCC personnel are available at Library Circulation desks for \$20.00 per year. Community borrower cards DO NOT allow home access to databases.

Faculty and students who attend one of the other UALC colleges or Universities in the state may present student IDs from their school to check out materials. Library staff will give them a card to use when checking out material here. Check the UALC website to see if your school is part of the consortium.

LIBRARY STAFF

Need assistance? Please contact our library staff. They are happy to assist you in any way that they can! They are in the Jordan Health Science (JHS) building, room 235, 801-957-6202.

B. ADVISING AND COUNSELING SUPPORT SERVICES

CENTER FOR HEALTH AND COUNSELING

If you find yourself struggling with your mental or physical health this semester, the [Center for Health & Counseling](#) (CHC) provides convenient and affordable health care, mental health

counseling, massage therapy services and healthy lifestyle programs right here on campus. CHC is staffed by experienced, licensed professionals who are attuned to the needs of college students. The services are low cost and completely confidential. The CHC has locations at the Taylorsville/Redwood, South City, and Jordan campuses. For CHC hours, information about CHC services, or to book an appointment please call 801-957-4268 or visit slcc.edu/chc. If you wish to talk with someone immediately, you may start a free chat or call with a licensed crisis counselor, 24/7 through the [SafeUT App](#) or calling 1 (800)273-8255.

VETERANS SERVICES

[Veterans Services](#) assists hundreds of students in using their VA education benefits each semester. These services are available to provide support for students enrolled in any class at the college.

ACADEMIC ADVISING

[Academic Advising](#) helps students plan, explore, make decisions, access resources, and evaluate their academic and career goals. These services are available to provide support for students enrolled in any class at the college.

To make an appointment with Academic Advising and a variety of other Student Support Services, you can use MySuccess.

- To access MySuccess, log in to your MySLCC portal
- Select the Advising Tab
- Click “Login to MySuccess” under the find your advisor section
- Your homepage will have your Primary Academic Advisor listed at the top (along with a list of services below, and a search bar to find other staff and services);
- Click on your Primary Advisor’s name to see their availability and to book an appointment
- Check your Bruinmail for an email confirmation

C. LEARNING SUPPORT AND TUTORING SERVICES

The following services provide support for SLCC students enrolled in any class at the College. All resources are provided free-of-charge. Ask your instructor about discipline-specific learning support and tutoring services.

- [Tutoring](#): index of all tutoring resources.
- [STEM Learning Resources](#): provides free tutoring and assistance in math and science courses at five campus locations.
- [Student Writing & Reading Center](#): provides in-person and online feedback on all writing and reading assignments.
- [Library Services](#): research help, print and online resources, computers and study space.
- [ePortfolio Lab](#): provides drop-in assistance for all ePortfolio questions.
- [eLearning Support](#): provides support for navigating online and hybrid classes.

- [Business Resource and Innovation Center](#): provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.
- [Academic Calendar](#): provides important dates for the academic year.
- [Bookstore](#): find course materials and SLCC merchandise as well as information on store hours

D. FINANCIAL AID

Information about financial aid provided through SLCC and other venues can be found in the current SLCC College Catalogue. If a student needs more in-depth information/assistance, they should contact the Financial Aid Office in the Student Centers at the Redwood/Taylorsville Campus and Jordan Campus. For more information as well as access to Financial Aid Advising and workshops see <http://www.slcc.edu/financialaid/>.

You may access information about your aid application and financial awards by logging in to:

MySLCC → Student tab → Financial Aid

E. SLCC TODAY BLOG

Interested in College news, events, and updates? Check out [SLCC Today](#).

1.5 STUDENT SUPPORT SERVICES

A. GENDER & SEXUALITY STUDENT RESOURCE CENTER (GSSRC)

[The Gender & Sexuality Student Resource Center](#) (GSSRC) works holistically with students navigating gender- and sexuality-based experiences, needs, and barriers throughout their educational experience. In everything we do, we strive to intentionally acknowledge and honor those layers – especially the ones our communities often struggle to recognize.

The GSSRC is located at the SLCC South City Campus in SCM 1-140 and at the Taylorsville Redwood Campus in STC 101T. Visit us Mondays-Thursdays, 9am–5pm, and remotely on Fridays, 9am – 5pm. To receive support or get involved, contact us: GSSRC@slcc.edu; slcc.edu/GSSRC; 801.957.3143; Instagram & Facebook (@SLCCGSSRC).

B. THE ACCESSABILITY AND DISABILITY SERVICES (ADS)

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have an accessibility need or disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the [Accessibility and Disability Service Center](#):

Phone: 801-957-4659

Email: drc@slcc.edu

Website: www.slcc.edu/drc

ADS advisors are also trained to assist with pregnancy related accommodations. We strongly recommend any student who is pregnant or becomes pregnant while in the program notify the ADS. This will allow preventative measures to be taken, safety process to be put in place to

protect the student and their unborn child and allow for accommodations if they become necessary.

Due to risk of fetal exposure to radiation and chemicals while in the program it is strongly recommended that all pregnant students work closely with the ADS regardless of whether accommodations are necessary.

C. FOOD, CHILDCARE, AND CRISIS RESOURCES

There are several resources available for students at SLCC:

- For information about SLCC's food pantry for students, please visit the [Bruin Pantry](#).
- For childcare assistance, please visit [Child and Family Care Services](#).
- For information on other crisis resources, please visit [Crisis Circumstances](#).
- For information about campus safety, please visit [#SLCCSAFE](#).

D. STUDENT ENGAGEMENT, EXPERIENCE, AND ACHIEVEMENT (SEEA) OFFICE

[The Student Engagement, Experience, and Achievement \(SEEA\) office](#) (formerly the ODMA) is committed to supporting, advocating and celebrating the multicultural experiences of all our students. We empower students to explore and embrace their intersectional identities as a fundamental step for achieving success. For more information about ODMA or to get involved, please visit us at www.slcc.edu/diversity,

E. THE DREAM CENTER

[The SLCC Dream Center](#) works holistically with undocumented students (with or without DACA) and members of mixed-status families to achieve their personal and academic goals. If your immigration status presents significant obstacles to your success at the College, whether that is engaging in particular activities, fulfilling specific course criteria, or impacting your academic career in any other way, confidential arrangements may be requested from the Dream Center. Please know that arrangements made with the Dream Center will not jeopardize your student status, access to scholarships, or any other part of your residence.

To learn more, contact the Dream Center by emailing dreamcenter@slcc.edu, or on Instagram [@slccdreamcenter](#).

1.6 SECURITY AND PARKING

A. JORDAN CAMPUS POLICE AND EMERGENCY NUMBERS:

Emergencies: 911

Jordan Campus Police: 801-957-3800 (Non-emergency)

Animal Control: 801-840-4000

B. PARKING

SLCC's [Parking Services](#) regulates the sale of digital parking permits, and enforcement of parking rules, including patrolling parking lots and administering fines. Students need a digital parking permit to park on any SLCC campus, except Meadowbrook and West Valley Center. Student parking is marked by yellow lines. Designated student parking is shown on the [Jordan Campus Parking Map](#). Please make yourself aware of [SLCC parking regulations](#).

****Disclaimer: SLCC is authorized to regulate parking and traffic and to issue citations on all SLCC campuses by Utah State Code 53B-3-103, 106. Rules and regulations may change at the discretion of SLCC administration. The college is not responsible for theft or damage to vehicles parked on campus. Overnight parking is prohibited, and vehicles left overnight will be impounded.*

1.7 TITLE IX

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including sexual misconduct, sexual harassment, relationship/sexual violence, and stalking. These incidents may interfere with or limit an individual's ability to benefit from or participate in the College's educational programs or activities.

TITLE IX OFFICE

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including sexual misconduct, sexual harassment, relationship/sexual violence and stalking. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint, please contact Title IX Coordinator Cindy Cole, 801-957-4561 or ccole58@slcc.edu.

REPORTING INCIDENTS OF HATE OR BIAS

Salt Lake Community College (SLCC) is committed to fostering a safe and welcoming campus for all students, faculty, and staff; in turn, it is the responsibility of each person at SLCC to join in creating an environment in which others can thrive without fear of hate or bias.

Students may use the [Online Reporting Form](#). Students may also report incidents to a SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, 801-957-4268. For more information about Title IX, go to the following site: [What Does Title IX Mean For You?](#)

1.8 STUDENT RIGHTS AND RESPONSIBILITIES

The Student Code of Rights and Responsibilities governs the behavior of our student body and is for student use. Its purpose is to state the specific authority and responsibility of the College in maintaining social discipline outline the process for a legitimate grievance and establish the proper procedures to be followed to ensure "due process," which protects accused students from unfair imposition of penalties and sanctions. The Code outlines the specific rights which students



are guaranteed, and the responsibilities students have as a community member. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

All students are expected to be aware of and follow the [Code of Student Rights and Responsibilities](#).

2.0 OVERVIEW OF PROFESSION

Surgical Technologists work as part of a surgical team under the supervision of a physician or registered nurse and are an important part of successful surgical procedures. The following description of the surgical technologist has been approved by the American College of Surgeons and the Association of Surgical Technologists.

The surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. They have an understanding of the procedure being performed and anticipates the needs of the surgeon. They have the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

2.1 AST CODE OF ETHICS

The Program follows the Association of Surgical Technology standards of practice in its entirety. This Code of Ethics and a Standard of Conduct for Surgical Technologists can be found at the AST website.

AST CODE OF ETHICS:

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical technology willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- To adhere to the Code of Ethics always in relationship to all members of the health care team.

Violation of the AST Code of Ethics will result in dismissal from the Program.

2.2 ESSENTIAL FUNCTIONS FOR CAREER SUCCESS

The following is a guideline for the prospective/current student so they may understand the requirements and essential job functions necessary for successful completion of the Surgical Technology Program.

This list is not all-inclusive, but rather provides some detail of the basic requirements of the profession of surgical technology.

- Students should expect to spend a minimum of 40 hours a week on course work outside of class or lab to be successful in the program. This includes time studying, practicing skills, and completing assignments. Due to this heavy time commitment, students must understand that program participation and attendance in the program may interfere in with work schedules.
- Students may have difficulty working and maintaining acceptable grades during this program.
- This program requires team-based learning which may include, but is not limited to study groups, class presentations, and lab work. Student must be able to communicate and present medical knowledge, medical terminology, and procedural processes to peers and professionals, both individually and in a group setting, in an understandable and professional manner. Groups are selected by the instructor.
- This program, and profession, are very physically demanding. Due to this, students may be required to make physical and/or dietary changes to perform up to standards in the classroom, lab, and clinical setting.
- Attendance is mandatory with few exceptions. Students are expected to be in class, lab, and clinical setting every day.
- Students are required to participate in open lab time to meet the benchmark of clinical preparation pass off.
- Students must be able to stand and walk in the sterile field for up to six hours at a time, and a minimum of eight hours in a day.
- Students must be able to safely lift and carry 50 pounds of surgical instruments.
- Students must stand, bend, stoop, and/or sit for four to six hours with minimal or no breaks.
- Students must refrain from nourishment or restroom breaks for four to six hours at a time.
- Corrected vision and hearing within normal range are required.
- Students must be able to understand and speak spontaneously and convey medical and surgical concepts clearly and coherently in English. They must understand linguistic, social and cultural influences that impact health care interactions (e.g., specialized vocabulary, discourse styles, language register, dynamics of power and prestige between interlocutors, and triadic communication) appropriate to the operating room's environment.
- Students must be able to appropriately synthesize, and effectively convey verbally, all scopes of medical information consecutively and simultaneously. They must understand the ramifications of each format and demonstrate the knowledge and skills to move effectively between these formats during a single interaction during a medical procedure/discourse while considering patient safety factors, such as acute care needs and the potential for disrupting the operating room's teamwork.
- Students must be able to obtain details and essential information from medication labels written in English to ensure the safety of patients. They must be able and willing to accurately follow the directions of the surgical team in the use and scope of these medications.
- Students must be able to see and manipulate all sizes of suture.

- Students must have good depth perception as well as manual and finger dexterity to manipulate surgical instrumentation and equipment with either natural or corrected vision while adhering to sterile technique and utilizing the proper PPE.
- Students must have full range of motion of extremities, back and neck, including handling and lifting patients and equipment. They must be able to bend, reach, squat, kneel, lift both arms above the head.
- Students must be able to manipulate small surgical instruments with steady, reliable, accurate movements to meet the standards of surgical practice.
- Students must be able to reach forward three feet across a mayo stand/back table in a two-leg stance without loss of balance.
- Students must be able to sit on a surgical stool without back support for 6 hours at a time. Students must be able to wear appropriate safety equipment including but not limited to safety glasses, face mask/shield, wear protective equipment and clothing, and surgical gloves for extended periods of time.
- Students must be able to demonstrate emotional intelligence at all times (ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict).
- Students must demonstrate the use of positive coping skills under stress.
- Students must demonstrate calm and effective communication, especially in emergency situations.
- Students must exhibit positive interpersonal skill in peer, patient, staff, and faculty interactions.
- Students must function appropriately and professionally in distracting environments including but not limited to didactic classroom, lab, and clinical setting
- Students must practice AST motto “Aeger Primo” with patients, student, peer, and instructors’ interactions.
- Students must be able to make generalizations, evaluations, or decisions without immediate supervision while in the first scrub role.
- Students must be able to perform simple to complex mathematical skills including addition, subtraction, multiplication, division of whole numbers and fractions required for handling of medications and calculation of military time.
- Students must be able to obtain details, inferences, essential information and vocabulary from medical records, manuals, journals, instruction in use and maintenance of equipment, safety rules and procedures written in English.
- Students must be able to understand main ideas, important details, implications, relationships between ideas, organize information and understand speaker’s purpose and speaker’s attitude which demonstrates knowledge of medical terms, procedures, and protocols of the health care system/operating room and other health care specialized environments.
- Students must be able to perform single and repetitive tasks.

