

Surgical
Technology

Program
Handbook

2019-2020

2019-

2020

Student Guide to the Surgical Technology Program

Southern
UnionState
Community
College

Table of Contents

Academic/Clinical Appeal Policy/ Formal Due Process Procedure	18
Access to Instructors/Tutoring	18
Accreditation and Eligibility for Certification	7
Administrative Withdrawal Drop	19
Attendance Policy/ Tardiness	20
Background Check	28, 49
Cell Phone	42
Certification, Exam Pass Rates	7, 49
Changes to Program – Informing Students	15
Classroom Interaction	18
Clinical Evaluation	36
Clinical Information – release of	34
Clinical – Injury during	34
Clinical Requirements for Registration and Clinical Experiences	14
Clinical Requirements – paperwork, absences, experience	4, 35
Clinical - Responsibilities	34
Clinical Rotations - Eligibility	34
Clinical – Skills Laboratory Policy	36
College Activities	12
Communication Channels/Chain of Command	15
Competencies	12
Computers Information	45
Course Management System	46
CPR	23
Curriculum – Occupational Certificate	8
<i>Curriculum – Associate in Applied Science</i>	10
<i>Distance Education/Teleconference Courses</i>	46
<i>Electronic Device Use</i>	42
<i>Enrollment requirements</i>	47
<i>Essential Functions</i>	24

<i>Evaluation – Course</i>	44
<i>Examination Content Outline-Certified Surgical Technologist</i>	7
Food and Drink	13
Fundraising	12
Goals of the Program	11
Grading	44
Graduation Requirements	4
Harassment	22
Health Insurance	23
Health Policy	23
HIPAA - Health Insurance Portability and Accountability Act	38
Honesty and Plagiarism	15
Honesty Code/Academic Integrity Student Behavior	17
Malpractice Insurance	23
Participation in Program of Learning	14
Progression Requirements	47
Purpose of the Program	11
Responsibility in Teaching and Learning	11
Simulation Center	40
Social Networking Policy	43
Substance Abuse Policy	29
Syllabus	44
Testing	44
Tobacco Products – use of	12
Tutoring/Access to Instructors	18
Uniform Guidelines	47
Universal Precautions	47
Visitors Policy	13

Introduction

Welcome to Southern Union and the Surgical Technology program!

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.

Tim Lester, CST, B.S., MHM, Instructor/Program Director, Surgical Technology
Carolyn Norton, CST, CFA
Rhonda Davis, MSN, Dean of Health Sciences

PROGRAM INFORMATION

Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Surgical Technology program.

CAAHEP
1361 Park Street
Clearwater, FL 33756
Phone 727-210-2350 Fax: 727-210-2354

GRADUATION REQUIREMENTS

Comply with all formal procedures for graduation in accordance with College policy. See College Catalog.

Completion of all course curriculum (See Curriculum) and clinical requirements.

Graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting

Surgical Rotation Case Requirements:

I. 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 he/she moves towards entry-level graduate competency.

II. Students must complete a minimum of 120 cases as delineated below.

A. General Surgery cases

1. 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.

B. Specialty cases

1. 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.

- a. 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.

- b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

C. Optional surgical specialties

1. 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.

- a. Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.

- b. Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty.

D. Case experience in the Second Scrub Role is not mandatory.

E. Observation cases must be documented, but do not count towards the 120 required cases.

How to count/record cases:

- Student must meet the five criteria in order to count/document the case in the First Scrub Role.
- If one of the five criteria is not met, the case must be recorded in the Second Scrub Role as long as the five criteria for Second Scrub Role are met, or it would then be documented as observation.
- Cases will be counted and documented according to surgical specialty (exception

being diagnostic endoscopic cases; refer to above).

- Examples of counting cases
 - a. 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.
 - b. 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.
 - c. 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.

First Scrub Role: Student shall perform the following duties with proficiency.

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

Second Scrub Role: defined as the student who is at the sterile field who has not met the criteria for the first scrub role, but actively participates in the surgical procedure by completing any of the following:

1. Sponging
2. Suctioning
3. Cutting Suture
4. Holding Retractors
5. Manipulating endoscopic camera

Observation Role: the student who is in the OR performing roles that do not meet the criteria for First or Second scrub role.

These observations must be documented, but are not included in the 120 required cases.

Surgical Specialty	Total # of Cases Required	<u>Minimum</u> # of First Scrub Cases Required	<u>Maximum</u> # of Second Scrub Cases that can be Applied Towards

			120 Cases
General Surgery	30	20	10
Cardiothoracic ENT/ORL Ophthalmic GU Neuro Ob-Gyn Oral/Maxillofacial Orthopedics Peripheral-Vascular Plastics Procurement/Transplant	60 (Must be in a minimum of 4 specialities)	^{60 (40) -} minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four (4) surgical specialties (20) cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties. remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role	30
<u>Diagnostic Endoscopy</u> Bronchoscopy Colonoscopy Cystoscopy EGD, ERCP Laryngoscopy Panendoscopy Sinoscopy Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the second Scrub case count.
Labor & Delivery			5 Vaginal Deliveries may be applied toward the Second Scrub case count.
Totals	120	80	40

Accreditation and Eligibility for Certification

The Surgical Technology Program has continuing accreditation status with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

CAAHEP

1361 Park Street

Clearwater, FL 33756

Phone 727-210-2350 Fax: 727-210-2354

Students who complete the Surgical Technology program are required to sit for the national certification exam. The exam will be given at the completion of the program at the college.

The National Board of Surgical Technology and Surgical Assisting (NBSTSA)

6 West Dry Creek Circle, Ste. 100 Littleton, CO 80120

Toll Free: 1.800.707.0057 FAX: 303.325.2536

Certification Exam Pass Rate (Outcomes Assessment Exam):

2016-2017 SUSCC = 86% pass rate

2015-2016 SUSCC = 90%

National Success Rate = 67%

Establishing Eligibility to Test

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) retains the sole authority to establish eligibility requirements and make all final decisions regarding eligibility.

Before testing, individuals must first establish eligibility by submitting the appropriate examination application form along with the correct fees. NBSTSA does not refund processing fees for ineligible candidates.

Once approved, NBSTSA provides candidates with an Authorization to Test number (ATT), and both the phone number and web address to contact the testing agency to schedule the test.

NBSTSA accepts all properly completed applications from qualified applicants regardless of the applicant's age, sex, race, religion, marital status, disability or national origin.

