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Introduction

Welcome to Southern Union! You join other students in one of Southern Union's newer programs. Southern Union values every student who attends the College and respects every student's rights and privileges.

This *Student Handbook* has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as a Surgical Technology student. Unless otherwise designated in a course syllabus, these policies apply to each Surgical Technology course in which you enroll. **If, for any reason, routine progression through the program is interrupted, policies in the *Student Handbook* and *College Catalog* at the time of readmission will apply.**

After you have read this handbook, please sign the agreements in the agreement section of this handbook and return the form to the Health Sciences secretary. These signed agreements will be placed in your permanent file.

Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you. Again, welcome to Southern Union.

Dot Nichols, RN, CNOR
Instructor, Surgical Technology

Rhonda Davis, MSN
Chair, Department of Nursing

Linda Y. North, Ph D, RN
Dean, Health Sciences Division

College Activities

Students have the opportunity to participate in College wide activities, which serve to broaden the total academic experience. Activities vary from campus to campus and appeal to a variety of interests. Activities are described in the *College Catalog*, coordinated through the Student Services Office on the Wadley Campus, and posted on bulletin boards and/or announced in class.

College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Clubs sponsored at Southern Union are the Student Government Association, Baptist Campus Ministries, Circle K, College Bowl Team, Global Environmental Organizations of Students (GEOS), Interclub Council, Letterman's Club, Music Club, Phi Beta Lambda, Phi Theta Kappa, and Southern Union Players. Faculty are flexible with student's class and clinical schedule when absence is due to attendance at state and national meetings.

Participation in Program of Learning

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors and through evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of the semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. Students are asked to evaluate the entire curriculum at the completion of the program and one year after graduation.

Fundraising

The Dean of Health Sciences and Dean of Students must approve all fund raising activities *in advance*. Fundraising is allowed only by organizations/clubs, which are officially recognized by the College. The senior officer of the organization should gain approval from the Program Director/Chair and then submit a written request (forms are available from the Health Sciences Division) to the Dean of Health Sciences. Upon approval by the Dean of Health Sciences, the request will be forwarded to the Dean of Students. Following approval from the Dean of Students, fundraising activities may proceed.

Computer Labs and Internet

Use of Southern Union State Community College's computers to access software or information on the Internet indicates that the user will comply, both in letter and spirit, with the policies established for the College's computer labs. Students must sign-in and provide Southern Union Identification. Students are not to reconfigure, load, download, copy, delete, or in any way alter the software programs or computer configurations.

Internet access is limited to instruction purposes and is not to be used for entertainment. The user must be aware that information retrieved from the Internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the Internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information, which is considered offensive in nature or is misused by the user.

Information accessed on the Internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the Internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other machines accessible via the network.

Southern Union State Community College and The Alabama Supercomputer authority reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by the College.

Use of Computer labs

To use the computer lab, you must sign-in and show your student ID with personnel in the Computer Control Room.

1. The cost for printing is \$.10 per page. All printing is subject to inspection by college personnel.
2. Software is not to be loaded, unloaded, downloaded, or reconfigured.
3. Computers are not to be turned off while a program is running.
4. Food, drink, and children are not allowed in computer labs.
5. Computer space must be cleaned-up prior to leaving the lab.

All computers are loaded with Microsoft Office, and email can be accessed on all computers. Microsoft Works, Gregg College Document Processing, Math, Reading, Encarta Encyclopedia, Biology, Physics, and Chemistry software is loaded on computers in room 115. Health Sciences software is loaded on computers in room 113. Software programs available are listed in this brochure. If a CD must be inserted to run the program (as indicated by “Requires CD”), see personnel in the computer room.

Use of Tobacco Products

Southern Union State Community College provides a tobacco-free environment. Tobacco use is not permitted at any time inside any building on any Southern Union campus. Tobacco use is permitted outside of buildings in non-hazardous designated areas. In addition, students are expected to adhere to all policies of the clinical agency, including policies on the use of tobacco products.

Food and Drink

It is the policy of Southern Union State Community College that no food or drinks are allowed in any of its classrooms, labs, or learning resource centers.

Purposes of the Program

The purpose of the Surgical Technology program is to prepare men or women to assist the physician during surgical procedures, ensure that necessary equipment is properly maintained and available when needed, handle surgical specimens, and maintain a sterile atmosphere in the operating room environment.

Program Goals

The goal of the Surgical Technology Program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains. Specifically, the program is preparing surgical technologists who can, upon completion of the surgical technology curriculum:

1. Perform surgical technology skills with supervision safely and correctly.
2. Incorporate basic knowledge of anatomy and physiology to the surgical patient according to a specific surgical procedure.
3. Utilize appropriate safety measures, infection control, and universal precautions.