- Students must possess short-and long-term memory sufficient to perform tasks, such as but not limited to, mentally tracking surgical supplies and perform anticipation skills perioperatively.
- Students must be able to maintain a work pace sufficient to industry standards for the operating room and health care environments.
- Students must be able to relate to other people beyond giving and receiving instructions.
- Students must be able to accept and carry out responsibility for direction, control and planning of surgical procedures.
- Students must be able to work around and with others and respect their personal space and act appropriately in the specialized American health care environment and operating room.
- Students must adhere to clinical immunization requirements through the entire program.
- Students must maintain current BLS certification though the entire program.
- Students must tolerate toxic chemicals, radiation, electrical energy, solvents, blood, and other pathogens and accurately understand the MSDS sheets and safety protocols for the operating room.
- Students must be able to handle the stresses of an intensive training program in preparation for the stresses of clinical situations such as dealing with dying patients, fast-paced clinical situations, and psycho-social responses of patients with disabilities, diseases, and conditions, responding to emergencies, heavy academic schedule, and so forth.
- **Students must adhere to a strict surgical conscience at all times.**

If an applicant is unable to perform any of the designated tasks, SLCC will make reasonable accommodations upon request, providing these accommodations do not constitute undue hardship on SLCC and do not interfere with the performance of any job functions appropriate to a surgical technologist.

CAREER IMPACT ON LIFESTYLE:

Surgical patient care and safety requires that the skin of students' arms, hands, and fingers must be intact to prevent transmission of blood borne pathogens from student to patient or from patient to student. This includes injury to cuticles.

Fingernails must be healthy in addition to being short, natural, and free of any type of polish. Artificial nails are not allowed.

Surgical patient care, safety, and professionalism require that sterile team members must be free of any non-natural item on face, ears, neck, hands or arms. Enhancement of any type to eyelashes (such as mascara, false eyelashes, extensions, etc.) is not allowed. Jewelry of any type is not allowed in the lab or clinical setting. This includes, but is not limited to, pierced earrings, nose rings, eyebrow rings, rings worn on fingers, and any item worn on the wrist. Visible tattoos must be covered in the clinical setting.

To meet personal hygiene standards necessary in surgical patient care, students may not smoke or use tobacco products immediately prior to or during each assigned clinical rotation day.

The majority of jobs in surgical technology require an obligation to take emergency on-call rotations, which include nights, weekends, and holidays.

2.3 PROFESSIONAL ORGANIZATIONS

Students are encouraged to join the following professional organization:

- [Association of Surgical Technologists](#)

2.4 CERTIFICATIONS

Graduates are required to take the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Passing the national examination qualifies the individual as a Certified Surgical Technologist (CST®)

Please see their website for more information: [NBSTSA](#)

3.0 SURGICAL TECHNOLOGY PROGRAM OVERVIEW

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

The Surgical Technology Program prepares individuals to work primarily in the operating room. Employment opportunities are also available in surgical centers, labor and delivery, and doctors' offices. Students will be placed in clinical facilities during the second semester. These clinical placements are made at the discretion of the Clinical Coordinator and Program Director. Clinical placements begin in the last semester of the program

- Clinical days may vary according to clinical site and program requirements. The most common days are Monday through Friday.
- Clinical hours may vary according to clinical site and program requirements. The most common hours are 06:30-15:30.

Student's personal schedule and/or transportation accommodations are not taken into consideration for clinical placement. Students must provide their own transportation to and from the clinical sites. Some facilities may require the use of public transportation.

Upon successful completion of the program, the surgical technology students receive an Associate of Applied Science and are required to take The NBSTSA (National Board of Surgical Technology and Surgical Assisting Exam).

Enrollment in the Surgical Technology Program is limited to the number of students per accreditation approval. The Surgical Technology Program is a selective admissions program. Application does not indicate acceptance. Applicants must submit all application documentation to <http://www.slcc.edu/surgicaltech/admissions.aspx>

3.1 ADMINISTRATION, FACULTY AND STAFF

FULL TIME FACULTY

There are currently three full time faculty members in the program, each with specific program responsibilities:

- **Program Coordinator/Director:** Greg Maughan, CST
- **Clinical Coordinator:** Jana Mitchell CST, MS
- **Industry Cohort Instructor:** Morgan Rhode, CST, BS

DIVISION OF ALLIED HEALTH

Associate Dean: Dr. Angela Belnap DHPE, AHI
Administrative Assistant: Amber (Caine) Welch
Division Numbers: 801-957-6216 or 801-957-6009

SCHOOL OF HEALTH SCIENCES

Dean of Health Sciences: Robert W. Pettitt, PhD, FACSM, ATC, CSCS
Administrative Assistant: LuAnne Holt

3.2 MISSION STATEMENT

The Surgical Technology Program will provide students with the ability to demonstrate the knowledge, psychomotor and affective skills necessary for successful employment as an entry level surgical technologist. The program will prepare students to pass the National Board of Surgical Technology and Surgical Assisting exam.

3.3 PROGRAM OBJECTIVES

The Surgical Technology Program at Salt Lake Community College is a three-semester program for our traditional enrollment cohorts, and a five-semester program for our early enrollment cohort, that prepares students to become Certified Surgical Technologists. This enables them to work in the operating room facilitating the work of surgeons in the sterile field. The following outcomes are minimum expectations for completion of this course:

- Prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Prepare surgical technology students to sit for the National Board Exam for Surgical Technologists and Surgical Assisting.
- Prepare surgical technologists to scrub in the primary role in Endoscopy, General, Obstetrics and Gynecology, Otorhinolaryngology, Genitourinary, Orthopedic, Oral and Maxillofacial, Plastic and Reconstructive, Ophthalmic, Peripheral Vascular, Cardiovascular, and Neurological specialties.
- Engage students in a clinical experience under the supervision of an experienced Surgical Technologist. Produce evidence of a minimum of 120 surgical cases. Show 30 cases in General Surgery. 20 of the cases must be in the First Scrub Role. Show 90 cases in various surgical specialties. 60 of the cases must be in the First Scrub Role and evenly distributed between a minimum of 4 surgical specialties.
- Minimum of 480 with a maximum of 540 clinical hours are required for completion of program.
- A minimum of 2 complete clinical rotations must be completed to graduate from the program regardless of surgical case numbers.
- Develop effective communication skills including reading, writing, speaking and listening skills as necessary in the surgical setting.

- Develop critical thinking, reasoning, problem solving, anticipation, and prioritization skills in the surgical setting, in order to effectively create and organize the sterile field for efficiency, safety and conservation of financial resources.
- Develop a sense of civic engagement in order to work with others in a professional and constructive manner in the medical field.
- Prepare students to serve diverse patient populations with an ability to meet their individual needs; these populations include those of diverse ethnicity, religion, disability, gender, age, and sexual orientation.
- Develop a strong surgical conscience in students, placing the patient first always.

Upon successful completion of program courses, students will be REQUIRED to take the NBSTSA exam within six months of graduation. Associate of Applied Science will not be awarded until this exam is taken.

3.4 PROGRAM CURRICULUM

Course Schedule for Surgical Technology Program can be found on the program's onesheet [here](#).

3.5 ACCREDITATION

Salt Lake Community College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. (www.caahep.org)

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19, North, Suite 158

Clearwater, FL 33763

Phone: 727-210-2350

Fax: 727-210-2354

3.6 PROGRAM ADMISSIONS

A. GENERAL ADMISSIONS REQUIREMENTS

- [Apply to SLCC](#) as a degree seeking student and declare Health Sciences as your Area of Study, and Surgical Technology as the Program of Study. Due to the selective admission process, you will be listed as Pre-Medical Health Sciences-AS.
- High School Graduate or equivalent
- For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite coursework has been completed. Order your official transcript from your previous school and submit it to SLCC in one of three ways:
 - Submit electronically (Best Option): Official transcripts must be emailed directly from prior institution to TransferEvaluation@slcc.edu.
 - Submit by mail (At this time, mailing a transcript could delay the receipt of transcript and the evaluation turnaround time): Official transcripts must be mailed directly from the other institution to:

Salt Lake Community College Transcript Evaluation
P.O. Box 30808
Salt Lake City, UT 84130-0808

- Submit in person: You can hand deliver transcripts only if they are unopened in the original envelope, bearing the official seal. Bring them to the Transfer Evaluation Office.
- A request to have an OFFICIAL evaluation of student's transcript(s) must be submitted to the [SLCC Transfer Evaluation Office](#). This process may take 4-6 weeks and must be completed before a student's application will be considered.
- Complete [SLCC placement exam](#), or submit current SAT/ACT test scores, if MATH and ENGL course work have not been transferred to SLCC (required before you are able to register for classes that have MATH and ENGL courses as prerequisites).

EARLY ENROLLMENT HIGH SCHOOL PROGRAM

- The program is open to all students from all school districts.
- The program is open to senior students only.
- The program will remain the same length of time to complete (16 months).
- The program will admit up to 18 students every fall.
- The program will begin the summer prior to the start of the senior year.
- Medical Terminology with college credit must be completed prior to fall semester of senior year.

B. SELECTIVE ADMISSIONS APPLICATION REQUIREMENTS

The SLCC Surgical Technology Program is a selective admissions program. Applications will only be considered from students who have met all pre-requisite and admissions requirements. These requirements are outlined in detail at:

<https://www.slcc.edu/surgicaltech/admissions.aspx>

C. ADDITIONAL REQUIREMENTS AND DOCUMENTATION IN COMPLIO

Students admitted into the program will be required to purchase a COMPLIO (American DataBank) Compliance Package through <https://login.complio.com> and submit the following in COMPLIO:

- Proof of all required program vaccinations and/or proof of immunity.
- Proof of successful completion of CPR certificate (American Heart Association Two-Year BLS Provider).
- Certification must not expire while in program.
- Purchase and complete background check through SLCC's authorized vendor (American DataBank). Failure to pass background check may result in program dismissal.

- Upon notification, purchase and complete drug screening through SLCC's authorized vendor. Failure to pass drug screen may result in program dismissal. Students are not to purchase the drug screen package until notified.
- Students are fiscally responsible for complying with requirements specific to working in clinical settings. The following costs are estimates only for planning. Actual cost and frequency are determined by vendors and specific clinical facilities. Estimated costs include:
 - Background check - \$30
 - Drug Screen Package - \$35
 - Compliance Package - \$15/yr.
 - Immunizations (Cost varies considerably based on insurance coverage, past vaccinations, and personal immunity)

I. DRUG SCREEN POLICY & RESPONSIBILITY

Prospective students must complete a drug test within 24 hours of notification. The urine drug test must be conducted as per program requirements. A student who refuses a drug test or whose test results are positive for controlled substances will be immediately dropped from the program. If the result of the drug test is positive for controlled substances, the student will be terminated from the Program unless a retest of a split sample is requested at time of notification of test failure is given or submittal of documentation of clear test. A diluted sample will require the student to retest.

The student is responsible for the cost of any additional testing. If results of retest are still positive and the student is dropped from the program Tuition may be refunded in accordance with college refund policy. The Surgical Technology program faculty may randomly drug test any student, Students at any time randomized drug testing. The cost of the drug test is the student's responsibility. If a student refuses to provide a timely drug test at any time in the program, the student will be dismissed from the Program.

SUSPICION-BASED TESTING

The student may be required to submit to a drug test if program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance abuse related.

INITIAL TESTING RESULTS POSITIVE

Upon enrollment into the program, if the result of the initial drug test is positive for controlled substances, as defined in this procedure, the student will be retested or terminated from the program. The student is fully responsible for the cost of this additional testing. If the results of the retest are still positive, tuition may be refunded in accordance with the college refund policy as stated in the catalog.

REFUSAL TO PARTICIPATE IN DRUG TEST

If a prospective student refuses to provide a timely drug test, the student will be terminated from the program. Tuition may be refunded in accordance with the college refund policy.

Students who fail to meet the Complio clinical preparation requirements by the assigned due date will not be eligible to be placed in a clinical externship and will therefore be removed from the program.

The clinical placement agencies make the final determination about accepting students for placement in their facility and may decline to have students placed at their facility, based on the criminal background and drug testing record of the student. The student will not be able to successfully complete required courses, resulting in termination from the Program.

II. BACKGROUND CHECK

All students who are admitted into the Surgical Technology Program must have a criminal background check completed prior to admission and within 12 months of clinical start date. Criminal background checks are ordered and maintained by an external compliance management system. For further instructions: <http://www.slcc.edu/surgicaltech/admissions.aspx>

Students who do not receive favorable background checks, may not be able to sit for national certification exams or meet the requirements for clinical placement. An unfavorable background check may prevent acceptance into the program. The School of Health Sciences strongly recommends that prospective students take measures to have criminal offenses (felonies and or misdemeanors) expunged if possible. Information regarding how to expunge criminal records may be found here: <https://www.utcourts.gov/howto/expunge/>

STUDENTS MUST AGREE TO THE FOLLOWING:

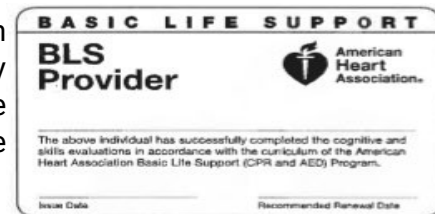
- To accurately describe and disclose case findings as noted on the criminal background record.
- To understand that clinical placement agencies require a criminal background check for clinical student placements. SLCC Program faculty will disclose contents of the criminal background check to the clinical agency. The clinical agency may decline to have students placed at their facility.
- To understand that the clinical placement facility makes the final determination about accepting students for placement in their facility. Students who remain in the program longer than 12 months may need a second background check prior to placement depending on requirements for their facility.
- To understand that if s/he cannot be placed successfully in a clinical setting (one attempt) to meet course requirements, s/he will not be able to successfully complete required courses.
- Notify the Allied Health Division Office of any felonies and or misdemeanor within 24 hours while enrolled in the Program.