Certified Surgical Technologist - Examination Content Outline

CST-Content-Outline for Certification Exam

I. Perioperative Care: 105 items (Recall - 42, Application - 59, Analysis - 4)

A. Preoperative Preparation: 29 items (Recall - 10, Application - 17, Analysis - 2)

B. Intraoperative Procedures: 66 items (Recall - 28, Application - 36, Analysis - 2)

C. Postoperative Procedures: 10 items (Recall - 4, Application - 6, Analysis - 0)

II. Additional Duties: 20 items (Recall - 6, Application - 12, Analysis - 2)

A. Administrative and Personnel: 10 items (Recall - 2, Application - 7, Analysis - 1)

B. Equipment Sterilization and Maintenance: 10 items (Recall - 4, Application - 5, Analysis - 1)

III. Basic Science: 50 items (Recall - 20, Application - 30, Analysis - 0)

A. Anatomy and Physiology: 30 items (Recall - 12, Application - 18, Analysis - 0)

B. Microbiology: 10 items (Recall - 4, Application - 6, Analysis - 0)

C. Surgical Pharmacology: 10 items (Recall - 4, Application - 6, Analysis - 0)

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Surgical Technology Curriculum

Occupational Certificate

First Semester**Credit Hours**

BIO 103 General Biology *	4
MTH 100 Intermediate Algebra	3
HPS 105-Medical Terminology	3
HPS 110 Intro to Health Care	2
SUR 108 Pharmacology for the Surgical Technologist or HPS 114 Basic Pharmacology	2

14 Hours

Second Semester

SUR 101 Introduction to Surgical Technology	3
SUR 102-Applied Surgical Techniques	3
ENG 101 Eng. Composition I	3
SUR 107 Surgical A&P	4
OR	
BIO 201 Anatomy and Physiology **	4

13 hours

Third Semester

SUR 111-Clinical Procedures	5
SUR 105-Surgical Practicum (24 hrs per week)	5
SUR 106-Role Transition Surgical Technology	1
BIO 202 A&P (if BIO 201 elected)**	4

11-15 hours

Total program**34 hours****Optional Courses**

SUR 204-Surgical Practicum III	4
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SUR 205 Surgical Practicum IV	5
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9 hours

Total program with optional courses

51 hours

***BIO 103 is a prerequisite to BIO 201 (if elected).**

****Students who choose to take BIO 201 instead of SUR 107 must complete BIO 202 before the end of the program.**

Associate In Applied Science Option

First Semester

Credit Hours

BIO 103 General Biology*	4
Math 100 Intermediate Algebra	3
HPS 105-Medical Terminology	3
PSY 200 General Psychology	3

13

Second Semester

Bio 201 Anatomy and Physiology I*	4
Humanities Elective	3
ENG 101 Eng. Composition I	3
SPH 107 Speech	3
CIS 130 Introduction to Computers	3

16

Third Semester

BIO 202 Anatomy and Physiology II*	4
BIO 220 Microbiology*	4
HPS 110 Intro to Health Care	2
Elective ENG 102 or CHEM 104	3

13

Fourth Semester

SUR 101 Introduction to Surgical Technology	3
SUR 102-Applied Surgical Techniques	3
SUR 108 Pharmacology for the Surgical Technologist	2
or	
HPS 114 Basic Pharmacology	2
PSY 210 Developmental Psychology	3

Fifth Semester

SUR 111-Clinical Procedures	5
SUR 105-Surgical Practicum (24 hrs per week)	5
SUR 106-Role Transition in Surgical Technology	1

11

Total program

64

Optional courses

SUR 204 Surgical Practicum	4
SUR 205 Surgical Practicum	5

9

Total program with optional courses

73

Purpose 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 and Objectives

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 healthcare 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.

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. Please see college catalogue for list of approved organizations. You are encouraged to participate. Faculty members encourage students to become active in professional organizations, and this is a great way to start!

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.

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 products are not to be used at any time at any clinical facilities including parking lots.**

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.

VISITOR POLICY

Southern Union State Community College welcomes visitors. Visitors are expected to abide by the regulations of the college. Students are held responsible for the conduct of their guests. **CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AND ARE NOT TO ATTEND CLASSES.** Visitors parking permits are available from campus police on Wadley and Opelika Campuses and administrative office on the Valley campus.

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. The recommended amount of student time is 2 hours per day for each hour of class.

Extra-curricular activities, including jobs, will not affect teachers' expectations and should not 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. A college's first priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members. Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

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, through participation in faculty meetings, 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. End of the semester conferences/evaluations with faculty, provides students an opportunity for one-on-one feedback. Students are asked to evaluate the entire curriculum at the completion of the program and six months to one year after graduation. **Additionally, one student from each fall and spring class may serve as a non-voting representative on the discipline specific Health Science Faculty Committee.**

CLINICAL REQUIREMENTS FOR REGISTRATION AND CLINICAL EXPERIENCES

Students enrolling in a health science program must complete **all** clinical health requirements prior to enrolling in any Health Science class. The health record must be in date for the entire semester. For example if a TB skin test expires on October 12, the student must repeat the test before he or she can register for fall semester. There are no exceptions to this rule. In addition students are given a due date for the completion of health records for the next semester. This due date will be sent to the student's official SUSCC issued email address. Students who fail to complete the health records by the due date must complete a request for program readmission to the admission committee. **Examples of the clinical requirements include but are not limited to the following:**

- Criminal Background check (must be completed by HIRE)
- Drug Screen
- Tb skin test and/or Chest x-ray
- *Documentation of two MMR vaccinations
- *Documentation of Varicella
- *Documentation of Hepatitis series
- Documentation of annual Flu vaccination
- Annual Physical form
- Annual Essential functions form
- American Heart Association at the Health Care Provider level

- T-DAP
- Health Insurance

Students who cannot provide official documentation from a licensed health care provider of these vaccinations must provide a titer indicating the student is immune to the disease.

CHANGES TO PROGRAM - INFORMING STUDENTS

Policies and procedures are communicated to students by means of the Health Sciences or program specific handbook, course management system, the College Catalog, and institutional website. This handbook is revised regularly to provide current and accurate information is provided the location of the handbook on the Southern Union web site, Annuals updates are required; however changes may occur during the academic year.

Changes in program, policies, and procedures will be announced to each class by the instructors and copies describing such changes will either be distributed to each student individually or posted on bulletin boards in the classrooms, or outside the faculty office and on the course management system (Canvas). Instructors and the Program Director will be available to answer questions regarding any changes.

COMMUNICATION CHANNELS / CHAIN OF COMMAND

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, you should consult program director. If this does not solve the issue you may make an appointment with the Nursing Program Director/Chair. The Dean of Health Sciences is then consulted if the problem remains unresolved.

HONESTY AND PLAGIARISM

The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions. Examples of dishonesty include actual or attempted cheating, plagiarism*, or knowingly furnishing false information to any college employee.