4. Accept responsibility for functioning within the ethical and legal framework as a member of the health care team.
5. Communicate verbally and nonverbally with clients and members of the health care team.
6. Correctly use medical terminology and abbreviations.

Educational Competencies

Cognitive Skills

1. Demonstrate knowledge and practice of basic patient care concepts.
2. Apply principles of asepsis to assure safe and optimal patient care in the operating room.

Psychomotor Skills

3. Demonstrate basic surgical case preparation skills.
4. Function in the role of first scrub on basic cases.

Affective Skills

5. Perform responsibly within the ethical/legal/moral framework for surgical technologists.

Legal Limitations

Criminal History Record Checks: Eligibility for Clinical Rotations

Surgical Technology student are required to have background checks completed to meet the requirements of clinical agencies in accord with JCAHO (Joint Commission on Healthcare Organizations standards).

Background checks will be completed by one private vendor approved by the health sciences division. Background checks will meet JCAHO Level I standards. Background checks done by any vendor or agency, other than the one approved will not be accepted.

Background checks should be completed before the first day of class for newly admitted or returning students. Any student who is out of a clinical course for 180 days or longer will be required to have a new background check.

Students contact the vendor directly. The clinical agency (ies) will approve of deny the student for clinical privileges. The course coordinator will have access to an approved/denied list, not specific results of the background check.

Refusal of an agency to accept a student may delay or prevent a student from completing the program. Students who are unable to resolve any denials will be withdrawn from the program. Some clinical settings may require a separate background check. Any additional costs are the responsibility of the student.

Substance Abuse (See Policy)

SUSCC require all Health Sciences students to complete a mandatory drug screening policy prior to clinical rotations. All expenses (approximately \$25-50.00 each) related to the drug screen must be absorbed by the student. Students will subjected to random and/or 'for just cause' screening (at additional cost).

Students may be asked to do random drug screening while in the health sciences. A positive drug screen will result in dismissal from the program.

Americans with Disabilities

The Rehabilitation Act of 1973 (section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide to provide appropriate disability documentation to the college. Please contact the ADA Representative – Gary Branch at 745-6437 extension 5351.

Employment Limitations

The Surgical Technology student must be aware that many employing agencies will not employ a person, even if fully certified, who has been convicted of a felony, is guilty of a crime involving moral turpitude, has unfit personal habits including alcohol or drug abuse and/or has displayed other grounds for denial as specified by law. Individuals who are HIV positive may not be eligible for employment as a Surgical Technologist.

Accreditation and Eligibility for Certification

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Surgical Technology program. Students who complete the Surgical Technology program will be eligible to sit for the national certification exam.

Health Policy

All students admitted to programs of study in the Health Sciences Division are required to receive the Hepatitis B vaccines (or sign a waiver). The vaccines are a series of three injections. The student must have the first injection prior to the first term of registration. The second injection must be received one month after the initial vaccination; the third injection must be received six months after the first vaccination.

Students entering any program in the Health Sciences Division must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use available protective devices and to use standard (universal) precautions.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will make judgment of communicability and advise the student regarding attendance.

Students in all health care programs must comply with Public Law #102-141, Section 633 and "The Alabama Infected Health Care Worker Management Act." The law requires that the HIV or HBV infected health care worker report to the State Health Officer his/her condition within 30 days of the time s/he is aware of his/her infection. The infected health care worker must realize that any physician providing care to an infected health care worker must notify the State Health Officer of the infected status within seven days of the time s/he diagnoses or provides such care.

Students who give birth or experience an illness or injury, which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement, which verifies:

1. That returning to routine class, lab, and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
2. Compliance with the *Technical Standards* established for the program of study.

Injury during Laboratory or Clinical

If you are injured during college laboratory or clinical experiences (needle stick, back injury, etc), you must:

1. Notify your laboratory or clinical instructor immediately.
2. Complete an appropriate occurrence or quality assurance report.

You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is strongly recommended that students have health, hospitalization, and accident insurance. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.*

Annual Health Questionnaire

Students are required to submit a completed Health Questionnaire. A TB skin test is required annually and immunizations are expected to be current. Forms to be completed may be obtained from the Health Sciences Secretary.

Technical Standards Verification

Students are required to complete the "Technical Standards Verification Form". You must respond on the verification form if you fully meet the criteria (100%) or are unable to fully meet the criteria (less than 100%). If you respond less than 100% to any criterion, an explanation and/or additional information will be required. You may ask for reasonable accommodation; The Dean of Health Sciences will determine if the accommodations can be met.

Hepatitis B Vaccinations

Hepatitis vaccines are administered on the Opelika Campus. Payment for Hepatitis B vaccine must be made in the Business Office located in the Administration Building on the Opelika Campus. Receipt of payment must be presented at the time of the injection. Additional information may be obtained from the Health Sciences Secretary including the schedule for vaccine administration.