This information was provided to you at the time you applied to the program. This is just a reminder regarding information that may have appeared on your criminal background check: You assume the risk if your criminal background check is not clear. If you do not pass the background

check, you may not be able to complete clinical assignments that are a part of the program you are in. This may result in dismissal from the program or an inability to take advantage of certain clinical sites. If an issue arises you may be asked to withdraw from the program, and it may be after the tuition refund deadline has passed. The clinical placement agencies make the final determination about accepting students for clinical placement. It is strongly recommended that if you know of any incidents that may impact you related to the past, that you take measures to have criminal offenses (felonies and or misdemeanors) expunged or sealed from your record if possible. Please consult with either your program coordinator or the appropriate Associate Dean.

III. CPR CERTIFICATION

A Basic Life Support (BLS) Health Care Provider Certification Card is required to practice in all health care facilities. Every student must have a current BLS certification through the American Heart Association (AHA) prior to entering the program and placement in the student practicum.



15-1805 3-card

Evidence of current certification is required on the day of orientation. It is the student's responsibility to keep the CPR certification current. A copy of the current CPR certification card must be kept in the student's Surgical Technology Program file.

Documentation of initial and updated BLS/CPR certification must be **uploaded into Complio**. Students must monitor their own status regarding this requirement and be sure they re-certify prior to the expiration of their current BLS/CPR card. Failure to do so will result in their being unable to treat patients in the SLCC clinic which will stop their progress in the program.

IV. IMMUNIZATIONS

Immunizations are at the student's own expense. It is the student's responsibility to ensure immunizations are current for the duration of the program. Current records are maintained on each student accepted into the Program. Immunizations must be provided by a licensed facility and documented on an official form. Clinical agencies will not permit unprotected students to be placed due to patient and student safety factors. Students who allow immunizations and/or chest X-rays to lapse will not be allowed to continue in the program until documentation is provided. There is no grace period.

You MUST provide supporting documentation for each of these requirements. Dates alone are not sufficient.

- Some clinical facilities may require additional immunizations.

Changes based on CDC recommendations, see below links:

- [Healthcare Personnel Vaccination Recommendations](#)
- [Testing Health Care Workers](#)
- [Hepatitis B FAQs for Health Professionals](#)

All immunization information is subject to change. Please contact us at 801-957-6253 if you have questions.

Immunization requirements may change after the students have entered the program due to current health issues and or clinical internship requirements. The student must comply at the student's own expense. Failure to do so will result in dismissal from the Program.

Failure to meet and maintain program Complio clinical preparation *requirements by the* designated dates throughout the program completion will result in a loss of points as well as resulting in ineligibility for placement and or continued placement in a clinical externship and may result in dismissal for the clinical site and or program.

3.7 REQUIRED TEXTBOOKS, SUPPLIES AND FEES

Required textbooks, fees and supplies will be discussed in each course syllabus.

3.8 EDUCATION AND CAREER ADVISORY COMMITTEE

The Program Advisory Committee exists to assist in the direction of the Program. The Committee is composed of community leaders and students. A student representative will be chosen by each cohort to serve on the Committee during their time in the Program. The Committee generally meets three times per year. The student's role will be to bring the concerns and recommendations of the students to the Committee.

3.9 CANVAS LEARNING MANAGEMENT SYSTEM

Canvas Learning Management Software is the primary software used within SLCC classes and the Surgical Technology Program. Although other software or programs may be used to supplement course material,

Grading and online course discussions will be run exclusively through the Canvas platform.

Students are expected to check canvas for email, announcements, grades, and updates to courses at a minimum of once a day, each weekday.

Postings on Canvas are considered as relative to the class and any information shared in Canvas is not to be shared outside of class including on other social media sources.

4.0 PROGRAM ADMINISTRATION AND ACADEMIC POLICIES

4.1 POLICIES AND PROCEDURES

All SLCC faculty and students are held to equal professional and ethical expectations, both on and offsite.

A. STUDENT HEALTH

The purpose of the student health policy is to identify and to clarify health requirements of the program. Admission and continuance in the program depend on the maintenance of satisfactory PHYSICAL and EMOTIONAL health. A student may be asked to withdraw from the program if there is documented evidence to suggest the health of the student or the safety of patients in the clinical or safety of fellow students and instructors in the academic setting may be threatened by the presence of the student in the program. Falsification or omission of information required on the student's health record is grounds for dismissal of a student from the program.

As a student, you should strive to maintain optimum health. Your grades are affected if you are absent and missing the learning experiences. If situations arise in which your health or a client's health may be in danger, your instructor will be responsible for determining whether you may stay in the clinical area. These situations may include but are not limited to back injuries, injuries requiring a cast, infectious diseases, draining wounds, conditions that affect your balance or cognition. In some cases, hospital policy may require you to remain at home.

STUDENT INSURANCE

In alignment with the Affordable Healthcare Act, students are responsible for their own medical insurance coverage.

Information about available plans can be found at <https://www.healthcare.gov>.

NAHGA Claim Services will continue to process any student accident insurance claims that are still open as well as any new claims that occur up to the deadline.

Inadequate personal healthcare insurance coverage may affect clinical placements and status in the program due to specific clinical affiliate requirements.

SLCC - WORKERS' COMPENSATION AND INJURY REPORTING

Workers' Compensation is a no-fault insurance system that pays medical expenses and helps offset lost wages for employees who experience work-related injuries or illnesses. Students participating in a clinical may receive medical benefits for injuries or illnesses that occur during volunteer or clinical assignments. Lost wage benefits are not available to students.

To submit a [Workers' Compensation Claim](#), please following this link: [SLCC | Workers Compensation Claim Report](#)

Report injuries immediately to the Clinical Instructor; also report to [SLCC Risk Management](#) by the next business day.

PERSONAL ILLNESS REQUIRING WITHDRAWAL FROM THE PROGRAM

Honesty about one's health problems is encouraged. Any pre-existing conditions, i.e., severe emotional stress, drug related problems, back or joint injuries, disabling diseases even though in an arrested state, must be documented at time of entrance into the Program. Failure to do so may be cause for dismissal. A faculty concern for students leads us to request this information. Should a health situation arise, it is better for the faculty to be equipped to manage it than to know nothing about what is happening.

The School of Health Sciences and the Surgical Technology Program subscribe to the Salt Lake Community College procedure for school and work attendance by students and employees with AIDS or HIV infection. This procedure is available from the Vice-President of Student Services or the Dean of Health Sciences.

STUDENT ILLNESS POLICY

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Students with known communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses. A written note from a physician is required if a student must be absent 3 or more days from clinical. Students are required to inform the Clinical Coordinator and Clinical Educator as per the Attendance Policy.
- Students with communicable diseases or illnesses of long duration must present a written diagnosis. The student may be able to continue in clinical with direction regarding patient care from the student's physician or the student may be asked or elect to drop the clinical course until the illness is resolved. All information is confidential and not released unless mandated by law.

B. OCCUPATIONAL EXPOSURE/EMERGENCIES

I. TRAINING AND PROTECTION

As you know, every precaution must be taken when working around blood or other body fluids to avoid exposure to bloodborne pathogens if there is a chance that you may be exposed to bloodborne pathogens in the course of your work.

TRAINING

The College has provided you with specific training and procedures on preventing exposure to bloodborne pathogens. If you have not had this training, please contact your Clinical Supervisor.

PROTECTIVE SUPPLIES

You should always have protective supplies available, such as gloves, cleaning supplies, and red bags for disposing of infectious waste. If you do not have these supplies readily available, please contact your Clinical Supervisor.

VACCINES

Additionally, if you routinely work around blood or other body fluids that could cause exposure, you have been given a vaccine to keep you from contracting Hepatitis B in case of an accidental exposure. If you have not had the Hepatitis B vaccine series, please contact your Clinical Supervisor.

II. BLOODBORNE PATHOGENS

Please keep the following procedures handy and follow them immediately if you feel you have been exposed to a bloodborne pathogen.

NOTICE: Before performing tasks that may expose you to bloodborne pathogens, SLCC requires that you be trained in using the proper supplies and procedures to prevent exposure. If you have not had this training, please contact your Clinical Supervisor before performing such tasks. Please refer to the Salt Lake Community College bloodborne pathogens policies and exposure control plan.

- [Salt Lake Community College Bloodborne Pathogens Policy](#)
- [Salt Lake Community College Risk Management Incident Report Form](#)
- [Salt Lake Community College Workers Compensation Claim Form](#)

School of Health Sciences Student Requirements for Bloodborne Pathogens:

- The student is required to follow the clinical affiliates written exposure control plan.
- Prior to attending, SLCC requires all students to show proof of vaccination series or titer.
- The student is required to use all forms of personal protective equipment to include eye protection, gloves, gown, mask, lab coats, face shields, mouthpieces, resuscitation bags, pocket masks or other devices when exposure is suspected.
- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical educator. The clinical affiliate will treat the student with post exposure procedures and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years

C. SLCC SCHOOL OF HEALTH SCIENCES STUDENT EXPOSURE POLICY

Salt Lake Community College and the School of Health Sciences are committed to providing a safe and healthful environment to all students. In pursuit of this goal, the following Student Exposure Control Policy (SECP) is provided to eliminate or minimize occupational exposure to illnesses and/or blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood Borne Pathogens." This policy is an addendum to the SLCC Bloodborne Pathogen Exposure Control Plan housed in the Office of Environmental Health and Safety.

This applies to all faculty, staff and students who utilize the onsite lab spaces and/or participate in off-site clinical experiences in which there is the potential for exposure to pathogens. Each program within the School of Health Sciences is responsible for implementation of the SECP.

PROGRAM ADMINISTRATION:

The School of Health Sciences Dean is responsible to update and maintain this procedure. The school recognizes that changes to protocol may change over time based on new standards of infectious control.

Those students who utilize the onsite lab spaces and/or participate in off-site clinical experiences in which there is the potential for exposure to Blood Borne Pathogens must comply with the procedures and work practices outlined here.

For onsite labs, each program will ensure program personnel and students have access to all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and hazardous waste disposal bags as required by the standard. The division or departments using these materials will ensure adequate supplies of the aforementioned equipment are available in the appropriate sizes.

In clinicals and fieldwork experiences, students will be supplied with PPE and will adhere to protocol as directed by the site.

STUDENTS WITH KNOWN COMMUNICABLE ILLNESS:

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Any individual with a known communicable disease which is transferred by air or contact are required to inform the clinical/lab course instructor as per the Attendance Policy. A written note from a physician may be required per program policy. Please see individual program handbooks for additional information on missing clinical/lab courses.

METHODS OF IMPLEMENTATION AND CONTROL:

Airborne Precautions: Airborne precautions are required to be used when working with individuals whose symptoms, travel or exposure history, or other circumstances suggest the possibility of airborne contagious disease. Both the potentially infectious individual and those within the same room as this individual are required to don appropriate PPE as indicated by the clinical site.

Universal Precautions: All students will utilize universal precautions. The concept of universal precautions states that all potentially infectious materials (PIM) must always be treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens.

- PIM include:
 - Blood
 - Saliva in dental procedures
 - Vomit
 - Urine and Fecal Material
 - Cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid and amniotic fluid.

- Semen/vaginal secretions
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

Engineering Controls and Work Practices: Engineering controls and work practice controls are the responsibility of the clinical placement sites.

- Faculty/staff/students who are working with PIM must wear appropriate PPE at all times for the specific task or procedure being performed.

VACCINATIONS

Students are required to provide proof of immunity, completion of required vaccination, verification of working towards immunity, or exemption before participating in course work that will require risk of exposure to any pathogen or PIM. Please see the School of Health Sciences vaccination requirements listed on the program websites.

EXPOSURE PROTOCOL

Should an exposure incident occur, the student must immediately follow the emergency procedures as noted by the CDC <https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>, and notify the clinical/lab course instructor who will in turn report the incident to the Associate Dean. The clinical course instructor may assist the student to submit the appropriate reports to the Office of Risk Management.

EMERGENCY PROCEDURES FOLLOWING EXPOSURE

If exposure occurs on SLCC property: the student is required to complete an SLCC [INCIDENT REPORT FORM](#) which will be maintained by the program, the division, and the office of risk management. It is advised that the [INCIDENT REPORT FORM](#) is completed and submitted to risk management within 24 hours of the incident. It must be submitted no later than 180 days after the incident.

The clinical/lab course instructor will:

- Assure the student has submitted the incident report form to the Office of Risk Management.
- Notify Risk Management of the event and obtain information and instruction on testing sites.
 - For an exposure event on SLCC campus both the source individual and the exposed individual will need to be tested for evaluation purposes. For exposure events that do not involve risk for blood borne pathogens testing can be completed at WorkMed. For exposure events that involve risk for blood borne pathogens testing will need to be completed at University Hospital Infectious Disease Clinic.
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. If the source individual

is already known to be HIV, HCV and/or HBV positive new testing need not be performed.

- Assure that results of the source individual testing be made available to the exposed student. The student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual (i.e., Laws protecting confidentiality).
- Recommend that the student follow up with their primary care provider for baseline and follow-up testing and advisement on further medical action needed.

If exposure occurs on an off-site student placement: The student will follow the clinical placement facility policy for the clinical affiliate. The clinical affiliate will treat the student with post exposure procedures and follow-up.