*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else's intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one's own. Proper quoting, using APA formatting (current edition), is required. Students must properly cite any

quoted material.

There will be no toleration of plagiarism of any person's work, including that of another student. Work turned in to faculty must be the original work of the particular student. This also includes giving false information to the faculty about a student's use of another student's past paperwork in a class, false student clinical activities, i.e.: patient information or clinical hours. If a student **knowingly** submits false information, he or she, will receive a failure from the course. In addition, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a "zero" for that activity and a possible failure for the course.

Violations of the Academic Honesty Code include, but are not limited to the following:

- Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator/faculty/proctor;
- Using **unauthorized** materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
- Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
- Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
- Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
- Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
- Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
- Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
- Inventing data or information in the preparation of assignments except when such invention is expressly authorized;
- Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

If the incident is referred to the Dean of Students, suspension or expulsion from the college may result.

These "Standards of Conduct" apply to all students regardless of their mode of learning (inclusive of online students also).

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 will be taken at the discretion of the Dean of Students.

Tests may not be duplicated in any form including, but not limited to: hand written, photocopy, video or tape recording.

Portable electronic devices including cameras, IPODS, PDA's, or cell phones must not be visible in the class room. Cell phones must be turned off or set on vibrate or silent mode. These devices may be kept in a book bag, pants pocket or purse.

Students using laptop computers during classes may not check e-mail, surf the web, or go to other web sites during classes or while reviewing for a test. Laptop computers may not be turned on during test review.

ACADEMIC HONESTY CODE /ACADEMIC INTEGRITY STUDENT BEHAVIOR

The Southern Union Health Sciences Department does not exercise control over the conduct of students in their private lives; however, when a group of students or an individual student acts as a recognized representative of a Southern Union Health Sciences Program or participates in an off-campus activity sponsored by the Health Sciences Department, appropriate standards of conduct will be prescribed. Any conduct by a student shall be subject to review and appropriate action taken by the Health Sciences Department whenever it appears that the conduct has resulted in a hindrance or restriction of educational purposes or processes of the Health Sciences Department or when that conduct demonstrates a threat to the safety and well-being of others.

If at any time prior to graduation and during the course of participation in professional training as a Health Science student or in fulfilling other responsibilities as a Southern Union State Community College student, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his or her responsibilities as a student, it will result in appropriate corrective action which may include suspension or expulsion from the Health Science program. Such behavior is defined to include, but not necessarily limited to, any of the following:

- failure of a student to notify appropriate persons of absence from scheduled

- learning experiences;
- dishonesty in interactions with staff or instructors;
 - failure to adhere to required dress code;
 - unsafe practices; the use of inappropriate language;
 - being consistently late in fulfilling scheduled responsibilities
 - failure to fulfill appointments; or
 - failure to maintain confidentiality in matters related to educational responsibilities.
 - inappropriate behavior while in uniform
 - unprofessional conduct

The demonstration of severe physiological or psychological disorders which interfere with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities will be cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of endeavor can result in suspension or expulsion from the Health Science program.

Abuse of alcohol which interferes with a student's ability to fulfill academic or professional responsibilities in the Health Science program or the illegal use of other drugs and substances will result in suspension or expulsion from the Health Science program.

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 should be thoughtful and relevant.

Unsanctioned talking, eating, sleeping, and reading unrelated material during a class will be considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the faculty member, Program Director, and/or Dean before he or she will be allowed to return to class.

Instructors 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. **Faculty members may close the door and not allow students to enter a class until a class break.**

ACCESS TO INSTRUCTORS/ Tutoring

Students will be able to meet with their instructors during designated office hours/ tutoring hours. Office hours are posted outside each faculty member's office and in the course syllabus. **Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty.** 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

ACADEMIC APPEAL PROCEDURE

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a clinical, a lab, or a project is inaccurate or an inaccurate grade has influenced the final grade in the class. This procedure will be followed for all students whether enrolled in courses held on campus in a traditional classroom setting or courses that are delivered via distance learning formats.

Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if he/she believes the final grade is inaccurate.

To initiate the formal Academic Appeal process, a student must file the Academic Appeal Form **within ten (10) days of the College's *scheduled faculty duty days*** after the student has the received the grade in question. If the student is appealing the final course grade, the ten (10) *scheduled faculty duty days* period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The student will initiate the formal appeal by following the procedure outlined below. The student must demonstrate proof that the instructor did not assign the course grade correctly based on the syllabus guidelines. The burden of proof is the responsibility of the student when appealing a grade. A student who receives a failing grade because he/she was unaware of the procedure or deadline for withdrawing from a course does not have the right to appeal the grade.

Thereafter, each subsequent appeal must occur **within ten (10) of the College's *scheduled faculty duty days*** after the respective decision is emailed to the student's official SUSCC email address (SUSCC will use the institutional student email as its official form of communication). If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

Appeal Procedure:

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

1. Initiation of appeal

To initiate a grade appeal, the student must complete the Grade Appeal Form Level 1, and include a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the form.

The completed form and evidence must be submitted in person or by email to the Assistant or Secretary to the Dean of Academic, Health Sciences, or Technical Services, as appropriate. The **ten (10) scheduled faculty duty days** period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The assistant/secretary will log the appeal into the database and give a copy of the student's form to the course instructor.

2. Instructor response:

The instructor will prepare a written response **within (10) scheduled faculty duty days** of the receipt of the grade appeal and submit the response to the appropriate Dean's secretary or assistant.

The Instructional Dean's Assistant/Secretary will notify the student of the response from the instructor via the college email system and/or the phone number supplied by the student on the Academic Appeal Form.

The student may pick up a copy of the instructor's response from the Assistant/Secretary to the Instructional Dean or the response will be sent to the SUSCC email address.

3. Department Chair/Program Director response:

If the student does not feel the issue has been resolved by the instructor, he/she may submit a written request using the Academic Appeal Form, Level 2, for the department chair/program director to review the appeal to the appropriate dean's assistant/secretary **within 10 scheduled faculty duty days** of notification of the instructor's response. The completed appeal form may be emailed to the correct assistant/secretary by reviewing the list on the Appeal Form.

The dean's assistant/secretary will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the secretary/assistant **within (10) scheduled faculty duty days**.

The chairperson/director has the authority to call in the instructor, to ask for the assistance of

another SUSCC instructor or seek the opinion of an expert in the subject area under review.

The assistant/secretary will deliver the response from the department chair/program director to the student in the same manner indicated above.

4. Dean's/Academic Appeal Committee Decision:

If the student still believes there is a problem, he/she has **(10) *scheduled faculty duty days*** from notification of the chair/director's response to request in writing a review by the instructional dean.