Malpractice Insurance

Each student must maintain current malpractice insurance throughout enrollment in any Health Sciences Division program, including semesters without a clinical component. The malpractice insurance may be purchased through Southern Union (Maginnis and Associates) during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately \$10-15 per semester for coverage at the \$1,000,000/\$3,000,000 level. Payment for malpractice insurance is included in your fees.

CPR Certification

All Health Sciences Division students are required to be certified in Basic Cardiopulmonary Resuscitation (CPR) at the Health Care Provider (American Heart Association) or Professional Rescuer (American Red Cross) level. Certification is valid for 24 months from the date of issue. Prior to registration each semester, students must provide verification the CPR will remain current throughout the semester.

Technical Standards

Students must be able to perform certain psychomotor, cognitive, and affective skills that are required in the program and, upon graduation, in the profession. The following examples of criteria are not intended as a complete listing of practice behaviors, but are a sampling of the types of abilities needed by the student to meet program objectives and requirements. The Department or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The Department reserves the right to amend this listing based on the identification of additional standards or criteria for students. If you cannot fully meet (100%) the following standards (and examples of criteria to meet the standards), you will be asked to explain in what way you cannot meet those standards and what type of accommodations you will need throughout the program. The Dean of Health Sciences will determine if those accommodations can be provided.

<i>Standards</i>	<i>Examples of Criteria</i>
Cognitive and critical thinking abilities are sufficient to make clinical judgments and meet laboratory objectives and requirements.	<ol style="list-style-type: none"> 1. Comprehend new knowledge and apply it in the practice setting. 2. Organize, problem-solve, and make decisions. 3. Meet mental competency requirements. 4. Compute mathematical problems. 5. Operate a computer after an orientation
Interpersonal abilities are sufficient to interact purposefully and effectively with others.	<ol style="list-style-type: none"> 1. Establish rapport with individuals. 2. Perceive emotions displayed by others. 3. Convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships. 4. Conscientious, orderly, and emotionally stable to handle the demands of surgeons.
Communication abilities are sufficient to convey thoughts in verbal and written form so that others understand them.	<ol style="list-style-type: none"> 1. Have sufficient English language abilities to understand printed materials; classroom lectures; instructional, medical or other directives; and patient questions and/or responses. 2. Have sufficient English language abilities to be understood in verbal and written communication. 3. Appropriately use the terminology of the profession in verbal and written communications. 4. Interpret feedback or messages.
Physical mobility is sufficient to fulfill classroom, clinical, and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.	<ol style="list-style-type: none"> 1. Maintain balance in any position and can stand on both legs, move from room to room, and maneuver in small spaces. 2. Flex and/or abduct and adduct all joints freely. 3. Able to achieve certification in cardiopulmonary resuscitation at the professional rescuer level.
Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.	<ol style="list-style-type: none"> 1. Have physical stamina to stand and walk for six hours or more in a clinical setting performing physical task, requiring physical energy without jeopardizing patient, self, or colleague safety. 2. Able to position, lift and transfer patients without injury to patient, self, or others. 3. Able to push or pull heavy objects, such as an occupied hospital bed without injury to patient, self, or others.
Fine motor skills and hand/eye coordination are sufficient to safely fulfill laboratory objectives and requirements.	<ol style="list-style-type: none"> 1. Able to manipulate small objects to insert one into another, such as threading a needle. 2. Manipulate objects without extraneous motions, tremors or jerking. 3. Have mental dexterity sufficient to handle instruments quickly.
Auditory ability is sufficient to communicate effectively with others, to monitor and assess patient status, and to fulfill all clinical objectives and requirements.	<ol style="list-style-type: none"> 1. Hear accurately to assess a blood pressure and can accurately count a heart rate 2. Hear high and low frequency sounds, such as telephones, monitor alarms, emergency signals, weak cries of infants, and weak calls for help.

<i>Standards</i>	<i>Examples of Criteria</i>
<p>Visual ability is sufficient to monitor and assess patient status and to fulfill laboratory objectives and requirements.</p> <p>Instruments to enhance or correct vision must be portable, usable in small spaces and in varying levels of light, and not disrupt care or cause discomfort to patients.</p>	<ol style="list-style-type: none"> 1. Able to discern the full spectrum of colors and to distinguish color changes. 2. Accurately read numbers and letters in fine print, such as would appear on medication vials, ampoules, syringes, and monitoring equipment in varying levels of lights (daylight to very dim light). 3. Read for long periods of time. 4. Detect changes in the environment.
<p>Tactile ability and sense of smell must be sufficient to assess patients and the environment.</p>	<ol style="list-style-type: none"> 1. Discern tremors or vibrations in various body areas. 2. Palpate and count pulses. 3. Discern physical characteristics through touch, such as texture, temperature, shape, size, location, and others. 4. Smell body and environmental odors, such as infected wounds or burning electrical equipment.