The student is required to complete an SLCC [incident report form](#) which will be maintained by the program and the Office of Risk Management. The incident report form must be fully completed and submitted to Risk Management no later than 180 days after the incident.

D. OSHA & HIPAA REGULATIONS

Hospitals and other health care facilities are required to follow the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. These were established to protect the patients' and employees' safety and privacy.

OSHA involves requiring healthcare providers to wear personal protective equipment (PPE) when handling contaminated items. Therefore, students will be expected to wear appropriate PPE when in the clinical facilities.

HIPAA is designed to establish new patient rights and privacy controls through the use of a common set of standards and requirements about how to use and protect health information. This means the student will be expected to protect patient's privacy. Students may be required to attend additional training at the clinical facilities.

PATIENT CONFIDENTIALITY

Salt Lake Community College Surgical Technology Program is a Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant Program.

As part of your educational and professional duties in surgical technology, you will have access to information about the patient that is considered confidential. Every attempt needs to be made to ensure that this information remains confidential.

In a document titled "**Your Rights as a Hospital Patient**" from the American Hospital Association it says, "You have the right to expect treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law". Additionally, students will be educated regarding HIPAA requirements on how to maintain patient confidentiality.

Information that is considered confidential includes:

- Name
- Address
- Names of relatives
- Names of employers

- Birth date
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security number
- Medical record number
- Health plan beneficiary number
- Account number
- Photographic images

Care must be taken to avoid the following:

- Discussions of patient information in public places,
- Printed or electronic information left in public view,
- Patient charts left on counters or in public view,
- Patient information in regular trash,
- Records that are accessed without a need to know in order to perform job duties,
- Unauthorized individuals hearing patient sensitive information (such as diagnosis or treatment),
- Radiology films in public areas,
- Lab /x-ray results left on counters or within public view,
- Daily and/or weekly patient schedules in public view,
- Boards with full patient name.

E. ALCOHOL AND DRUG POLICY AND PROCEDURE

To ensure student, staff and patient/client safety, the program has adopted this policy and these procedures regarding the impaired student. Suspicion-based alcohol or drug testing will be performed if **performance problems** or **displayed behavior** in the program may reasonably be substance abuse related.

The program faculty wishes to assist the student demonstrating impairment into an evaluation recovery process. However, this can only be done with the full cooperation of the student needing help. Substance abuse may be suspected when the individual exhibits behaviors such as the following:

- Mood swings
- Behavior inappropriate for the setting
- Frequent absences
- Failure to follow policies and procedures
- Deteriorating appearance
- Deteriorating academic and/or clinical performance
- Sloppy, illegible, and/or erroneous written work
- Alcohol on the breath
- Poor judgment and concentration
- Lying
- Violation of policies pertaining to medication administration/documentation

Due to the safety sensitive nature of health occupations, indication of substance abuse is cause for dismissal from the program. Students refusing or not complying with treatment will not be allowed to continue in the program.

POLICY

- Students are prohibited from attending class or clinical sites, using alcoholic beverages or illegal drugs.
- Legal use of medications or a drug prescribed by a licensed practitioner is permitted provided such use does not adversely affect student's performance or endanger health and/or safety of others.
- School will maintain confidentiality of all records and information related to student's suspected abuse.
- Surgical Technology Program faculty will assist students desiring to address a substance abuse problem by referring students to the Student Health and Wellness Center.
- A student who refuses to comply with substance abuse policy/procedure will be subject to dismissal from the Surgical Technology Program.

PROCEDURE

The following procedure will be adhered to for all occurrences of substance abuse when immediate action is indicated:

- If a student is intoxicated or under influence of legal or illegal substances during clinical experience/clinical internship, the clinical site will contact the Clinical Coordinator who will arrange for transportation for the student. In the interim, the Clinical Instructor will follow procedures in place at the clinical site.
- Students will sign a release form allowing Salt Lake Community College to receive results of any drug screening or additional assessments performed.
- In any case of suspected substance abuse, observer will document evidence of impairment by:
 1. Describing each event in writing, dating and signing document
 2. Obtain written, dated, and signed statements of observations by others, including other students and staff
 3. Instruct student to submit results of elective drug testing
 4. Ensuring reporter(s) has/have signed all documentation and notifying the Associate Dean of the Allied Health Division or Dean of Health Sciences
- Student must make an appointment to see the Program Coordinator to review the incident prior to attending the next scheduled clinical day. Final decisions regarding student discipline will be based on recommendations by program faculty and Program Coordinator. Students will be reminded of college grievance procedure.
 1. Failure to follow up with referrals and/or treatment plan will result in

suspension from future Surgical Technology courses and clinical experiences/internships. Student must provide written documentation of compliance with treatment program to Program Coordinator.

2. Student may request to be readmitted to the program as outlined in Program Readmission Policy.
3. If impairment behaviors are observed in classroom setting, procedures of the college policy related to student conduct are followed.

F. TECHNOLOGY IN THE CLASSROOM POLICY

Technology use in the classroom is restricted to curriculum purposes only. Personal and/or college provided devices may only be used for access to textbooks, taking notes, accessing appropriate canvas provided materials, and participation in research and discussion topics. College provided devices may not be used for personal use (i.e., social media, accessing personal email, etc.) at any time.

The advent of technology use in the classroom as an instructional tool has caused both opportunities and distractions. The expectations for the surgical technology student are that you are engaged and present during class time, which means that you will be free from technological distractions. Research has shown that these distractions may cause individual inattentiveness and can make it difficult for others to stay focused on the immediate discussions.

POLICY

- Cell phones, iPods, pagers, laptops, High-Resolution DVR Spy Pens with webcam and microphone or any device (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams. Individual instructors may have policies regarding the use of technology in the classroom. Emergency cell phone calls/texts may be received during class upon instructor approval. Student will be required to exit the classroom to take the call/text.
- Students discovered reading/sending text messages during class or emails maybe asked to leave the class and may be counted absent for that class session thus losing “professionalism points” for the day and potentially receiving an unexcused absence. This includes sending instructors assignments during the stated course time.
- Students are expected to engage in discussion for the class. Computer use is accepted to access your textbook, take notes, and research the discussion topic.
- Students may not record or publish information from the class without written authorized use from the instructor. If used without authorization you have violated Privacy/Intellectual Property Rights. Students who record and/or publish anything related to the course or Program may be placed on probation or dismissed from the program depending on the severity of the violation.

G. SOCIAL MEDIA POLICY

Students in the Surgical Technology Program at Salt Lake Community College have the right to develop a Facebook page or other social media pages. If a page/account is created, it may not

include the name Salt Lake Community College or Surgical Technology Program anywhere on the page or utilize SLCC's official logos. Students in the Surgical Technology Program are to understand that the page is not an extension of the program, the classroom or the college.

The Surgical Technology program recommends caution with the use of social media by students due to the sensitive material and confidentiality issues related to the coursework. Students are not authorized to represent the College on any social media outlet. Student organizations may use SLCC branding within sites that are monitored by the institution. If a SLCC approved student organization would like to pursue this, they will work with the Health Sciences Social Media Manager to set up social media pages and or groups that have the SLCC name or branding as part of it. Administrative rights-at a minimum- should be given to the student organization advisor and Social Media Manager. Others may request it. No student that has graduated should have administrative rights to the site. Do not post anything on social media that would be a violation of the ethical rules for the program of study or profession. This might include class comments. Class comments should be posted to the appropriate Canvas Course. Canvas is the course delivery system and either encompasses the whole course or is an extension of the course. Students are not to talk about SLCC surgical technology curriculum, tests or test content, clinical situations, patients, fellow students, faculty, & clinical staff. Please keep comments professional and appropriate. Students are subject to disciplinary action based on information posted on social networking sites if found to be a violation. No electronic devices shall be used during classroom, laboratory, clinical for personal use. No cell phone pictures of any kind are to be taken in a clinical setting.

At no time may confidential or personal information about the classmates, faculty, or information of a private nature discussed in class be posted on social media. Any student violating this policy will be placed on immediate probation and/or dismissed from the Program. Confidential or personal information shall include but is not limited to:

- Personal information of a classmate, faculty, and clinical preceptor.
- Academic information of classmates.
- Derogatory comments of a classmate, faculty, and clinical preceptor.
- Classroom discussion/pictures or videos of procedures performed during clinical education.
- Information of the clinical site, patient information and any other information that may be obtained through the student clinical placement.

Social media constitutes the following but is not limited to:

- | | | |
|-------------------|----------------|-----------|
| • Facebook (Meta) | • WeChat/Wexin | • Twitter |
| • Youtube | • TikTok | • Reddit |
| • WhatsApp | • Snapchat | • Quora |
| • Instagram | • Telegram | |
| | • Pinterest | |

H. STUDENT RECORDS

A cumulative record is kept for each student in the Program. This record contains admission application, personal references, immunization record, and other pertinent information such as

grades, performance evaluations, tests, etc., and is open to the student for personal review. Any other release of these records is determined by the provisions of the Government Record Access and Management Act of Utah. This file is kept in the Program Coordinator's files for five years and then archived.

I. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except "Directory Information," which may be released upon request unless the student specifically withholds permission to do so (directory information restriction). Information that MAY be released about a SLCC student includes:

- Student name(s)
- Address**
- Telephone number**
- Date of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Most recent previous school attended
- Participation in activities/sports
- Email address
- Student photograph

*** Address and telephone numbers will not be released except in circumstances described in the School of Health Sciences (SHS) Release of Information form. This form is provided at the SHS Orientation.*

****No information may be released on a student with a "directory information restriction."*

Further information available about FERPA and student records retention is available on the website for the [Office of the Registrar and Academic Records](#). Students who wish to release personal information regarding the need for special accommodations or disability to an externship educator/site must sign a written release.

I. ADVISING POLICY AND PROCEDURES

POLICY

Student has responsibility for appropriate and timely advisement in regard to resolving academic difficulties including graduation readiness, financial difficulties and progression within the Program.

PROCEDURE

1. Students will refer questions or concerns on coursework to the instructor of each course.
2. Students may consult with faculty during office hours for the purpose of advisement on a first-come, first-serve basis. Student will only make individual appointments (other than office hours) if faculty are unable to meet during office hours.
3. Adjunct faculty may not have office hour availability as they may be practicing clinicians. Adjunct faculty appointments are to be made at a time convenient for the faculty.

Students must make every effort to speak with adjunct faculty during a class break, before, or after class. Students are not to go to an adjunct faculty's place of employment outside of SLCC for student advising or any have any contact with them at this employment setting unless prior approval has been given by that adjunct faculty.

4. Students must be sensitive to the amount of time taken for advisement if other students are waiting to speak with an instructor.
5. Students will first speak to an instructor with a question or concern before making an appointment or meeting with the Program Director. A student will speak with the Program Director before speaking with an Associate Dean, Dean, or college administrator. Students are expected to exercise professionalism and follow a chain of command for the voicing of concerns.
6. Students are required to meet with the surgical technology academic advisor at least once per semester to ensure all coursework is progressing towards graduation.
7. Students having financial difficulty making it difficult to continue with the Surgical Technology Program should also meet with the Surgical Technology advisor to receive resource information about tuition waivers, scholarships, or financial aid. Scholarship information can be found through the [Financial Aid Office](#).

J. PROFESSIONALISM

Professional behavior is defined as honesty, dependability, integrity, and respect for others. This is always expected in the classroom, laboratory, and clinical settings.

Students are held to the following standards:

- The use of profanity or vulgar language will not be tolerated.
- No derogatory comments or discrimination will be tolerated. This includes, but is not limited to, derogatory comments based on race, culture, disability, religion, gender, sex, or sexual orientation will be tolerated.
- Some lab assignments require physical contact between students (dressings, positioning, draping). Inappropriate touching or comments will not be tolerated.
- Punctuality is required.
- No food or drink is allowed in the lab or around computers or equipment.
- Students are responsible for all equipment, supplies, and books assigned to them during the course of study. Any student destroying or misusing any equipment, supplies or books will be responsible for the cost of that item.
- Any student defacing SLCC campus or its property may be subject to disciplinary action and /or expulsion from the Program. This also applies to the property of clinical sites.
- Misrepresentation of oneself as anything other than a surgical technology student, especially in the clinical setting, is prohibited.
- Employment as a surgical technologist is prohibited until completion of the program.
- Drug and alcohol use is prohibited.
- Applicable federal, state, and local regulations regarding smoking in the workplace or near a healthcare facility must be followed (most hospitals prohibit smoking anywhere).

on hospital grounds).

- Theft is not tolerated.
- No soliciting of funds or signatures, selling merchandise or services, distributing literature, or engaging in any other solicitation or similar activity on clinical site property including parking lots.
- Any student found using school computers for anything other than work or research directly associated with surgical technology or health occupations will have their computer privileges revoked.
- Any crude or derogatory comments made during the showing of video or silicone body segments in class or lab will be viewed as a sign of immaturity and the student may not be permitted to enter a clinical rotation based on that issue.
- Inappropriate, derogatory, or privacy comments or gesture in the clinical setting about patients will not be tolerated, and the student will be removed from the Program immediately.
- Cheating in any form is not tolerated and the student(s) will be dismissed from the Program. Cheating refers to any dishonest or unethical behavior aimed at gaining, or giving, and unfair advantage. Examples include copying someone else's work, plagiarizing, using unauthorized aids during exams, falsifying data or information, or providing work or information to others to use in this manner.
- Dishonesty (lying) will not be tolerated in any form, and the student(s) will be dismissed from the Program.
- Students must maintain Integrity by maintaining [consistency](#) of actions, values, methods, measures, principles, expectations, and outcomes. Integrity is regarded as the [honesty](#) and [truthfulness](#) or [accuracy](#) of one's actions.
- Students must be respectful and discreet in dealing with cadavers, lab sessions, and classroom lectures and activities, and not use any social media, text or email, or post anything about cadavers or lab sessions, and classroom lectures and activities.