The student has the choice for the appeal to be considered either by the instructional dean or by the Academic Appeal Committee. The preference of the student should be indicated on the Academic Appeal Form, Final Level. The Committee will have a representative from the instructional area but not the department or discipline in question, unless a subject matter expert is requested by the committee. If a choice is not indicated, the decision of whether to use a committee will be made by the instructional dean.

The dean's assistant/secretary will give a copy of all materials that had been submitted by the student, instructor, and chair/director by the appropriate deadline to either the appropriate dean or to the Appeal Committee.

If chosen, the committee will review documents and make a recommendation to the dean.

The dean's assistant/secretary will deliver the response from the dean/Appeal Committee to the student in the same manner indicated in step 2 listed above.

The instructional dean/Appeal Committee's written decision cannot be appealed under the Academic Appeal Policy.

**The student may investigate the College Grievance process outlined in the College Catalog for additional options or the Appeal Process of the Alabama Community College System.*

Grade Appeal Decision: Subsequent Terms

If the grade being appealed was earned in a full-term class during the fall, spring, or summer, the succeeding semester will be considered to be the spring, summer, or fall, respectively. If the grade being appealed is for a first split-term course, the succeeding semester will be considered to be the second split-term of that semester. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as if it were a full-term course.

If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs a statement that says:

I acknowledge that I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for <appealed course>. I understand that if my grade appeal for <appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)> I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.

If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs a statement saying:

I acknowledge that I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refund associated with <term>.

· Once the student has exhausted all the SUSCC appeal processes the student may choose to appeal to the Alabama Community College System. The student must use the System's official Student Complaint Form, which is available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System

Attention: Division of Academic and Student Affairs

P.O. Box 302130

Montgomery, AL 36130-2130

· The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

· The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.

- The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

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 such as health insurance.
4. Failure to fulfill other conditions of admissions and/or registration;
5. Failure to comply with student conducts standards;
6. Failure to attend class (as); 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, Association of Surgical Technology, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

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, Association of Surgical Technology, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

ATTENDANCE POLICY/ TARDINESS

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. When a student is absent, the student is responsible for all announcements,

content covered in class and for any assignments.

A student **may** be dropped administratively from any course for failure to attend class(es) when the student has missed more than 20% of the total number of hours that the class meets. Examples are provided in the appendices. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification, but must be clearly stated in the course syllabus. The form to be used to request a student be withdrawn from a class appears in the appendices. Instructors that plan to administratively withdraw students due to excessive absences must include that policy in their syllabus. See each course syllabus for additional requirements.

SOUTHERN UNION STATE COMMUNITY COLLEGE ATTENDANCE POLICY

1. Each course syllabus **must** include the following items a. through f.viii.
 - a. The number of absences allowed for the class, if any.
 - b. Handling of late arrivals and early departures, if allowed.
 - c. Policy for course make-up work, if allowed.
 - d. Students on financial aid programs are responsible for knowing their particular attendance policies, if any. Those students must contact the financial aid office to receive written attendance reporting requirements.
 - e. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day the class.
 - f. Clinical absences are not considered classroom.
 - i. Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
 - ii. Faculty will record attendance from the first day of the semester.
 - iii. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.
 - iv. In such cases, the student should withdraw from the class before the last day to drop with a grade of "W". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.
 - v. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class.
 - vi. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed.
 - vii. The instructor is not required to provide an opportunity for make-up work. The instructor's policies regarding make-up work shall be clearly defined in the syllabus to be available on the first day of class.
 - viii. Attendance requirements in programs that lead to board licensure or

certification may differ from this policy.

2. Each instructor should discuss attendance policies during the first class meeting including, but not limited to:
 - a. Number of absences allowed – if any
 - b. Handling of late arrivals and early departures - if allowed.
 - c. Course make-up work, if allowed.
 - d. Students on financial aid programs are responsible for knowing their particular attendance policies, if any. Those students must contact the financial aid office to receive written attendance reporting requirements.
 - e. Administrative withdrawal if used.
 - f. An absence *may* be excused due to **extenuating circumstances**.
 - g. Excused absences include, but may not be limited to:
 - i. Active military duty
 - ii. Jury duty/court appearance
 - iii. Death in the immediate family - This includes: husband, wife, father, mother, son, daughter, brother, sister, or an individual with a close personal tie to the student. For purposes of application of this policy, an individual with a close personal tie to the student is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to a student having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; granddaughter; grandson; grandfather; grandmother; aunt; uncle.
 - iv. Illness - 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.
3. Adjunct instructors **must** provide a copy of their student attendance records to their respective department chairs at the end of each semester. Instructors will not be employed to teach in subsequent semesters unless attendance records are submitted as required.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy.
4. Appeal Process:
 - Students that have been dropped for failure to attend may submit, in writing, an appeal to the course faculty member.
 - Faculty member will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal.
 - If a student is to be allowed to return to class, the faculty member must submit a

- request to the Student Records Office for the student to be re-enrolled.
- If a student is not allowed to return to class, the student may file a written appeal to the appropriate department chair who will notify the student within five working days as to the outcome of the appeal.
 - If the matter cannot be resolved at the department chair level, the student may make a final written appeal to the Health Sciences Admission progression committee. The decision of the committee is final and will be communicated to the student within five working days from the date the written appeal is received.
5. Hybrid and On-line course syllabi are required to contain the same attendance guidelines as other courses.

HARASSMENT POLICY

Southern Union State Community College is committed to protecting its students, staff, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964.

Harassment includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

20Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should first tell the person responsible to stop the action. In addition the person should contact a college official (faculty member or staff member) as promptly as possible after the harassment occurs. The college official will take

appropriate action to resolve the complaint which may include a referral to Gary Branch, the Coordinator of Title IX and College Grievance Officer. The telephone number is (334) 745-6437.

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 must be purchased through Southern Union 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) level prior to registration each semester. Certification must be maintained while enrolled in the program. CPR is current for two years (24 months) from the issue date and must remain current throughout the semester. **Red Cross certification is not accepted by the clinical agencies.**

HEALTH INSURANCE

Each student in the Health Sciences Division must have health insurance throughout enrollment in any program. Documentation must be provided to Health Sciences clerk responsible for Health records. Students will not be allowed to register until they have provided proof of Health Insurance.

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 he/she 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 Essential Functions/Technical Standards established for the program of study.

ANNUAL PHYSICAL EXAM/ HEALTH QUESTIONNAIRE/ESSENTIAL FUNCTIONS

Students are required to submit upon admission to the Health Science program a completed Health Questionnaire. This questionnaire and essential functions are to be updated **annually** or as the student’s health status or immunization status changes. A TB skin test is required annually and immunizations are expected to be current. If a student has a positive skin test, then the student must have a chest x-ray every two years and complete the TB questionnaire annually. Forms to be completed may be obtained from the Health Sciences Clerk. If this form is not submitted annually the student will not be allowed to continue in the program.

ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans’ with Disabilities Act. In accordance with Southern Union State Community College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Reasonable accommodations are not retroactive. They begin the day the student provides the faculty member with the required form. Students must present reasonable accommodations each semester.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective patient care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for

the Health Sciences programs with or without reasonable accommodations. The Health Sciences programs and/or its affiliated clinical agencies may identify additional essential functions. The Health Sciences programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the Health Sciences program one must possess a functional level of ability to perform the duties required of a health care provider. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary for the Alabama Community College System Health Science programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective Health Sciences program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for Health Sciences program admission, progression and graduation and for the provision of safe and effective patient care. The essential functions include but are not limited to:
the ability to:

1) Sensory Perception

- a) Visual (with or without corrective lenses)
 - i) Observe and discern subtle changes in physical conditions and the environment
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print and/or sutures in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
- b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others
- c) Tactile
 - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location

- and other physical characteristics
- d) Olfactory
 - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
 - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - b) Work effectively in groups
 - c) Work effectively independently
 - d) Discern and interpret nonverbal communication
 - e) Express one's ideas and feelings clearly
 - f) Communicate with others accurately in a timely manner
 - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
 - a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of surgical settings
 - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives
- 4) Motor Function
 - a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - c) Maintain balance from any position
 - d) Stand on both legs
 - e) Coordinate hand/eye movements
 - f) Push/pull heavy objects without injury to client, self or others
 - g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - h) Walk without a cane, walker or crutches
 - i) Function with hands free for patient care and transporting items
 - j) Transport self and client without the use of electrical devices
 - k) Flex, abduct and rotate all joints freely
 - l) Respond rapidly to emergency situations
 - m) Maneuver in small areas
 - n) Perform daily care functions for the client

- o) Coordinate fine and gross motor hand movements to provide safe effective patient care
 - p) Calibrate/use equipment
 - q) Execute movement required to provide patient care in the surgical care settings
 - r) Perform CPR and physical assessment
 - s) Operate a computer
 - t) Control secretions such as drooling
- 5) Professional Behavior
- a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
 - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - c) Handle multiple tasks concurrently
 - d) Perform safe, effective patient care for clients in a caring context
 - e) Understand and follow the policies and procedures of the College and clinical agencies
 - f) Understand the consequences of violating the student code of conduct
 - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - h) Meet qualifications for certification by examination as stipulated by the National Board of Surgical Technology and First Assistants
 - i) Not to pose a threat to self or others
 - j) Function effectively in situations of uncertainty and stress inherent in providing patient care
 - k) Adapt to changing environments and situations
 - l) Remain free of chemical dependency
 - m) Report promptly to clinical and remain for 6-12 hours on the clinical unit
 - n) Provide patient care in an appropriate time frame
 - o) Accepts responsibility, accountability, and ownership of one's actions
 - p) Seek supervision/consultation in a timely manner
 - q) Examine and modify one's own behavior when it interferes with patient care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without

reasonable accommodations, the student will be withdrawn from the Health Sciences program. The Health Sciences faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions. Requests for reasonable accommodations should be directed to the Southern Union State Community College Disability Services Officer. If reasonable accommodations cannot be made, the student will not be able to remain in the Health Sciences program.

ESSENTIAL FUNCTIONS VERIFICATION

Upon admission to the Health Sciences program, students are required to complete the Essential Functions verification form. This form must be updated yearly and if and when the students status changes. 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 are unable to fully meet the criterion, an explanation and/or additional information will be required. Reasonable accommodation may be requested. The Southern Union State Community College Disability Services Coordinator will determine if the accommodations can be met.

ELIGIBILITY FOR CLINICAL ROTATIONS

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. All Health Science students are required to have background checks and drug screens completed to meet the requirements of clinical agencies in accordance with The Joint Commission (TJC) standards. Background checks and drug screens will be conducted by one vendor approved by the Health Care Agencies, Division Chair and/or Dean of Health Sciences. Background checks or drug screens conducted by any vendor or agency that is not approved will not be allowed. Background check results should be completed before newly admitted or returning Health Science students will be allowed to register for courses. Students who have been out of the Health Science program sequence for one semester or more must repeat the criminal background check and drug screen. The student is responsible for paying for all background and drug screens required by the clinical agencies.

Students contract directly with the approved vendor and results are confidential. The clinical agency (ies) will make the decision to approve or deny the student for clinical privileges. The course coordinator will have access to an approved/denied list, not specific results of the background check. Students who are not accepted by the clinical agency for clinical rotations will be administratively dismissed and withdrawn from the Health Science program.

Refusal of a clinical agency to accept a student will prevent a student from completing the Health Sciences program. The students will be responsible for clearing any denials reported

with the clinical agency. Students who are unable to resolve any denials will be dismissed from the program and administratively withdrawn from the Health Science program. Students may not reenroll until the back ground check is clear. Some clinical settings may continue to require a separate background check, including fingerprints. At any time the student cannot meet the clinical requirements of the agency the student will be dismissed from the program and administratively withdrawn at the time the event occurs.

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. CERTIFICATION IMPLICATIONS

The appropriate discipline specific certification agency regulates and sets standards for qualifications for certification. Certification in Surgical Technology is through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The NBSTSA may consider revocation or denial of certification. Examples of the activities that may cause revocation or denial of certification include, but are not limited to the following:

1. Possession, use or attempt to use altered or falsified certification cards or certificates;
2. Obtaining or attempting to obtain certification or recertification by fraud or deception;
3. Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception;
4. Unauthorized possession or distribution of examination materials including reproduction of examination questions;
5. Violation of examination rules, including but not limited to, cheating on the examination.

IV. STUDENT DRUG SCREEN GUIDELINES

As stipulated by the appropriate discipline specific licensure/certification agency, 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 random screening at the designated time must complete testing with the designated laboratory within 24 hours or they will be dismissed from the program.
- Failure to complete drug screening as required will prohibit the student from completing the required health science courses.
- Positive drug screens are confirmed by the Medical review Officer.
- 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:

- 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 papillary changes;

- Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance;
- A report of drug use.
- Evidence of tampering with a drug test;
- 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.
- 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. The fee ranges from \$30 – 40 dollars for random screens and included in the fees for the initial drug test.

2. 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 (9-11) 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. 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. The Decision of the Dean of Health Sciences is final.

VI. READMISSION

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

- Submit a letter from a treatment agency verifying completion of an approved

substance abuse program that meets licensure/certification guidelines for the respective discipline.

- Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.
- 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.

Random DRUG TESTING

Students may be asked **at any time** to submit a specimen for drug testing while enrolled in a Health Sciences program. Drug screens are to be performed by an outside laboratory contracted by Southern Union. **A positive drug screen will result in dismissal from the program and an administrative withdrawal will be completed by the dean.** It is the student's responsibility to clear any discrepancies with the contracted laboratory. Students are responsible for the payment of random drug screens. If a student is out of a health science program for more than one semester the student must repeat a drug screen for reentry.

RESPONSIBILITIES IN CLINICAL SETTING

Clinical Rotations:

Health Sciences students are required to complete clinical hours in a health care facilities, simulation center, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. Students should not expect and they will not receive compensation for participation in clinical courses from either the institution or the health care facility; (2) Students are not promised, nor should they expect a job at the health care facility as a result of participation in clinical experiences at a health care facility, and (3) Students will be given the appropriate grade for the clinical action dictating the refusal by a clinical agency.

Dismissal from Clinical Agency

Dismissal from a clinical agency results in dismissal and the appropriate action taken by the respective program.

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

RELEASE OF CLINICAL INFORMATION

Health Sciences students must give Southern Union State Community College permission to release information regarding clinical and classroom performance to clinical agencies, including those with whom the student may apply for employment. Students must also **give permission for required clinical documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.**

INJURY DURING CLINICAL

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

1. Notify your clinical instructor immediately.
2. Complete an appropriate incident report/ or variance report required by the agency.

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 required 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.

SAFETY-Potential Health and/or Safety Hazards: The nature of a healthcare education is such that one 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 CLINICAL REQUIREMENT

Students are required to keep a copy of their clinical health requirements. The school does not keep copies on file. **Therefore, the school will not provide copies to clinical agencies after the student graduates.** The student is responsible for keeping copies of clinical requirements as part of the portfolio for career to work.

CLINICAL PAPERWORK

Requirements for satisfactory completion of clinical paperwork vary with each Health Sciences course. See each course syllabus for requirements. Clinical paperwork is to be submitted on the determined due date. Paperwork that is not submitted by the due date may be considered unsatisfactory.

CLINICAL ABSENCES

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 contact the instructor or the assigned unit at least 30- 60 minutes prior **to the beginning of the clinical experience.** Contact must be done via text/telephone message to the faculty. If the student is to be late, the assigned unit or instructor should be notified as soon as possible. Chronic tardiness is not tolerated. Students who are tardy will receive an unsatisfactory for the clinical day. Daily clinical exams/ quizzes may be given. Requirements for satisfactory completion of lab/clinical are listed in each course syllabus.

Each clinical absence must be made up. Students will receive a grade of "0" for all days missed.

All clinical absences, even when made up, count toward the student's total absence hours. Under no circumstances shall a student miss an excess of 24 clinical hours (or 3 missed shifts) during the course of the semester. If excessive hours are missed, the student's progression in clinical rotations and the allied health program as a whole will be prohibited. The student will be referred to the Admissions/Readmission committee for Health Sciences. The student will submit documentation for the absences and the committee will review and make the decision as to whether the student may remain enrolled in the program. The decision of the committee is final and is considered the appeal for the student. Failure to be eligible for clinical will result in dismissal from the program and a grade of "F".

CLINICAL EVALUATION

Purpose: The purpose of the evaluation is to ascertain that the student has met measurable objectives deemed necessary for competent practice. These will be clarified in your clinical syllabus performance/duties performed during a surgical procedure.

Clinical/Laboratory Experience

Purpose: The purpose of the midterm progress report 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/laboratory evaluation will be made on a satisfactory/unsatisfactory basis. Evaluation will be based on the instructor's final assessment.
3. Laboratory Skills Check-offs will get two (2) opportunities to successfully complete each skill. If unsuccessful on the first try, student must do the following:
 - a. Review of skill via video, reading procedure.
 - b. Practice in lab (as permits) and outside of lab time as needed
 - c. Demonstration to another student that has been previously checked off.
 - d. Student attempts recheck for final time.
 - e. Unsatisfactory attempts equals failure to progress/clinical failure.

Overall clinical performance must be satisfactory to receive a passing grade in the course. Unsatisfactory performance constitutes clinical failure.

Critical Behaviors are those behaviors that must be met at all times when representing SUSCC: examples include the clinical/laboratory setting, simulation center, professional meetings, and community outreaches. Failure to meet these expectations will result in disciplinary action. Clinical failure can result for the following:

Practice or behaviors that are outside the facility policy as stated in student orientation and or college or student handbook.

1. Practice outside of the student's training and scope of practice.
2. HIPAA violations (see policy).
3. Intentional or unintentional safety practices that result in harm or potential harm to patient, student or staff.
4. Unprofessional behaviors
5. Pattern of unsafe behavior

Clinical Unsatisfactory is given for acts that are deemed to be inappropriate or when a student is not performing at the expected level. **Unsatisfactory clinical performances are placed in the student's file and are carried from semester to semester. Repeated unsatisfactory clinical performance will constitute a clinical failure.** It is the student's responsibility to meet with course coordinator/full time faculty and set up remediation and plan of action.

Clinical Failure is given for a critical behavior (as listed above) or for **repeated, uncorrected unsatisfactory clinical performance**. When a clinical failure is given the student will receive a grade of "F" for the course and be administratively withdrawn from any other SUR courses. Readmission to the program will be determined by the Admission/Progression Committee. If readmitted, prior clinical unsatisfactory/failure will remain in the student's file and will be considered in any future clinical performance reviews/evaluations. If readmitted due to a clinical

failure, SUR 105, SUR 106, and SUR 111 must be taken regardless of prior grades.

CLINICAL FAILURES

Students who receive a clinical failure prior to the withdrawal date published in the yearly college calendar will receive a course grade of “F” on their transcript at the time the grade is earned. The student will not be allowed to withdraw from the course.

CLINICAL SKILLS LABORATORY POLICY

Students will have two opportunities in the skills lab to demonstrate competency. Failure to demonstrate competency with the skill after the second attempt will result in course non-progression.

The student will be responsible for demonstrating competency of specified skills in the skills lab. The instructor will teach, demonstrate and supervise the practice of the skill. The student is responsible for required readings and review of handouts if applicable. The student should make arrangements for additional practice of the skill if needed.

The student will attempt check off of the specified skill through one-on-one observation by an instructor. Evaluation will be based on the instructor’s final assessment. 2

The student cannot repeat a check-off attempt on the same day of a failed attempt. If unsuccessful on the first try, the student must do the following:

- Review of skill via reading procedure and video (if applicable)
- Practice in lab (as permits) and outside of lab time as needed
- Demonstration to another student that has previously checked off
- Arrange a second check-off attempt with the instructor.

HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Health Sciences Programs requires all PDAs (iPod Touch) to be password protected, and all information to be de-identified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

CONFIDENTIALITY/ HIPAA

All patient/client information is confidential. Protecting patient confidentiality is the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

Southern Union State Community College Health Science division takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in Health Science courses at Southern Union. This policy consists of 3 levels of violations with repercussions outlined in each level.

Records of student violations of the SUSCC Confidentiality/ HIPAA policy will be maintained in the student's health science file.

LEVEL 1: Constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended.
- Turning in assignments with a patient's name attached
- Sharing passwords with other classmates.
- Not signing off of a computer in the clinical setting.
- Not password protecting any personal device that is used to record patient information

The Level 1 violation will result in a student being given a reprimand (STA, Clinical unsatisfactory etc.) and counseling by instructor. A Level one violation **carries** over to subsequent semesters.

LEVEL 2: Repeat violation of a level one incident within the **same semester** or **subsequent semester** in a Health Science program (does not have to be the same incident) will result in a level two violation Intentional violation of the SUSCC Confidentiality/ HIPAA policy.

Examples of a level 2 violation include but are not limited to:

- Unauthorized access to patient records.
- The discussing of Patient's, Patient's family and or visitors information with others not involved in the patient's care
- Discussing Patient, Patient's family and or visitors information on social media sites
- Discussing of Patient's, Patient's family and or visitor's information

where as others not involved in the direct care of the patient may overhear your conversation.

- Sharing/Discussing the identity of a Patient, Patient's family and or visitors outside of the clinical setting, even if not discussing information regarding their care.

The level 2 violation will result in the student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student's permanent file. If readmitted to a health science program, any further violation of the SUSCC HIPAA policy will automatically move the student to a Level 3 violation.

LEVEL 3: Additional violation of the SUSCC Confidentiality/ HIPAA policy after already receiving a Level 2 violation.

Or a malicious offense used to cause harm to a person, or used for personal gain

The level 3 violation will result in student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will not have the option of returning to that program or any program of study in the Health science division.

The following are some general guidelines for students regarding HIPAA compliance

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in clinical paperwork, case presentations, or

- on notes.
- Photocopying of client records is **NOT** permitted in any clinical setting.
 - Records should not have client's names or initials when turned in for clinical paperwork
 - Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
 - For more information regarding HIPAA please visit <http://www.hhs.gov/ocr/privacy/>
 - All violations of the SUSCC confidentiality/ HIPAA will remain active for two years after the incident or until the completion of the currently enrolled program (whichever is longer) regardless of the program. The active violation will transfer to any Health Science program from any other Health Science program.

SIMULATION CENTER

The simulation center is located in TB1 (Technical Building). The center provides an active learning environment and replicates the health care settings in which the students practice. Students practice and develop skills through simulated hands on learning experiences using a variety of instructional support methods and resources. Students will be required to participate in the learning experiences and is considered a clinical experience. All clinical/laboratory policies are applicable to the simulation lab.

HEALTH SCIENCE DIVISION

SIMULATION CENTER CONFIDENTIALITY STATEMENT

In order to preserve the realism of the scenarios used in the Southern Union simulation center and to provide an equitable learning experience for each student, all persons using the simulation center will be required to sign a confidentiality agreement. Because every simulation will be recorded on a DVD, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to the simulation itself, as well as all patient information made available to the students. Violation of this confidentiality statement will be considered a violation of the school's code of conduct.

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SIMULATION CENTER

CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO

During your participation in a simulated clinical experience at the Southern Union Simulation Center, you will be both an active participant in simulated scenarios and an observer.

The objectives of the simulated clinical experience are to educate health science students to better assess and improve their performances in evolving health care situations. The simulated clinical experience is designed to challenge health science student's response and judgment in a controlled environment, and develop clinical reasoning,

By signing this agreement, you agree to maintain strict confidentiality regarding both yours and other performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

You will be discussing the scenarios during debriefing, but we believe that "all that takes place in the simulation environment—stays in the simulation environment". Due to copyrights, and to maintain optimal simulation experiences for the other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specific scenarios, as well as what happened during the simulation experience. A breach of confidentiality will result in disciplinary actions see: the student code of conduct in the Southern Union college catalog.

CELL PHONES

Cell phones must be turned on silent or vibrate during class time. Students are not allowed to use a cell phone during class time. Communication by any inappropriate means of communication during class is strictly prohibited and could be construed as cheating. If a student has a situation in which they expect a call during class time, then it is the student's responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. If this situation occurs during a test, the student should arrange with the faculty member to answer the call. **At no time should the student have the cell phone on the desk or in use in the class or at clinical.**

Taking a picture during class or clinical is considered a violation of HIPAA and student privacy.

ELECTRONIC DEVICE USE

PDA's, Smart Phones, Tablets and cellular phones are not allowed during testing. The use of electronic devices (iPod, iPhone, Blackberry, Palm, etc.) in the clinical settings is allowed, as long as the device is being used as a clinical aide. While these devices can be a great asset to the student, it is the student's responsibility to realize the boundaries needed with the use of these devices in order to maintain HIPAA compliance, as well as professionalism. The taking of photographs, texting, using personal email, and the use of social networking sites (ex: Facebook, MySpace, Email, Twitter, etc.) at clinical sites is strictly prohibited. SUSCC's HIPAA policy will apply to the use of these electronic devices, while at the clinical setting.

The taping of lecture may be allowed for studying purposes. Students are not allowed to retransmit lectures without the explicit consent of the instructor. (Examples of transmission are, but not limited to: posting lectures on websites {You Tube, Facebook, etc.}, and dispersion of copies of recorded lectures. This includes both whole lectures and portions of lectures.)

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Health Science Program requires all PDAs to be password protected. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

Social Networking policy

Definition: As non-limiting examples of the Social Networking sites this policy is intended to cover are Facebook, Linked In, Twitter, and any other site that is normally considered under social networking

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will

result in appropriate disciplinary actions up to suspension from the college. Removal of an individual's name, or face, or image, is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are **not** to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines are to be followed:

- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on your personal computer or other electronic device
- E-mail or texting correspondence with faculty should be treated confidentially and should not include patient identifying information
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussion with cell phones or other personal devices
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There's no such thing as a "private" social media site
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency
- Maintain patient privacy and confidentiality at all times
- **Report breaches of confidentiality or privacy to appropriate discipline instructor promptly**

A violation of this policy will result in appropriate disciplinary action up to and including suspension from the college.