SURGICAL TECHNOLOGY PROGRAM ENROLLMENT REQUIREMENTS

Students accepted for admission into the nursing program will be required the following:

3. Current health questionnaire completed by a licensed physician, nurse practitioner, or physicians assistant (form provided by the school)
4. Current CPR certification
5. Documentation of immunizations including TB test (form provided by the school)
6. Drug screening as stipulated by the agencies with which the Health Science Department contracts for clinical experiences.
7. Background checks as stipulated by the agencies with which the Health Sciences Department contracts for clinical experiences.
8. Ability to meet the Essential Functions with or without reasonable accommodations. Any student requiring accommodations must meet with the Disability Services Coordinator.
9. Proof of current malpractice insurance

Progression Requirements

Progression through the Surgical Technology program requires

1. Cumulative GPA of 2.0.
2. Minimum grade of “C” or “75” in all required courses.
3. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations (or signed waiver), annual TB testing, and ability to meet the *Technical Standards*.
4. Current malpractice insurance.
5. Current CPR certification at the Health Care Provider or Professional Rescuer level.

Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission

Readmission

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission is based on academic eligibility and space availability. Readmission requires a 2.0 cumulative GPA.

Administrative Withdrawal/Drop

A student may be dropped administratively from any course for (1) failure to complete college registration properly; (2) failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis; (3) falsification of application and/or records (4) failure to fulfill other conditions of admissions and/or registration; (5) failure to comply with student conduct standards; (6) failure to attend class (es)/laboratory or clinical assignments; and (7) failure to comply with “Standards or Scope of Practice” as established by the Alabama Board of Nursing, American Registry of Radiologic Technologist, National Registry of Emergency Medical Technicians, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

Evaluation

Theory

A minimum grade of “C” in theory (75 or above) and “satisfactory” clinical performance is required to successfully complete the course.

A=Excellent (90–100); B=Good (80-89); C=Average (75–79); D=Poor (60–74); F=Failure (59–below)

If clinical performance is “unsatisfactory” and the theory average is 60 or above, a grade of “D” will be assigned for the course. If clinical performance is “unsatisfactory” and the theory average is below 60, a grade of “F” will be assigned for the course.

Clinical

Purpose: The purpose of the midterm evaluation is to give feedback to the students regarding progress made toward meeting the clinical objectives of the course. Students are encouraged to use the skills laboratory to correct deficits.

1. The purpose of final evaluation is to assess achievement of clinical objectives for the course.
2. Clinical evaluation will be made on a satisfactory/unsatisfactory basis. Evaluation will be based on the instructor’s final assessment.

Overall clinical performance must be satisfactory (overall 75%) to receive a passing grade in the course. Unsatisfactory performance constitutes clinical failure.

Calculators/Tape Recorders

The policy regarding use of calculators and/or tape recorders varies with each course. See each course syllabus for course policy.

Cell Phones

Cell phones should be turned off or set on vibrate during classes.

Attendance Policy

Classroom

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student.

Lab/Clinical

All college laboratory and clinical experiences are considered clinical. It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to call the instructor and the assigned unit prior to the beginning of the clinical experience. If the student is to be late, the assigned unit and instructor should be notified as soon as possible. Chronic tardiness is not tolerated.

- Clinical Absence less than 10% may be made up at the discretion of the instructor.
- Absences over 10% may go through the appeal process (department chair and Dean of Health Sciences)

Make-up Tests

Only one make-up exam will be given at the discretion of the instructor. Under extenuating circumstances, the student may appeal to the Department Chair and Dean of Health Sciences. Refer to course syllabus for make-up exam policies.

Academic Integrity

If a student is found cheating on an exam or committing plagiarism, a grade of zero “0” will be assigned for that exam or assignment. Further disciplinary action may be taken at the discretion of the Dean of Students.

STUDENTS ACCESS TO INSTRUCTORS

Students will be able to meet with their instructors during designated office hours. Office hours are posted outside each faculty member’s office. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

Communication Channels

Should a problem arise during the semester, you should first strive to solve it with the instructor or student involved. If no agreement is reached or dissatisfaction results, consult the Program Director/Chair. The Dean of Health Sciences is then consulted if the problem remains unresolved. The formal due process procedure may be obtained from the Dean of Students and/or Academic Advisors.

RESPONSIBILITY IN TEACHING AND LEARNING

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students need to follow a teachers' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. Extra-curricular activities, including jobs, should not effect teachers' expectations or interfere with students' preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best possible way.

Teachers (that is, *anyone* who teaches) will do their best to provide a disciplined yet comfortable and supportive classroom environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and full-time students should consider “studenting” to be a full-time job.

Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

CLASSROOM INTERACTION

All interactions within the classroom are expected to be honest and respectful. Teachers set the tone and demeanor of their classes. Discussion and questions are encouraged when appropriate. Questions and comments by students ought to be thoughtful and relevant.

Unsanctioned talking, eating, sleeping, and reading unrelated material during a class may be considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment.

Teachers will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed.

Uniform Guidelines

Uniforms **Laboratory:** Surgical Scrub Suits are required. They must be appropriately fitting.

Clinical Sites:

White lab coats should be worn over street clothes to facilities. A professional appearance is expected. Some facilities require students to provide their own scrub attire for the clinical rotation.

Scrub must be solid, navy in color and appropriately fitting. A warm-up jacket of the same color is recommended.

Jeans, T-shirts, shorts, or other very casual clothing may not be worn at clinical agency.

Upon arrival to the Surgical Suite hospital scrub suits if provided or SUSCC required scrubs are to be donned.

The lab coat is worn over the scrub suit when leaving the operating room (to the cafeteria, for example).

The facility supplied scrub suits are not to be removed from the clinical agency.

Eye protection: Student must wear eye protection goggles or eyewear in the laboratory and clinical experience.

Shoes Non-canvas, comfortable, white walking shoes.

Jewelry Rings, Watches, and earrings must be removed once in the clinical setting; therefore, it is recommended that no jewelry and minimal money be taken to the clinical agency.

Perfume Perfume or cologne shall not be worn in the clinical area.

Hair Clean and confined so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. Hair color must be naturally occurring to humans and style should be within accepted societal norms.

Nails Short and clean; no nail polish. No artificial nails or nail tips.

Personal Students are expected to maintain necessary personal hygiene including bathing daily, shampooing hair, and using underarm deodorant. Underclothing (including underwear, bras, and t-shirts) must be white, beige or skin-tone, solid in color, and not visible through the uniform.

ID Badge Official Southern Union State Community College ID badge is to be worn on the left side of the chest on the uniform, or around the neck at all times while in the clinical agency.

Students must comply with all policies (including uniform policies) specified by clinical agencies.

Estimated Program Cost Surgical Tech 2005-2006

	1st Sem	2nd Sem	Total
Tuition	1,170.00	990.00	2,160.00
Textbooks	400.00	50.00	450.00
Malpractice Insurance	10.00	10.00	20.00
ID Badge	5.00		5.00
Hepatitis Injections (If received at Southern Union)	70.00	35.00	105.00
Drug Screening	35.00		35.00
Criminal background check	48.50		48.50
CPR certification	25.00- 50.00		25.00- 50.00
Immunizations and physical	100- 175.00		100- 175.00
Travel Expenses to Clinical *		± 500.00	± 500.00
Scrub Clothing, Lab Coat		75.00	75.00
Graduation Fee		25.00	25.00
Cap and Gown (optional)		30.00	30.00
Approximate Costs =	2,40.50	1185.00 (±400.00)	3,240.50 (± 400.00)

*Dependable travel must be available. Travel to and from clinical days in spring semester is required. Travel may be as far away as Montgomery. Consider expense for gas and vehicle maintenance.

****All costs are estimated based on previous semesters.**

Surgical Technology Curriculum

COURSE		TH	LB/CL	CR
Semester I – Fall				
ENG 101	English Composition I (<i>or ENG 131 Applied Writing I</i>)	3	0	3
SUR 101	Introduction to Surgical Technology	3	0	3
SUR 102	Applied Surgical Techniques	3	3	4
SUR 107	Surgical Anatomy and Physiology	3	0	3
Hours per week		12	3	13
Hours per Semester		180	135	15
Semester II – Spring				
SUR 103	Surgical Procedures	4	3	5
SUR 105	Surgical Practicum	0	25	5
SUR 106	Special Topics in Surgical Technology	1	0	1
Hours per week		5	28	11
Hours per semester		60	420	26
Semester III – Summer (Optional)				
SUR 204	Surgical Practicum III	0	12	4
SUR 205	Surgical Practicum IV	1	20	5
Hours per Semester		15	480	9
Total theory and lab/clinical hours, based on three semesters		270	1170	

The summer option provides students additional opportunities for general and/or specialty clinical experiences, such as open-heart or plastic surgery.

Course Descriptions

Surgical Technology (SUR)

SUR 101. INTRODUCTION TO SURGICAL TECHNOLOGY. 3 hrs.

PREREQUISITE: Admission to the program; Rdg114.

This course introduces the student to the surgical environment. Emphasis is placed on principles of microbiology, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and professional, ethical, and legal responsibilities of the surgical team. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies, and equipment, describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.

SUR 102. APPLIED SURGICAL TECHNIQUES. 4 hrs.