K. STUDENT DRESS CODE

As representative students of the Surgical Technology Program at Salt Lake Community College, we are concerned about the professional appearance of students. We feel very strongly that pride in appearance reflects pride in our profession and institution. Student must meet the Professional Dress Code of the program and of their clinical site. It is the student's responsibility to observe these dress code standards and faculty will work to enforce the dress code. Professional appearance is always subject to the approval of the surgical technology faculty and/or clinical supervisor.

Student must meet the Professional Dress Codes of their clinical sites.

I. DRESS CODE STANDARDS

- Students must adhere to the SLCC Surgical Technology classroom and laboratory dress code.
- Students must adhere to the clinical facilities dress code.
- Freshly laundered and pressed surgical scrubs (personal for class, hospital provided in the

clinical setting) are to be worn daily for class and clinical experiences.

- Closed toed and closed heeled shoes (low and comfortable to wear while standing for long periods of time) must be worn at all times in classroom, laboratory and clinical settings.
- Program and clinical facility name badge with student name and designation as a surgical technology student with school name must be visible at all times in the clinical setting.
- Fingernails must be trimmed to less than 1/8" from fingertips.
- No artificial fingernails or nail polish.
- Hair, beards and moustaches are to be neatly trimmed and groomed and of a natural human color. If needed, a beard cover must be worn. This will be at the student's own expense.
- No perfume, cologne, body sprays, or strongly scented lotions.
- Makeup and false eye lashes may be required to be removed while in the clinical setting.
- Jewelry may be limited to one pair of stud type earrings in the earlobes. With the exception of medical alert identification worn on the ankle or with approval from clinical facilities around the neck. Ear stretchers, plugs, tapers or gauges policy is determined by the clinical sites and may limit student placement. This may affect the student's status in the program.
- Good personal hygiene including deodorant.
- Tattoo and extreme body modification policy is determined by the clinical sites and may limit student placement. This may affect the student's status in the program.
- According to industry standards students must wear appropriate undergarments to maintain modesty (bra, underwear, undershirt, socks etc.). Any portion of the undergarments should not be visible.
- Scrub tops are required to be completely tucked in, and remain completely tucked into the scrub bottom, during all classroom laboratory, clinical and program activities.

L. OPEN LAB

Open lab will be offered throughout the course at the instructors' discretion. This will be a time scheduled outside of the traditional scheduled course time where students can practice the skills demonstrated in the lab. Students are responsible for signing up for open lab times no later than noon on the day an open lab is scheduled. Students are required to select and work with a class peer (partner) while participating in open lab. Students are responsible for ensuring their peer partner is also in attendance during open lab. Open lab may be cancelled at the instructors' discretion at any time. The instructor will communicate this information to students during class time or via canvas and/or remind.com. For students to be successful in the Surgical Technology Program, students are expected to average between 5-10 hours per week (10-20 hours per week in the final two weeks of the course), at a minimum, actively participating in open lab. Students will be required to sign in and out of open lab, as well as provide a description of their activities and peer partners while participating in open lab.

LAB RULES

- Student will agree to and sign the SLCC Surgical Technology Open Lab Procedures Disclosure Statement
- Items are to be returned to the proper place at the end of each lab session.

- Students will be required to participate in regular lab organization and cleaning maintenance processes within and outside of regularly scheduled class times.
- Any crude or derogatory comments made during the showing of video or silicone body segments in class or lab will be viewed as a sign of immaturity and the student may not be permitted to enter a clinical rotation based on that issue.
- Disrespectful, negative comments in the clinical setting about patients or staff will not be tolerated, and the student will be removed from the program immediately.
- Instructors may access classroom lockers at any time.
- Students may not be in the lab alone. A minimum of two students must be in the lab at all times or be accompanied by an instructor.
- No recording devices are allowed in the lab without permission from the instructor.
- Students may be recorded for instructional use and or promotional use, including distribution to students in the Surgical Technology Program.
- Students will be required to work with and respond appropriately to constructive criticism from instructors and instructor-assigned peers.
- Music will be selected by instructors only.

4.2 ACADEMIC STANDARDS:

The Surgical Technology Program demands a high level of academic success. Minimum scores for successful completion of each course are clearly set and limits on the ability to retake have also been put in place. For more detailed information on SLCC academic policies please see the [SLCC Academic Standards Policy](#)

A. GRADING POLICY

Grading will be based on the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in each Surgical Technology Program course.

Students must receive a grade of C+ or better in each of these three domains before the other areas are factored into the final grade. A student who earns below a C+ in any area will receive the lower final grade regardless of their scores in the other two areas.

95-100%	A	74-77%	C
91-94%	A-	70-73%	C-
87-90%	B+	67-69%	D+
84-86%	B	64-66%	D
81-83%	B-	60-63%	D-
78-80%	C+	Below 59%	E

The Final Clinical Preparation Pass Offs are timed and graded and must be passed with a grade of 100% to remain in the surgical technology program. The student must maintain a calm professional demeanour and maintain focus throughout entire pass off. The student will be

allowed 3 attempts which must be completed during the designated time the instructor sets, regardless of the time frame the student will be starting clinical. If the student does not pass after 3 attempts the student will not be assigned a clinical externship and will be removed from the program.

PASS OFFS

The program is set up to allow students to progressively gain the skills required of an entry level surgical technology to participate in surgical procedures on live patients. Lab Skills Assessments are individual skills that will be assessed for accuracy by both peers and instructors. Students are expected to work with both peers and instructors and appropriately receive constructive criticism to improve their skills. Lab Skill Assessment assignments are designed to prepare the student for the courses Skills Pass Off. Each course will build on the last courses skills until the Final Clinical Preparation Pass Off.

The Final Clinical Preparation Pass Off is designed to ensure that students meet the industry standard for an entry level surgical technology. These standards are put into place to ensure hospital efficiency and safety of the hospital staff, student, and the surgical patient. These standards include:

- Following the AST Code of Ethics,
- Developing and utilizing a strong surgical conscience,
- Demonstrating the ability to follow policy and procedures through the use of best practice techniques,
- Demonstrating efficiency through time management and teamwork,
- Communicating effectively and maintaining a professional demeanour.

Students must have a minimum of one instructor and five peer skills assessment pass offs in each of the coordinating color skills to be eligible for an attempt at a purple and/or orange pass off. Students attempting any skills pass offs (i.e., skills assessment, purple, orange) with an instructor will only be able to sign up for one attempt a day. Students will be limited to two individual instructor skills. Additional attempts within the same day will be up to the instructor's discretion and schedule. Purple, Orange and Final Pass off attempts are only available during scheduled open lab times and are not available during scheduled class times. Purple and Orange Pass Off due dates are listed in the attached course schedule. A Purple and/or Orange Pass Off completed after the due date will receive a 20% points deduction per day it is late.

The Final Clinical Preparation Pass Off will be scheduled any time between 8 am and 8 pm during finals week. The Final Clinical Preparation Pass Off will be held during open lab with other students present. The Final Clinical Preparation Pass Off must be passed with a grade of 100%. The student will be allowed 3 attempts. The attempts must be completed during the designated time the instructor sets, regardless of the time frame the student will be starting clinical. If the student does not pass after 3 attempts the student will not be assigned a clinical externship and will be removed from the program.

The instructor will select the lab station and OR table, which will include OR lights and arm boards, for each Pass Off. The student will randomly draw a procedure for each attempt. Students will not be allowed to perform the same procedure for all three attempts. The third attempt may include

an additional surgical technology program faculty/instructor to verify accuracy in evaluation. Overall class performance will be assessed in determining a pass or fail.

A failure will result if a student does any of the following:

- Violates a standard of surgical conscience.
- Has 2 (purple, orange) or 4 (final) breaks in best practice techniques
- Does not maintain a focused and calm demeanor.
- Violates the AST Code of Ethics

ALL Final clinical evaluations must be passed with a C+ to graduate.

B. COMPLETION OF ASSIGNMENTS

Any assignment turned in after the due date will not be awarded points.

C. CUMULATIVE PROGRAM POLICY

All courses within the Surgical Technology program are cumulative courses in relation to the program as a whole. This means that information learned in all courses will be utilized in other courses of the program. You will be expected to retain information that is introduced in any course within the program and its prerequisite course and utilize it within other courses within the program. ALL exams for each of the Surgical Technology program courses will be cumulative and include information available in the assigned course reading material, lectures, demonstrations, as well as any previous or concurrent program course or program prerequisites.

D. EXAM/TESTING POLICY

Exams will be administered in the assessment center on SLCC Jordan Campus, through a secure proctoring platform or in an instructor supervised environment. The exams may be administered outside of class time per instructor designated exam time. Students are expected to make the appropriate arrangements to be in attendance and on time to exams. Students will not be admitted to take an exam if they arrive at the assessment center secure proctoring platform or in an instructor supervised environment late or without proper identification and the appropriate above listed point deduction will be applied to their exam taken at a later date and/or time. Instrument exams will be administered at the start of class on the date designated on the class schedule. Study resources for instrument exams are available in Canvas, at the Jordan Campus Library and/or in the surgical technology classroom.

Exams/Tests must be taken on the day assigned at the designated time. In the event the student will miss an exam, they must call or e-mail the instructor PRIOR to the designated test start time. Phone messages are acceptable. The student will then take the exam on their own time at the discretion of the instructor, with an automatic 20% deduction. IF THE STUDENT DOES NOT CALL OR E-MAIL PRIOR TO THE TEST START TIME, the student must take the test with an automatic 50% deduction. Exams are listed on the course's tentative schedule and students are expected to take them as assigned. See student discipline policy for infractions.

In preparation for the National Board of Surgical Technologists and Surgical Assistants Certification Exam all exams/tests taken throughout all courses of the Surgical Technology

Program are cumulative and include material learned in previous sections of the course and previous courses within the program.

E. COURSE WITHDRAWAL/INCOMPLETE POLICY

The Surgical Technology Program will follow institutional policy regarding course withdrawals, administrative drops for non-attendance, and failure to drop/withdraw.

WITHDRAWAL

It is the student's responsibility to request a withdrawal or drop from each individual instructor.

- Students who quit attending class without an official withdrawal initiated by the student will remain on each instructor's class roster and continue to accrue a grade until a withdrawal or drop in that class has been completed.
- Faculty will not automatically withdraw or drop individual students from courses or the program without a written request and completed paperwork that meets the withdraw criteria past the withdraw date.
- If the student does not initiate a drop or withdrawal, a failing grade for the coursework could result.
- Faculty will not sign a withdrawal if the student is failing the course at the time of the request. This is college policy.

INCOMPLETE GRADES

Incompletes are only available:

- In emergency circumstances as identified by the instructor.
- Seventy-five percent of course must be completed with a current passing grade (minimum of a "C+" or 78%).
- Students must meet with the Program Coordinator and submit incomplete form including a plan for and complete course(s) within one (1) year.
- Incomplete grades will be given only in extenuating circumstances, beyond the student's control, with appropriate documentation. Students who have an incomplete in a course will not be allowed to continue in the program until the course is completed successfully since the coursework is sequential. If the student receives an unsatisfactory grade in any course the student must reapply for the program the next year.

F. COMPLETION POLICY

Students selected for the Surgical Technology Program must meet the following criteria in order to maintain placement in the program. This includes the following:

- Full-time class credit commitment during three semesters of the program for our traditional enrollment cohort, and a five-semester program for our early enrollment cohort.
 - Students must be available for variable class schedules (day, evening, or weekend) depending on class offerings/adjunct faculty scheduling.

- Jobs and work-related schedules will not take priority over class times.
- Attendance and punctuality are required.
- Faculty members of the Surgical Technology Program will not approve an appeal to withdraw from a course if a student is not successfully passing a course after the college's determined withdrawal date or if the student is on probationary status at the time of request.
- Enrollment in courses within the Surgical Technology Program following sequence includes prerequisite courses and fieldwork. All prerequisite courses must be completed before a student can enter the Traditional College program Surgical Technology coursework.
- Students must complete all Surgical Technology coursework of the first academic semester to be eligible to register for the next semester experiences. Students who voluntarily drop or withdraw from the Surgical Technology Program must reapply through the standard application process which includes submitting new paperwork and completing the selective admissions criteria (previous admissions essays and service will not count for the second application). Students will be subject to all admissions requirements/systems as if they are a new applicant applying to the program.
- Students who have an involuntary drop due to non-attendance of coursework in one or more courses will be dismissed from the Surgical Technology Program.
- Students receiving two letters of probation during the program will be dismissed from the Surgical Technology Program.

G. ACADEMIC HONESTY

Honesty is an expectation at SLCC. This means that each member of the College community will adhere to principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process listed in the [Student Code of Rights and Responsibilities](#).

Students are also held to the College policy on Acceptable Use of College Computing Resources which prohibits the distribution of passwords or confidential information; sending, receiving or storing fraudulent, harassing or obscene messages; the encroachment of computer resources or any attempt to break, or override the security of the College computers.

Any student who breaches academic honesty will be subject to disciplinary action.

H. GRADUATION REQUIREMENTS

An Associate of Applied Science – Surgical Technology will be awarded by the Surgical Technology Department, School of Health Sciences of Salt Lake Community College to those students who: Satisfactorily complete the following minimum professional requirements:

- Successfully complete all program requirements with minimum grade of C+
- Clinical education component of the technical program
- Take the NBSTSA Exam at completion of program

- Provide documentation of official application for graduation from SLCC Graduation Office Recommended for degree by Surgical Technology Program faculty

Additionally, while local demand for graduates is high, the Salt Lake Community College cannot guarantee surgical technology job placement.

I. PROGRAM PROFESSIONALISM SERVICE LEARNING

This course has a program professionalism service-learning component. Students will be required to spend a total of 12 hours of approved healthcare/medical-related service during the Surgical Technology Program. Students will not only learn the value of serving others, but will have their learning of equipment, instruments, and supplies reinforced.

The instructor will assign and/or approve requested professionalism service hours. All requests for approval must be submitted via canvas email.

Due at the completion of each course	Surg 2010	Surg 2020	Surg 2050
	Fall Semester	Fall Semester	Spring Semester
Cumulative program service hours completed	3 hours	6 hours	12 hours

Service hours completed before entering the Surgical Technology Program will not be accepted. Service hours completed for non-surgical technology courses, religious affiliation commitments, application processes, and personal commitments will not be accepted. Upon entering the Surgical Technology Program any service hours completed over the required hours listed in the table above can be rolled over to the next course.

Students will be required to submit professionalism hours, with verification documentation when appropriate, each term via canvas using the provided form. Students will be expected to complete a professionalism reflection paper representing the student’s experiences in SURG 2050. Assigned service hours will include, but not be limited to; cleaning of the lab, sorting and organizing supplies and instrumentation, laundering linens, participating in program and or partnership fairs, etc. See canvas for additional pre-approved service hours.

J. RE-ADMISSION POLICY

- Students who have been dismissed for cognitive or psychomotor reasons may not reapply sooner than two years from dismissal from the program.
- Students who are readmitted will start the program from the beginning. This may require new equipment and/or text.
- Students who do not complete the program for any reason will be allowed one readmission.
- Students being readmitted will compete with all other applicants requesting entrance into the program.
- Placement in the program will be made according to current program objectives, and current Handbook.

- The student who wishes to apply for readmission must submit a new application for the current year to the Health Science Admissions office.
- If readmitted, the student will repeat the entire program from the beginning at the next available start date.
- A readmitted student will have 1 (one) attempt to successfully complete the program. If unsuccessful, the student may not reapply for the program.
- Students who are dismissed or permitted to voluntarily withdraw from the program related to reason of unprofessional conduct will not be eligible for readmission.
- Extended leave of absence for medical emergency, immediate family emergency, or military service will be reviewed on an individual basis by the Program Coordinator and faculty.
- Students need to be aware that repeating the program may have an effect on financial aid.

K. DEFERMENT POLICY

Students who wish to temporarily withdraw must do so with sound reasoning. Some reasons for deferment with a temporary withdrawal include:

- Prolonged illness, injury, or disease that is expected to improve
- Military deployment
- Pregnancy
- Other reason as agreed and collaborated between the student and the Surgical Technology Program

Students who are approved to temporarily withdraw for a deferment may have their slot held for a period of one year. If the period of deferment requires over a one-year period, students will have a slot held for them in the program but will have to retake coursework that is over one year old. The student will need to reapply for the Program following the normal dates and procedure.

L. PROBATION POLICY

Probation may supersede direct dismissal from the Surgical Technology Program unless indicated in other policies. Probationary status can be the result of any one or more of the following reasons as noted below. Reasons for probationary status have been outlined through this student handbook.

Unprofessional behaviors can directly result in probation or dismissal based on the severity and implication of the offense. Although every effort is made to outline specific instances, not every instance can be addressed in the handbook and may need to be dealt with on an individual basis.

Once a student is on probationary status, they will remain on probation for the duration of the Surgical Technology Program until the student is officially graduated.

PROBATION WILL RESULT FROM:

- Violation of attendance policy per course syllabus.

- Loss of participation/professionalism points in any one class.
- One violation of the Surgical Technology Program's code of ethics policy. The standard of ethics and conduct for the surgical technology
- student is dictated by those moral and personal qualities inherent in the professional role, i.e., honesty, responsibility, dependability, accountability, and concern for others.
- Violations of significant consequence or behavior that is:
 - problematic to self/others;
 - clearly observable, irresponsible, or destructive;
 - directly reflective of the Program or profession in a negative manner.
- One violation of the Student Confidentiality Policy.
- Non-compliance to the Professional Presence/Uniform/Dress Code more than once per semester.
- Immunization or re-certification of clinical requirements **allowed to lapse** or are falsified.
- Election to withdraw or walk out from a Clinical placement.
- Accountability issues such as, but not limited to:
 - Failure to honestly communicate verbal or written information. For example: cheating, not completing their share of group work, or plagiarism.
 - Failure to report unsafe/incompetent practice of self or peers.
- Any other circumstance also outlined in this handbook.

Note: Students will be able to track their grades via Canvas. If marginal academic or professional performance is in question at midterm, the faculty and student are expected to discuss performance and set up a learning contract in order to help the student become successful in the course. Students are ultimately responsible for their own academic and/or professional performance and should be expected to self-monitor.

PROBATIONARY PROCEDURE

A verbal warning or email from an instructor or Program Coordinator **may or may not** precede a formal letter of probation, depending on the circumstances and/or severity of the situation.

1. The student will be asked (via email or verbally) to meet with the instructor and one other college employee. The student will be verbally informed of probation status in this meeting. If the student refuses to meet or is unable to schedule within the time period established the student may be removed from the program.
2. An official letter from the Surgical Technology Program notifying the student of the probationary status will be given to the student. The terms and reasons for probationary status will be outlined in the letter.
3. Students may elect to meet with the Surgical Technology Program Director to develop a behavioral contract and should do so within five academic days of receipt of the letter of probation. A contractual agreement demonstrates the student's initiative to desire

to remain in the program and graduate since it identifies areas of needed improvement and the student’s willingness to make a positive change.

4. A meeting to discuss the contract must be scheduled by the student and attended within ten academic days of initial notification/contact.
5. Both student, Program Director, and any involved faculty or college employee will sign the contract.
6. Probationary status will remain in effect throughout the program. A student on probation is not considered in “good standing” with the program.

M. PROGRAM DISMISSAL

Dismissal is serious and practice/behaviors as outlined below have zero tolerance. These practices indicate the student has committed a violation that requires automatic and immediate dismissal from the Surgical Technology Program. Being dismissed means not attending any more class sessions, finishing a semester, or completing the program. Students who are dismissed will receive the grade earned at the time of the dismissal and not allowed to have grades for additional assignments, quizzes, or tests.

A student dismissed for cheating, violation of probation, unsafe behavior/practice, unprofessional behavior, drug test policy infractions, falsification of documents or signatures, plagiarism, or dismissal from a clinical site, are not allowed to reapply to the Surgical Technology Program.

A dismissed student is not allowed in the physical space of the Surgical Technology Program.

DISMISSAL WILL RESULT FROM BUT IS NOT LIMITED TO:

- Violation of probationary status.
- Violation of course attendance policy
- SURGICAL TECHNOLOGY course grades below “C+” competency
- Failing the Final Clinical Preparation Pass Off
- Positive drug testing from substances other than prescribed medications cleared by the drug testing agency
- Alcohol or drug intoxication or abuse in the program or public
- Unsafe behavior practiced in the classroom, laboratory, clinical as defined below.
- Severe unprofessional behaviors regulatory based include:
 - One failure to adhere to the Salt Lake Community College or Surgical Technology Code of Ethics.
 - One failure to abide by the policies and procedures of the fieldwork sites.
 - One failure to report a change in criminal background.
 - One failure to practice within the student SURGICAL TECHNOLOGY role.
- Failure to respect the worth and dignity of clients, peers, health care team, and faculty
 - Breach of Confidentiality.

- Breach of patient's Bill of Rights.
- Behavior that degrades and is of libelous nature to others.
- Dismissal due to drug test policy infractions: Dismissal from program due to + drug test, dropped from Program due to student's refusal to take drug test or dropped from program due to + drug test with no MD's documentation.
- Cheating in any course required to fulfill the Surgical Technology Program requirements in any form as defined in the Academic Standards of the SLCC Code of Student Rights and Responsibilities is prohibited and will result in dismissal for the Program. See Student Discipline Policy for infractions.
- **Plagiarism.** *Using another person's ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one's own. Plagiarism includes but is not limited to the following:*
 - Acquiring by purchase or otherwise a part or the whole of a piece of work which is represented as one's own.
 - Representing the ideas, data, or writing of another person as one's own work even though some wording, method of citation, arrangement of evidence, ideas, or arguments have been altered.
 - Concealing the true sources of information, ideas, argument in any piece of work.
 - Falsification of documents or signatures, misrepresentation, falsifying information. This includes but is not limited to the following:
 - Having another person represent or stand in for oneself in circumstances where one's attendance and/or performance is required
 - Misrepresenting class attendance
 - Presenting false academic credentials
 - Submitting someone else's work as one's own
 - Submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current instructor. It is assumed that the current instructor expects the work to be original
 - Forging or using another's signature
 - Altering or destroying academic records and documents
 - Presenting false data, experimental results, or physical results.

DISMISSAL FOR UNSAFE PRACTICE

The safety of the student, other students, and the clients/patients is paramount. Automatic dismissal for unsafe practices may occur at any time during the academic semester. Automatic dismissal is based on unsafe behavior demonstrated by the student as determined by the faculty of the Surgical Technology Program. Probationary status will not be used for unsafe behavior/laboratory/clinical practice under the definition below.

UNSAFE BEHAVIOR IS DEFINED AS:

- One potentially life-threatening incident
- One accident contributing to the injury or death of another
- One incident of placing a client, fellow student, or faculty in harm's way

Unsafe behavior also will include unethical practice of the Surgical Technologist as stated in this handbook and the practice laws of the Association of Surgical Technology or failure to abide by the Policies and Procedures of Salt Lake Community College and the Surgical Technology Program. Dismissal from a clinical education site will result because of failure to abide by the Policies and Procedures of the clinical education sites or the standards of the Salt Lake Community College Surgical Technology Program. Dismissal for unprofessional behavior is related to the failure to practice under the required standards. Additionally, dismissal for unprofessional behavior includes failure to abide by the SLCC Student Honor Code or failure to respect the worth and dignity of clients, peers, health care team and faculty. Refer to student discipline policy for infractions.

PROCEDURE FOR DISMISSAL FOR UNSAFE PRACTICE

1. Completion of an incident report by a faculty describing the incident. Incident reports may also come from a fieldwork educator.
2. A meeting between the student and Program Director may occur immediately upon receipt of the form and occur no longer than **FIVE** academic days following the incident. A decision by the Program Director will be rendered immediately following the meeting.
3. If dismissal is the recommended action, an appeal hearing may be initiated by the student with a written statement of what is appealed provided to the Program Director. The appeal hearing must be scheduled within **TEN** academic calendar days. The hearing will consist of the Surgical Technology Program Director, SURGICAL TECHNOLOGY faculty, other faculty or administration representatives and the student.
4. A decision regarding the appeal presented will be provided in writing to the student through email by the Surgical Technology Program Coordinator within **FIVE** days following the hearing.
5. Students may continue the appeal process of the dismissal using School of Health Science Appeals Process. (See below)

DISMISSAL RELATED TO CLINICAL PERFORMANCE

If a request from a clinical site is received to deny a student whose work and conduct may have a detrimental effect on patients or personnel, and/or whose progress, achievement or adjustment does not justify his/her continuance with the program, the student will receive a failing grade from that clinical experience or affiliation. Due to the failing grade, the student will be dismissed from the program.

PROCEDURE FOR DISMISSAL FOR UNSAFE PRACTICE IN A CLINICAL SETTING

1. Completion of an incident report by a faculty describing the incident. Incident reports may also come from a fieldwork educator.

2. A meeting between the student and Program Director may occur immediately upon receipt of the form and occur no longer than **FIVE** academic days following the incident. A decision by the Program Director will be rendered immediately following the meeting.
3. If dismissal is the recommended action, an appeal hearing may be initiated by the student with a written statement of what is appealed provided to the Program Director. The appeal hearing must be scheduled within **TEN** academic calendar days. The hearing will consist of the Surgical Technology Program Director, SURGICAL TECHNOLOGY faculty, other faculty or administration representatives and the student.
4. A decision regarding the appeal presented will be provided in writing to the student through email by the Surgical Technology Program Coordinator within **FIVE** days following the hearing.
5. Students may continue the appeal process of the dismissal using SLCC academic grievance procedures by contacting the Health Sciences Associate Dean

N. ACADEMIC APPEALS POLICY

The School of Health Sciences Appeal Procedure (the Procedure) functions in accordance with the [Salt Lake Community College Student Code of Conduct](#) (the Student Code) Section III.B.4.c. For the purposes of this procedure, business days are based upon the college's academic calendar and excludes weekends, holidays, and official college break periods and closures. The following levels may be completed by students who have the right, as per the Student Code, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study.

INFORMAL COMPLAINT:

Issues between students and a faculty/instructor, staff member, or administrator should be first discussed between those involved in the issue, if at all possible. For most issues it is anticipated that a resolution between the student and the faculty/instructor, staff member or administrator can be reached with an informal discussion of the issue. In the case that the student is unable to address the issue directly with those involved, or the issue is addressed but not resolved, the student may opt to escalate the concern through the following process.

LEVEL ONE:

- If a successful resolution is not forthcoming with the individuals directly involved, the student may choose to make an appointment with the program coordinator to address their concerns.
- The student is held to the standard within the program handbook regarding the process for appeal to the program coordinator.
- If the issue is with the program coordinator, and resolution was attempted and failed in the informal stage the student may move directly to level two.

LEVEL TWO:

- If the outcome of the program appeals process is not to the student's satisfaction, the student has (5) business days from their receipt of the outcome to submit a written appeal that includes a statement of the issue and any evidence in its support, the

resolution sought, and the student's signature to the Associate Dean.