PREREQUISITE: Admission to the program; Rdg114.

This course is the application of principles of asepsis and the role of the surgical operating room technician. Emphasis is placed on maintaining a sterile environment, proper positioning of patients, passing instruments, and handling supplies such as sutures and specimens, gowning and gloving self and others, and setting up a back table and mayo stand. Upon completion of this course, the student should be able to participate in mock surgical procedures.

SUR 107 Surgical Anatomy & Physiology 3 hrs

PREREQUISITE: Admission to the program; Rdg114

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment

SUR 103. SURGICAL PROCEDURES. 5 hrs.

PREREQUISITE: Admission to the program; SUR 101, SUR 102, SUR 107, and ENG 131.

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

SUR 105. SURGICAL ROOM PRACTICUM. 5 hrs.

PREREQUISITE: Admission to the program; SUR 101, SUR 102, SUR 107, and ENG 131.

This clinical experience allows the student to practice in the health care environment using entry-level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, and professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.

SUR 106 SPECIAL TOPICS IN SURGICAL TECHNOLOGY 1 hr

This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the LCC-ST certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

Optional

SUR 204. SURGICAL OPERATING ROOM PRACTICUM II. 4 hrs.

PREREQUISITE: Admission to the program; SUR 103, SUR 104, and SUR 107.

This course is the continuation of the study and application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical operating room technician role. Upon completion of the course, the student should be able to function as a surgical technologist in the operating room.

SUR 205. CLINICAL EXPERIENCES IN OPERATING ROOM TECHNOLOGY II. 5 hrs.

PREREQUISITE: Admission to the program; SUR 103, SUR 104, and SUR 107.

This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a detailed study on clinical techniques and emphasis is placed on selected specialty surgical procedures, the study of trends, and professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should have acquired necessary skills for transition from student to skilled practitioner.

Southern Union State Community College
STUDENT CONFERENCE FORM
SURGICAL TECHNOLOGY PROGRAM

STUDENT

DATE

CONFERENCE HELD AT _____

Reasons for Conference:

- ____ Excessive absences/tardiness
- ____ Attitudinal difficulties at clinical site and/or classroom
- ____ Required competencies lacking
- ____ Grades in lecture and/or clinical sections below expectations
- ____ Failure to call-in when not attending clinical _____
- ____ Other: _____

Supporting Documentation:

Decisions

- ____ Review conferences scheduled on _____
- ____ Probation begun _____
- ____ Withdrawal from program student initiated
- ____ Withdrawal from program instructor initiated per Dean of Health Sciences.
- ____ Student may reapply to program
- ____ Other _____

Comments _____

Department Head

Faculty Member

Student

Date

Southern Union State Community College
Health Science Programs
Substance Abuse Policy

- I. Philosophy
- II. Purpose
- III. Licensure Implications
- IV. Student Drug Guidelines
 - A. Pre-clinical screening
 - B. Substance abuse verification process
 - C. Drug screen procedure
 - D. Confidentiality
- V. Student Appeal Process
- VI. Readmission

Southern Union State Community College
Health Science Programs
Substance Abuse Policy

I. Philosophy

Faculty members in the Southern Union State Community College Health Science Programs believe that each student has a personal obligation to practice those health conscious behaviors intended to foster clear and rational decision-making as well as the ability to function in a safe and therapeutic manner throughout his/her program of studies.

II. Purpose

As health care professionals, faculty members support a policy wherein each individual providing patient care in a clinical setting or preparing educationally to become a health care provider, adheres to high personal health standards. This includes, but is not limited to, the avoidance of mind/behavior altering substances including but not limited to alcohol and prescription or illicit drug use. Therefore, the following policy has been adopted by the faculty and is now in effect.

III. Licensure Implications

The Alabama Board of Nursing regulates licensure of nursing and sets standards for qualifications for licensure. Grounds for denial of a license include the abuse of, or addiction to, alcohol or other drugs. The document, "Licensure Examination," developed by the Alabama Board of Nursing states that "The candidate with past arrests or conviction or history of chemical dependency or mental illness is to submit with the application an explanation of the circumstances involved. Each such disciplinary case is determined individually by the Board based upon the evidence presented."

The Alabama Department of Public Health, EMS Division regulates licensure of Emergency Medical Technicians and Paramedics and sets forth standards for qualifications for licensure. Each EMT and EMP student must abide by the Alabama Department of Public Health, EMS Division Impaired EMT Policy. All Health Science students must also abide by the Southern Union State Community College Substance Abuse Policy.