- The Associate Dean will request documentation and evidence from any faculty that may be involved in their investigation of student appeal request.
- The Associate Dean will notify the student through a formal letter within five (5) business days of their decision whether a conference with the student is warranted and if so, will schedule a conference date.
 - If a conference is not warranted this letter will notify the student of the Associate Deans decision on the matter.
 - If a conference is warranted a conference will be scheduled and the Associate Dean will notify the student through a formal letter within five (5) business days of completion of the conference of their decision to approve or reject the student's appeal.

LEVEL THREE:

- Within five (5) business days after the receipt of the formal letter from the Associate Dean, the student may submit a written appeal to the Dean of the School of Health Sciences.
- The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) business days of receiving the formal letter from the student.
- The Dean will notify the student, in writing, of his/her decision to uphold, modify or dismiss the decision and possible sanction(s) imposed by the faculty member.
- The decision of the Dean is final and cannot be appealed.

NOTE: The SLCC School of Health Science Appeal process, and the SLCC grievance procedures are separate and distinct from any formal legal proceedings. These procedures are designed to provide students with due process, procedural fairness, and developmental growth opportunities and ensure equal protection for all students. Due to this expectation, legal council is not assumed to be present during any scheduled meetings in the appeals process. If either party determines that legal council is necessary, this must be relayed during the scheduling of the meeting to provide adequate notice and allow for time to secure equivalent council if desired by both sides.

4.3 ATTENDANCE STANDARDS

A. ATTENDANCE POLICY

Attendance in class is mandatory. You are forming work habits and a reputation that will follow you into the professional environment.

Students are expected to attend ALL class sessions. Full participation is expected in all classroom/laboratory/clinical sessions. If a student cannot participate for reasons of health, the faculty in charge of the class must be advised of the reason ahead of time. Absence without just cause is considered unprofessional behavior in a professional program. The only reasonable excuses with proper documentation are death/birth/wedding in immediate family, sudden severe personal/immediate family illness verified by physician, jury/armed forces duty, or verified

catastrophic accident. Appointments with physicians, dentists, etc., should be scheduled for non-class hours and are not excused.

Documentation for attendance violations must include the date seen by the doctor and be within 24 hours of the absence. Chronic conditions require an accommodation from the ADS office and must not interfere with the essential functions required by the field of Surgical Technology.

A student leaving early from clinical, or class is considered an absence, unless the facility has sent the student home due to lack of cases or work and the clinical instructor has been informed prior to leaving.

Extended periods of absence are defined as more than one missed class in a row. Extended absences will be evaluated on an individual basis by the instructor and/or clinical instructor.

Excused absences (as defined by course syllabi) will result in program probation and/or removal from the Surgical Technology Program may be necessary.

If you miss a day's work, the workday must go on without you. If you miss a day in class, the work will go on without you and you will not receive any participation points for that day. Missed lectures and demonstrations will not be repeated. You are responsible to make up any missed work on your own time.

If a student for any reason violates the attendance policy, the non-completion policy below will be enforced.

If the clinical facility requests that a student be removed for any reason, including attendance, the student will not receive placement in another clinical site. The student will therefore be removed from the program. Please refer to the Code of Student Rights and Responsibilities Section II-A-F. Due to the fact that a student's removal from a clinical site by request of a clinical site violates the Salt Lake Community College Code of Student Rights and Responsibilities. Removal from the program is not eligible for the grievance process.

Unexcused absences (as defined by course syllabi) will result in Program probation and/or removal from the Surgical Technology Program may be necessary.

Unscheduled college closures are verified by a call to the information hotline, 801-957-INFO (801-957-4636).

B. MILITARY LEAVE

- Students will receive an excused absence from each class for a two (2) week annual training. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required military annual training will not affect a student's standing in the program.
- Students absent over two (2) weeks and up to a year will receive a program withdrawal and offered a deferment. (You need to be in good standing). The student will be provided admission preference into the next year's cohort beginning with the semester not completed.
- Students deployed over one (1) and up to two (2) years will be given admission preference into the next year's cohort but must begin with first semester courses. Contact the SLCC Vet Services for tuition waiver opportunities.
- Students deployed over two (2) years will need to reapply to the program.

E. JURY DUTY

Students will be allowed to miss classes with no penalty for verified jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed upon students return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required jury duty will not affect a student's standing in the program. Students are required to provide written evidence of Jury Duty.

Extended Jury Duty over 2 weeks in duration may constitute withdrawal from courses. The student will be allowed to repeat the courses upon return with no penalty.

5.0 CLINICAL EDUCATION STANDARDS

5.1 CLINICAL AFFILIATES

Clinical affiliates are located throughout the Greater Wasatch Front.

5.2 PROFESSIONALISM AND CONDUCT

You are entering a profession. You have a rare opportunity to start a new beginning. Use it wisely. From the day you start class and walk into your clinical affiliates, new opinions and impressions are being formed of you that could decide your future as a Surgical Technologist. If you have a complaint or problem about the affiliate, bring it to the attention of the Clinical Instructor first, then the faculty Clinical Coordinator so that it can be resolved. Criticism aggravates anxious feelings and is not conducive to learning.

It is important to remember that as a student, you may not always recognize the reason for a certain direction from a supervising technologist. However, it is expected that a student will follow the directions of an immediate supervisor or staff technologist first and inquire as to the reason after the fact. Only as a student gains judgment and experience and employment in his/her chosen profession should they question the directions of the supervisors. Failure to abide by these requirements concerning responsible behavior can result in a change in clinical site, probation, or dismissal from the program.

Students should have a courteous, pleasant and positive relationship with patients, physicians, technologists, fellow students and school faculty at all times.

Comments about fellow students should be directed to the college faculty in a confidential manner. Critical and degrading talk about fellow students will not be tolerated and is grounds for dismissal from the Program.

- Students are required to notify clinical facility and clinical instructor immediately regarding any sentinel event/incident reports the student is involved in while at a clinical facility.
- Sentinel events/incident reports including but not limited to: Falls, medication errors, intraoperative burns, injury to patient, staff, student, and loss of specimens, behavior of any surgical team member is such that a lawsuit could result (e.g., sexual harassment or aggressive behavior toward other team members).

Students are required to be in OR attire and at the front operating room desk to receive assignment 15 min prior to beginning of shift they are scheduled to work.

No eating in front of the patients. No gum chewing in front of patients without a mask. Smoking is permitted only in designated smoking areas and only at appropriate times determined by Faculty and or clinical site. Facility dress standards will apply to students. This includes but is not limited to hair color, piercings, and tattoos.

Groups gathering either in the halls or in other patient care areas for any form of conversation should be avoided. Obnoxious behavior and boisterous or strong language is not acceptable.

While attending the clinical sites, you are a guest and may utilize the technologist's lounge for breaks and lunches. However, during the course of the day, if you have slow times you are required to remain in your assigned area. Missing surgical cases because you are not in your assigned area

is unacceptable.

The clinical education centers have the right to decide that they do not want a student to rotate to their facility for their clinical education.

5.3 CLINICAL STANDARDS

A. CLINICAL EDUCATION

Due to accreditation requirements, clinical externship days may not follow the standard semester schedule. All deviations from the traditional 6:30 am to 3:30 pm Monday through Friday schedule must be pre-approved by the course instructor, clinical coordinator and facility educator(s). Students are required to take a minimum of a 30-minute lunch break for every eight hours of clinical.

B. CLINICAL ROTATIONS

During this course students will work in real operating rooms under the direct supervision of a working surgical technologist. The student's preceptor must be scrubbed in at all times with the student. The student will also be working directly with other professionals including surgeons, anesthesiologists, registered nurses, and other hospital staff. Students must show respect in language, appearance (see dress code), conversation, and action at all times. They will participate in live surgical procedures, on living patients, while acting in the surgical technologist role. This will require the student to display a superior amount of professionalism.

It is important to remember that as a student, you may not always recognize the reason for a certain direction from a supervising technologist. However, it is expected that a student will follow the directions of an immediate supervisor or staff technologist first and inquire as to the reason after the fact. Only as a student gains judgment and experience and employment in his/her chosen profession should he/she question the directions of the supervisors. Failure to abide by these requirements concerning responsible behavior can result in a change in clinical site, probation, or dismissal from the Program.

Students should have a courteous, pleasant, and positive relationship with patients, physicians, technologists, fellow students, and school faculty at all times. Comments about fellow students should be directed to the College faculty in a confidential manner. Critical and degrading talk about fellow students will not be tolerated and is grounds for dismissal from the Program.

The student will be exposed to nudity, graphic scenes (including blood), and mature situations that could include death. Patient dignity and privacy must always be respected. Patient privacy laws (HIPPA) require the absolute confidentiality of patient information that students will encounter during their clinical experience. No breaches of this confidentiality will be tolerated in any situation.

The student will be exposed to bodily fluids, surgical lasers, x-ray radiation and fumes that could potentially be hazardous to their health. Students will be required to follow strict universal safety precautions to minimize their risk of exposure to these dangers.

Students are required to notify clinical facility and clinical instructor immediately, within 12 hours if scrubbed in, regarding any sentinel event/incident reports the student is involved in while at a clinical facility. There are many sentinel events/incident reports including but not limited to: Falls, medication errors, intraoperative burns, injury (including biological exposures) to patient, staff,

student, have a personal medical incident, and loss of specimens. If the behavior of any surgical team member is such that a lawsuit could result (e.g., sexual harassment or aggressive behavior toward other team members). Students are required to be in or attire and at the front operating room desk to receive assignments 15 min prior to beginning of shift they are scheduled to work.

No eating or gum chewing will be tolerated in front of the patients. Smoking is permitted only in designated smoking areas and only at appropriate times. Facility and course dress code standards will apply to students.

Groups gathering either in the halls or in other patient care areas for any form of conversation should be avoided. Obnoxious behavior and boisterous or strong language is not acceptable.

While attending the clinical sites, you are a guest and may utilize the technologist's lounge for breaks and lunches. However, during the course of the day, if you have slow times you are required to remain in your assigned area. Missing surgical cases because you are not in your assigned area is unacceptable.

Students will be assigned to a clinical site, which could be at any surgical facility from Ogden to Payson, or Tooele to Park City. Students will be required to provide their own transportation to their assigned site. Clinical shifts will be held five days per week (Mon-Fri) from 6:30 am to 3:30 pm, may vary depending on facility and graduation requirements. Student are restricted to no more than 50 hours per week. It is strongly recommended that students are well rested and eat a nutritious meal before starting their clinical shifts each day. Students are required to complete a minimum of one 30-minute lunch break per 8-hour shift. Students must be punctual and stay for the entire shift. Students are required to be dressed in appropriate OR attire and at the OR front desk by 6:45 am to receive their room assignments. These clinical sites often watch our students as a potential future employee based upon their performance as a student. Students will be assigned one clinical site for the first half of the rotation, and then switched to a second site for the last half of the rotation.

Students will be periodically visited at the clinical site by a clinical instructor. During these visits, the instructor will get direct feedback on the student's progress, as well as observation of the student's skills progress.

Students are required to obtain two Weekly Clinical Assessments from their preceptor(s). At this time the student is expected to set goals for the upcoming week. This weekly clinical assessment is to be signed by the preceptor and student and turned in to the clinical instructor each week.

Students are required to obtain a Final Clinical Evaluation from their facility educator at the completion of their rotation.

C. CLINICAL EDUCATION PHILOSOPHY

Learners will begin their clinical experience by working under the direct supervision of an experienced surgical technologist in the surgical setting. Students will transition into the first scrub with assistance role on level I and level II core and specialty procedures. Procedures will be recorded to complete Clinical Case Logs requirements per current ARC/STSA requirements.

Minimum case requirements must be met per AST 6th edition core curriculum to meet graduation requirements. This may require an extension of the current semester. If extension is needed the student will receive an incomplete until graduation requirements are met. This will not require any additional tuition from the student.

D. CLINICAL EDUCATION OBJECTIVES

- Apply skills and knowledge gained in the classroom and laboratory setting, while working in a surgical suite under the direct supervision of an experienced surgical technologist.
- Scrub entry level surgical procedures working toward functioning in the primary scrub role. Concentrate on core beginning to intermediate procedures in the areas of endoscopy, general, obstetrics and gynecology, otorhinolaryngology, and genitourinary, along with basic specialty procedures.
- Demonstrate professional work ethics including self-initiative, timeliness, attendance, appropriate interpersonal relations, neat appearance, scope of practice, and patient confidentiality.
- Ask appropriate questions, keep a notebook, and review cases daily prior to coming to clinical.
- Maintain records of performance and evaluations. Ask for and accept constructive criticism from clinical preceptors and implement changes.
- Demonstrate strong surgical conscience.
- Use safety precautions including but not limited to universal precautions, proper lifting techniques, good personal health, fire and electrical safety, personal protective equipment, and use of safety devices and techniques.
- Select and open sterile supplies, perform surgical hand scrub, gown and glove self and others, set-up and maintain sterile field, sponge and sharps counts, accept medications, drape, pass instruments, cut suture, prepare dressings, prepare specimens, and perform other duties within the surgical technologist's scope of practice.
- Use skills from prior learning to work with patients of diverse backgrounds.

E. ACCEPTABLE CLINICAL EDUCATION PERFORMANCE

Successful completion of the Clinical Experience and each Clinical Affiliation consists of earning the minimum requirement on the Clinical Performance Final Evaluation.

F. SALT LAKE COMMUNITY COLLEGE SURGICAL TECHNOLOGY PAID CLINICAL PLACEMENT AND EMPLOYMENT AS A SURGICAL TECHNOLOGIST POLICY

This policy provides guidance for students, faculty, and placement supervisors in regard to financial compensation for students on clinical rotations. The SLCC Surgical Technology Program oversees all paid or volunteer clinical in partnership with clinical placement sites. In the event that a student will be compensated for their time, the student will then be considered a "student employee". Student employees from the SLCC Surgical Technology Program must adhere to all the following:

- Clinical assignments are not guaranteed to be at the intended place of employment.
- Paid student clinical externship is second rotation only, with the exception of the employer sponsored cohort.
- Student employment cannot start prior to second week of second rotation.

- Hiring corporation accepts liability for the student.
- Salt Lake Community College Clinical Surgical Technology program will continue with educational oversight of the student.
 - Instructor will continue with clinical visits.
 - Instructor will continue to make clinical hours scheduling determinations.
 - Hired student will continue with all required attendance and course assignments.
 - Hired student will continue with bi-weekly and final SLCC student evaluations.
- Hiring corporation will maintain communication chain of command established when student was placed in externship. If a student is removed from the SLCC Surgical Technology program due to unsatisfactory grades continued employment will be decided by hiring cooperation. If Hiring cooperation decides to not hire the student or rescinds employment offer, student will be allowed to remain in clinical facility until the end of the previously agreed upon time frame.

5.4 CLINICAL PLACEMENT

A. NUMBER OF CLINICAL INTERNSHIP PLACEMENTS

Due to clinical site availability, placement in a clinical externship SURG 2030 and/or SURG 2040 may be delayed upon completion of SURG 2020/SURG 2025 and/or SURG 2030, SURG 2040. This may require three or more clinical rotations extending past the end of the semester. Student placement will be based upon overall performance in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as completion of the clinical preparation audit form and instructor's discretion.

B. RELEASE OF STUDENT HEALTH INFORMATION POLICY

While in a clinical setting student health information may be required to be released in order to protect and prevent injury to the student, staff or patients. This information includes but is not limited to medical conditions (i.e., pregnancy, communicable diseases, seizure disorders, and diabetes), mental health conditions or medications, or learning abilities. The student will be required to sign a release of information form in order to be placed or continue in the clinical setting. The Clinical Coordinator will then meet with the facility clinical educator to discuss placement options for the student. Any information collected will be maintained confidentially.

C. CLINICAL EDUCATION SITES

All clinical education assignments are made so that the student will have adequate opportunity to acquire the required number and distribution of entry-level requirements. Each student should read the *Guidelines for Selection of Clinical Education Sites* to facilitate an understanding of the process. Students will be assigned to clinics prior to the start of the clinical. Students should plan to have access to transportation during the clinical. Placements will be made based upon availability of space at the clinic and student academic needs. The Clinical Educator in each facility will provide an orientation to the department and facility for the assigned student(s). Procedures, rules, and

regulations will be explained, as well as the expectations of conduct. All students will be expected to become familiar with this information and abide by these policies.

- Any problem created by a student, which may have serious implications for the Clinical Education Center will be investigated by the Clinical Educator, and Surgical Technology Program Coordinator. The matter will then be reviewed by the Allied Health Division Chair and dealt with according to college regulations.
- The Clinical Instructor will be a Surgical Technologist or Registered Nurse and will be responsible for providing supervision and assistance to the student on an ongoing basis.
- The student will not be expected to take the place of qualified staff, nor will they be allowed to accept employment at the clinic while performing a Clinical Experience or Clinical Affiliation.
- All students in the program must take full responsibility for the cost of clinical education.

D. GUIDELINES FOR SELECTION OF CLINICAL EDUCATION SITES

- Faculty assign students to clinical facilities and the assignment may be altered at any time.
- A student who has previously worked in a facility may not be placed in the same site.
- The clinical experiences offered by various health care facilities are an integral and critical portion of the Surgical Technology Program.
- The selection of clinical education sites is based on the student's level of preparedness and the availability of sites.
- The Program Coordinator and the clinical educator will meet and place the student at the clinical sites.
- Student requests for alteration and/or assignment of a facility will not be taken into consideration for any reason including concerns related to employment opportunities, continued education, residence, transportation, daycare, medical, background check, etc.
- The student is expected to finish clinical assignment regardless of surgical case numbers completed.
- A student who has a family member working in the operating room setting of a facility may not be placed in the same site to fulfill requirements for his/her Clinical Experience or Clinical Internships.

E. JOB REFERRAL POLICY

Salt Lake Community College Surgical Technology faculty do not give job referrals or references to any student applying for employment in the field of surgical technology to any student applying to a healthcare facility with which we have, or may have, a clinical affiliation agreement.

5.5 CLINICAL ATTENDANCE STANDARDS

A. ATTENDANCE

Students are expected to be on time and present at the clinical education facility on the days and during the hours assigned by the Clinical Instructor, which may include all available shifts, including

weekends and holidays. Absences will not be tolerated except under the most severe circumstances. Clinical Instructors do not take lightly their time and preparation only to have students fail to fulfill their obligations. Clinical education must be passed successfully in order to continue in the program. Clinical hours may be anytime during a 24-hour period (6:30 am-3:30 pm, 11 am-7 pm, etc.) including weekends.

Students are required to complete a minimum of 480, with a maximum of 540, hours in the clinical setting regardless of case load requirements. And complete a minimum of 2 clinical rotations. 32 hours of central process experience may be applied to meet the 480-hour requirement. Any low census hour exceeding 10 total hours per both clinical rotations must be made up and may delay a student's expected graduation date.

Case load actual numbers are not to be discussed with the clinical educator or staff, only the type of surgical specialty case needed may be discussed.

Surgical case numbers are only to be discussed with the Surgical Technology Faculty.

Students must complete a minimum of 2(two) clinical rotations with the total hours designated for each clinical rotation.

Up to two unexcused absences may be made up during the students' own time and according to clinical facility policy for half attendance points.

For the clinical experiences, all time missed in the clinic must be made up during the respective term. If time missed is not made up within the term or contracted specified period, the student will receive a failing grade. Please refer to the course syllabus for more detailed policies.

If a student must miss a day of clinical, the student must notify the clinical facility of his/her absence before the start of the schedule shift. Additionally, the student must immediately notify the Clinical Coordinator and or the Program Coordinator of the absence due to SLCC policy.

Under ordinary circumstances, the student and Clinical Instructor will jointly determine arrangements for make-up time. It may be made up on weekends if the client load is adequate and supervision by a clinical educator is provided. THE FACILITY RESERVES THE RIGHT TO REQUIRE ABSENCES DUE TO ILLNESS OR INJURY TO BE MADE UP AT THAT FACILITY REGARDLESS OF THE AMOUNT OF THE TIME MISSED. THE FACILITY RESERVES THE RIGHT TO DENY A STUDENT THE ABILITY TO MAKE UP TIME MISSED.

B. EXTENDED LEAVE

Extended periods of absence are defined as more than 2 days (Even with a physician's excuse). Extended absences will be evaluated on an individual basis by Instructor and/or Clinical Educator. Excused absences (2 or more classes) will result in program probation and/or withdrawal from the Surgical Technology Program may be necessary.

5.6 CLINICAL EDUCATION UNIFORM/DRESS CODE

Surgical Technology students represent Salt Lake Community College and should demonstrate professional appearance in the clinical area. The pride in appearance should reflect the pride in the profession and institution. It is the student's responsibility to strictly conform to the dress code standards. Professional appearance is always subject to the approval of the Clinical Instructor at each specific Clinical Education Site.

Students must adhere to the clinical facilities dress and grooming code.

5.7 CLINICAL EVALUATIONS

PURPOSE OF CLINICAL EVALUATIONS

The Clinical Performance Instrument is designed for the staff to efficiently and qualitatively grade the level of clinical expertise of each skill required of the student, and for the student to identify the level of proficiency of each applied surgical procedures throughout the program curriculum.

- Identify for the student and their CIs the skills required of a practicing surgical technologist
- To provide an assessment tool by which a uniform qualitative tool by which all students at all clinical sites can be rated.
- To provide a continuous motivational tool to improve each skill throughout the clinical education curriculum.
- To provide a tool to identify the level of expertise and degree of weakness in each skill applied by the student.
- To assure an accurate and non-alterable tool of assessment.
- To identify areas of the curriculum requiring enhancement or modification.

Association of Surgical Technology Core Curriculum for Surgical Technology, 7th Edition

SURGICAL ROTATION CLINICAL CASE REQUIREMENTS

GOAL STATEMENT

The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations:

“To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

OBJECTIVES

The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as they move towards entry-level graduate competency.

1. While it is understood that no program is able to control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience.
2. No information in this document prevents programs from exceeding the minimum established by the Surgical Rotation Case Requirements.

Students must complete a minimum of 480 hours and 120 cases as delineated below.

1. General Surgery Cases

- a. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
2. Specialty Cases
- a. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
 - i. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a **minimum** of **four** surgical specialties.
 - 1. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of **four** surgical specialties (40 cases total required).
 - 2. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - ii. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
- I. Optional surgical specialties
- a. Diagnostic endoscopy cases and vaginal delivery cases are **not** mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
 - i. Diagnostic endoscopy cases **must** be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.
 - ii. Vaginal delivery cases **must** be documented in the category of “Labor & Delivery” rather than in the OB/GYN specialty.
2. Case experience in the Second Scrub Role is **not** mandatory.
3. Observation cases **must** be **documented**, but do not count towards the 120 required cases.
4. Counting cases
- a. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.1.a. above).
 - b. Examples of counting cases
 - i. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
 - 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.

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

5.8 FINAL CLINICAL PREPARATION PASS OFF

Final Clinical Preparation Pass Offs are administered during SURG 2025 finals week. Students may be assigned time slots throughout finals weeks ranging from 8:00 am to 8:00 pm. Final Clinical Preparation Pass Off must be passed with a grade of 100%. The student will be allowed three attempts. With each attempt the student will randomly draw a new surgical procedure and new patient information. Students will not be allowed to attempt the same surgical procedure all three attempts. The attempts must be completed during the designated time the instructor sets, regardless of the time frame the student will be starting clinical. The third attempt will include more than one instructor. If the student does not pass off the Final Clinical Preparation Pass Off after three attempts, the student will not be assigned a clinical externship, and will be dismissed from the program.

If the clinical facility requests that a student be removed for any reason, the student will not receive another clinical site. The student will therefore be removed from the Program.

5.9 ACCIDENT/INCIDENT REPORTS

Students will have access to emergency care both on campus and while on assignment at a clinical facility.

In addition to complying with proper procedures for reporting incidents at the clinical facility, all occurrences which require a written report must be IMMEDIATELY reported to the Clinical Coordinator, and Surgical Technology Program Coordinator.

5.10 CONFIDENTIALITY

Students are expected to keep in confidence all information concerning patients, including, but not limited to: Patient personal information, details of illness, treatment, progress, diagnostic studies and personal life. This information is not to be discussed with anyone but duly authorized persons of the health care team participating in the patient's care. Information is never to be shared outside these conditions. Failure to observe this basic principle of medical ethics is cause for immediate dismissal from the program.

A. VIDEO FILMING POLICY

Students will not be allowed to film or be filmed in any of the clinical externship facilities, inside or outside of the building at any time.

6.0 ACKNOWLEDGEMENT OF PROGRAM POLICIES

Salt Lake Community College Surgical Technology Program

*Please initial indicating compliance in each space provided

__ I the undersigned have received, read, and reviewed the Surgical Technology Program Handbook, SLCC student code of conduct and institutional syllabus provided on canvas. I have clarified any questions or concerns with the Surgical Technology Program Coordinator regarding this information.

__ **Transmitted Diseases Release:** I, the undersigned, have read and fully understand the college policy for the prevention of HIV, HBV and other blood borne disease transmission from patients to health care students and faculty and was given the opportunity to have all my questions answered. I understand that it is my responsibility to adhere to this policy for my personal protection and that of others. I, furthermore, agree to immediately report any incident which relates to this policy as outlined in the policy. I understand the risks and hazards of this profession.

__ I, the undersigned, agree to be treated by my instructors, guest lecturers, or classmates during all mock lab and treatment sessions for the duration of the Program. I understand that all efforts will be made to provide modesty and safe conditions for me and if I feel or think that I am uncomfortable with any draping, manner of touch, or treatment, I will carefully confront my classmate about this. If I do not sense that the issue is resolved by this action, I will speak to my instructor about it. I will give notice to staff of any allergies such as latex, nylon fibers, or asthmatic conditions to the instructor or Program Coordinator before the lab session.

__ I, the undersigned, will be required to follow the AST Standards of Ethical Conduct for the Surgical Technologist, along with the lab rules. I agree to drape my classmates, guests or instructors in a way that protects the modesty and safety of all "patients" treated. I will practice considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will promptly report any malfunctioning equipment to staff as soon as the unit is noticed to be causing problems.

__ **Statement of Responsibility and Confidentiality:** I the undersigned, understand that I will be working with a preceptor on real patients in a clinical setting. I understand that working with real patients requires me to adhere to the policies and procedures learned in the program, required by my clinical facility and required by law. I understand that I will be required to follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA) throughout my educational experience. I hereby acknowledge my responsibility under Federal applicable law and the agreement to keep confidential any information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the Facility.

__ I the undersigned agree to notify Salt Lake Community College of my whereabouts for a minimum of one year after graduation from the Surgical Technology Program. I will provide to the Program any change of address I may have on a timely basis. I will complete and submit one graduation survey has requested by the Program Coordinator.

__ I the undersigned understand policies in the Handbook are subject to change due to unforeseen circumstances. Students will be provided a written notification and a signed acknowledgment should there be a change in policy.

__ I the undersigned understand failure to sign program handbook acknowledgement of program polices and surgical technology course disclosures, clinical attestations and other required clinical forms required will result in student being removed from the surgical technology program

I agree to adhere to the requirements as indicated by my signature in the appropriate space below and understand I cannot continue in the program if I do not follow the rules and regulations of the Surgical Technology Program.

Print Name	S#	Student Signature	Date
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