IV. Student Drug Screen Guidelines

As stipulated by the Alabama Board of Nursing and the Alabama Department of Public Health, students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from possible harm due to completion of clinical rotations. This includes drug screening prior to the first clinical experience, random drug screening at intervals and drug screening should a student exhibit behaviors indicative of substance abuse. Drug screening is conducted according to the following:

A. Pre-Clinical Screening

- All students will receive the drug screening guidelines prior to clinical rotation in the Health Science Programs.
- The Health Science Programs will maintain on file a signed consent to drug screening from each student.
- Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The fee for testing is to be paid by the student.
- Any student failing to report for screening at the designated time must complete testing with the designated laboratory within 24 hours.
- Failure to complete drug screening as required will prohibit the student from completing the required health science courses.
- Positive drug screens are confirmed by Gas Chromatography/Mass Spectrometry (GCMS).
- A student who is unable to complete the required courses due to a positive drug screen may apply for readmission to the Health Science Programs. The student will be considered for readmission according to the criteria established in section VI.

B. Substance Abuse Verification Process

The Health Science Programs, for the protection of patients, faculty, staff, and students, has the right to require a student to submit to testing for substance abuse at the student's expense when the health science program has reasonable cause to believe that a student is abusing controlled substances. Reasonable cause is defined as, but not limited to, the following:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, and /or pupillary changes;
2. Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance;
3. A report of drug use.
4. Evidence of tampering with a drug test;

5. Information that the individual has caused or contributed to harm of self, visitors, faculty, other staff, or patient as a result of being under the influence of drugs.
6. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must dismiss the student from the educational or patient setting immediately and contact the Department Chair/Program Director/designee in order to review the situation.

The Department Chair/designee or program director/designee will then determine if there is “reasonable cause” to test the student for substance abuse.

If another student, or any other individual other than an instructor observes abnormal conduct or erratic behavior of a health science student, the observation must be reported immediately (or as soon as possible) to the appropriate instructor. Once the department chair is notified, the appropriate measures will be taken.

If the decision is made to test the student, the Division Chair, Program Director or designee will direct the faculty member to make arrangements to have the testing performed immediately within the clinical facility if possible. The student will be requested to sign an informed consent to be tested before the specimen is collected. The student’s failure to consent to the substance abuse test shall result in immediate termination from the Health Science Programs.

C. Drug Screen Procedure

1. Students must pay the screening fee.
2. Students must submit a photo I.D. and social security number.
3. The laboratory staff will explain the collection procedure and Chain of Evidence form to the student and provide a sealed collection container.
4. The laboratory staff may ask the student if he/she is currently taking any medications, including prescribed and over the counter drugs. It is important that the student be prepared to give this information.
5. A urine specimen will be collected by the lab staff.
6. Students must remove unnecessary outer garments (coats, sweaters, etc.) and remove items from pockets when entering the collection site.
7. In the presence of the student, the lab staff will seal the urine specimen with a tamper proof security seal and affix an identification label with code number.

8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Evidence Form provided by the lab.
9. The lab staff will sign the Chain of Evidence Form and give the student the appropriate copy.
10. The lab will forward the sealed urine specimen and Chain of Evidence Form to the lab for testing.
11. A blood or breath test will be done for alcohol.
12. Specimens will be screened for nine (9) classes of drugs and alcohol (including Ethanol):
 - a) Amphetamines
 - b) Barbiturates
 - c) Benzodiazepines
 - d) Cocaine
 - e) Tetrahydrocannabinol (THC)
 - f) Opiates
13. Positive screens will be confirmed by Gas Chromatography/ Mass Spectrophotometry (GCMS).

The student will be informed of positive screening results by the Medical Officer/Physician within seven (7) days of testing.

If the student tests positive for a prescribed drug which the student has listed on the consent form at the time of the test, the Medical Officer/Physician will review with the student the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug. Also, a physician will be requested to review the level of the drug present in the student's system to determine if the level is abusive. Additionally, the student will be required to sign a release statement authorizing the prescribing physician to indicate the illness for which the drug was prescribed, the length of time the student will have to take the drug, and other relevant information.

D. Confidentiality

The Dean of Health Sciences will receive all test results which will be maintained in a locked file in the Dean's office. Confidentiality of test results will be maintained with only the Dean and the student having access to the results with the exception of legal actions which require access to test results.

V. **Appeal Process for Positive Test Results**

1. If a student in the Health Science Program tests positive for drugs, the student will contact the Program Director and/or Division Chair.

2. Once contacted the student will contact the lab (with the Program Director and/or Dean present) to ascertain the procedure for testing the split specimen.
3. The student will be responsible for any costs associated with the split specimen.
4. Once the student obtains the results of the split specimen the student should contact the Program Director or Division Chair. If the student remains unsatisfied, the students should explain in writing his or her complaint. The Chair will have four working days to respond.
5. If the student cannot reach an agreement with the director or chair, the student's next step is to present the documentation to the Dean of Health Sciences. The Dean of Health Sciences will have four working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student should make an appointment with the President of the school.

VI. Readmission

To be considered for readmission, students who withdraw from the Health Science Programs due to a positive drug screen must:

1. Submit a letter from a treatment agency verifying completion of an approved substance abuse program that meets licensure guidelines for the respective discipline.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.
3. Submit to an unannounced drug screen at the student's expense prior to readmission and random drug screen throughout the program. Any additional positive drug screen will result in ineligibility for readmission.

**Southern Union State Community College
Health Science Programs**

Acknowledgement of Drug Screen Requirement

I understand that during the first semester and random thereafter, I must submit to a drug screen by a certified laboratory. I further understand that if I fail to provide a certified negative drug result I will be unable to participate in the Health Science Program at Southern Union State Community College Health Science Programs.

By signing this document, I am indicating that I have read, understand and voluntarily agree to the requirement to submit to a drug screen.

A copy of this signed and dated document will constitute my consent for the certified laboratory performing the drug screen to release the original results of any drug screen to Southern Union State Community College.

I further understand that my continued participation in Southern Union State Community College Health Science Programs is dependent upon satisfaction of the requirements of the Southern Union State Community College drug-screening program.

Signature

Printed Name

Date

Surgical Technology
Program of Study

STATEMENT OF DISCLAIMER

The College reserves the right to change cost, curriculum, course content, calendar, or any other items contained herein as changing circumstances may dictate. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled at the College.

All formats, guidelines, and evaluation criteria as published in this handbook are subject to modification at the discretion of the faculty for the purpose of meeting the specific requirements of the changing professional objectives of varying nursing courses. Such modifications will be published in the respective course syllabi.

AGREEMENTS

Policies: I have read the policies set forth in the "Southern Union State Community College Nursing Student Handbook" for students entering Spring Semester 2006. I understand and agree to abide by each of the policies. I have been informed of the legal limitations of licensure.

Potential Health and/or Safety Hazards: I understand that the nature of a nursing education is such that I may be exposed to potential health and/or safety hazards while participating in clinical rotations. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Southern Union State Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman's compensation benefits.

Student's signature

Date

Clinical Rotations: I understand that it is necessary that I complete clinical hours in a health care facilities, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. I further understand that (1) I am not expecting and will not receive compensation for participation in clinical courses from either the institution or the health care facility; and (2) I have not been promised, and I am not expecting, a job at the health care facility as a result of participation in clinical experiences at a health care facility.

Representation as a Surgical Technology Student: Students may not represent themselves as nursing students or engage in client/patient care except as part of an assigned, planned learning activity in a practice/clinical setting.

Student's signature

Date

Hepatitis B Vaccine: I have been informed, that as a health care provider who is exposed to blood products at least one time per month, I am at risk of contracting Hepatitis B. I have been informed that, unless there is a religious or documented medical contraindication, Southern Union State Community College requires that I receive the Hepatitis B vaccine.

I will receive the Hepatitis B vaccine.

Student's signature

Date

I have previously received the vaccine.

Student's signature

Date

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine; however, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B virus. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated, I can receive the vaccination series.

Student's signature

Date

Release of Information

I give Southern Union State Community College permission to release information regarding my clinical and classroom performance to clinical agencies, including those with whom I apply for employment.

Yes _____ No _____

Student's signature

Date

Learning Contract

SUR 101: Introduction to Surgical Technology
SUR 102: Applied Surgical Techniques

I, _____, have received the syllabus for the above stated course(s) and agree to follow all policies and/or procedures as outlined in the syllabus. If, at any time during the semester, I need clarification regarding course policies and/or procedures I will contact the instructor for this course. I am also aware of the fact that I am still responsible for following the syllabus if I lose or misplace my copy. If this happens, I may ask the instructor for another copy.

Student Signature

Date

Witness

Date

Southern Union State Community College
Surgical Technology Department

Disclaimer for Surgical Technology Program

All Surgical Technology equipment or devices provided for student use during the nursing education program at Southern Union State Community College are for practical purposes only. Clinical demonstrations utilizing procedures or equipment are for practice simulations only. Actual medical procedures are not to be performed on persons without approval and/or supervision by SU clinical instructors.

I have read and understand the above statement.

Name: _____

Date: _____

**INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK
FOR CLINICAL EDUCATION PROGRAM**

Southern Union State Community College

The hospitals associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to www.PreCheck.com and click on the StudentCheck link and then click the Student button.

Complete all required fields and hit Continue to enter your payment information. The payment of \$48.50 (plus state tax for students living in Texas) can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. For your records, you will be provided a receipt and confirmation page of your background check order placed through PreCheck, Inc.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact PreCheck at StudentCheck@PreCheck.com.

FREQUENTLY ASKED QUESTIONS:

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? No. Only the hospitals or school in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
- I have a criminal record. What should I do? Disclose the crime on your application.