COURSE SYLLABI

Each health science course has a syllabus that is the student-teacher agreement for that specific course. The Syllabi may be available for purchase through the Campus Bookstore and/or offered online. The syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to fully understand the expectations of the course. If you have questions or need clarification, make an appointment with the faculty member. Syllabi are projections of activities that will take place over several months; however, teachers may modify activities to fit unforeseen circumstances. Changes will be announced in class and/or provided in writing via the course management system Canvas.

COURSE EVALUATION (GRADING)

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)

No grades will be rounded. Individual tests grades are not rounded to the next higher score. For example 76.2 and 77.8 would be recorded as the test grades. Final course grades will NOT be rounded. For example if the grade is 89.69, then a B will be recorded. This applies to grades that are 74.50. This grade will be recorded as a D.

Exam questions within the Health Sciences division may be but not limited to the following: multiple choices, short answer, matching, fill in the blank, and essay. Your tests will be primarily on the computer.

Students must pass all components of the course to progress to the next course. If a student fails skills lab or clinical, he/ she will be given a F for the course. The student must apply for reinstatement. Reinstatement is not guaranteed.

TESTING POLICY

Students of Southern Union State Community College Health Science Program will be required to take tests throughout the curriculum. Students must take the exams at assigned times or make arrangements in advance (not the day of the test) with the faculty member. All exams are monitored. Students will not be allowed to bring anything into the room except a pencil and a basic calculator. Students may not go to the restroom during a test unless monitored.

MAKE-UP TESTS

If unable to take an exam at the scheduled date and time, the student is expected to notify the instructor prior to the exam. Make-up exams are given at the discretion of the instructor and are not guaranteed to the student. Make-up tests may include fill-in-the-blank, essay, and listing. Students may take only one make-up test per semester.

TEST REVIEW

Test results will not be reviewed except immediately after the test is given or as scheduled by the faculty member. Students will not be allowed to review tests at the end of the semester to challenge question answers for points. Students who wish to challenge a test question must do so **within 1 business day** of the test. Students who challenge test questions must do so in **writing**

to the Course Coordinator with documentation as the reason for the challenge.

COMPUTER COMPETENCE

Graduation Requirement for Health Science students: Graduates must show evidence of basic competence in the use of computers. Basic competence shall be measured by the student's ability to engage in computerized testing, use the course management system to access course information and submit required assignments, use applications, to process online course materials, using computerized software at clinical agencies, and complete web-based assignments. Though no testing is required to satisfy this computer competency, students must self-evaluate their abilities to complete these and other computer-based tasks.

COMPUTER TESTING

Students will need to arrive at the computer laboratory at the designated time. No food or drinks are allowed in the lab. Students may only bring a pencil and a basic calculator. If paper is needed, faculty members will supply you with a blank sheet that must be signed by you the student and handed in at the completion of the test. No cell phones or PDA's are allowed at your desk. Book bags must be left at the front of the classroom or on the side. The students are allowed only to access the test in progress. No other programs or internet applications should be open on the task bar or used at this time. Once the test is complete and submitted, the student may review the test if allowed by the faculty member. Once the test is complete, the student will end the testing session and exit the computer laboratory. Students may not check email, surf the web, or go to other web sites during, or after the test. Any violation in this policy will result in the student being referred to the Dean of Students for violation of the Academic Integrity policy in the college student handbook/catalog and program handbook.

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 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

1. Software is not to be loaded, unloaded, downloaded, or reconfigured.
2. Computers are not to be turned off while a program is running.
3. Food, drink, and children are not allowed in computer labs.
4. Computer space must be cleaned-up prior to leaving the lab.

COURSE MANAGEMENT SYSTEM - WEB BASED MATERIALS

Courses in the Health Sciences division are augmented using the course management system known as Canvas. Students will be expected to access and print these materials as outlined in the course syllabus. For students who do not have a computer at home, computers are available in the Library for printing. Students will be expected to acquire these resources.

DISTANCE EDUCATION/TELECONFERENCE COURSES

Students enrolling in a Health sciences program may be required during their tenure as a student to take teleconference classes. In these courses, faculty members will conduct class from one location while students are at another campus. Faculty members travel between the campuses to assure that students have an opportunity to meet face to face with the faculty member on a scheduled basis.

Classes in the Health Sciences Division are offered at various times via teleconference. Students are expected to attend class and work with faculty members to assess individual learning needs. Should technical difficulties arise faculty members will make every effort to offer alternative and/or additional learning activities for the students. The responsibility for learning rests with the student. The responsibility for providing the student with the necessary tools rests with the faculty. This may or may not be a lecture format class.

SURGICAL TECHNOLOGY PROGRAM ENROLLMENT REQUIREMENTS

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

1. Current physical completed by a licensed physician, nurse practitioner, or physician's assistant (form provided by the school)
2. Current CPR certification
4. Documentation of immunizations including TB test (form provided by the school)
5. Drug screening as stipulated by the agencies with which the Health Science Department contracts for clinical experiences.
6. Background checks as stipulated by the agencies with which the Health Sciences Department contracts for clinical experiences.
7. Ability to meet the Essential Functions with or without reasonable accommodations. Any student requiring accommodations must meet with the Disability Services Coordinator.
8. 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 if desired.

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.

Any student with a semester lapse in time between SUR 102 and SUR 105 will be required to **validate** all clinical skills, understanding of sterile technique, AND pass instrument test(s) prior to clinical rotation.

Students with no lapse between SUR 102 and SUR 105 require successful completion of Clinical Validation/Readiness Skills prior to clinical rotations.

UNIFORM GUIDELINES

Men/Women Clean and wrinkle-free Navy scrubs with embroidered SUSCC logo on right chest. Official Southern Union State Community College ID badges are required to be worn on the left chest at all times during clinical. Pants should not be frayed on the bottom or dragging the ground. Shirts worn under the shirt should not be

seen and should be only solid white or navy. Lab coats or warm-up jacket should be navy or white. For women who do not wish to wear pants: Dress/skirt length should be no shorter than the top of the knee with appropriate white socks or hose.

- ID Badge** Official Southern Union State Community College name badge is to be worn on the left side of the chest on the uniform at all times while in the clinical agency. Students ID badges must have a current date. **Students who do not wear their ID badge will be sent home from clinical.**
- Shoes** Clean, predominantly white, navy, or black, non-canvas, nursing uniform shoes which are to be worn only for clinical. Closed toe and closed heel shoes preferred. If unsure about shoe selection, have your shoe approved prior to clinical.
- Jewelry** Earrings may be worn only in pierced earlobes. No earrings are preferred, but studs only and covered by the surgical hat. Jewelry may **not** be worn in any other area of the body that may be pierced and visible to others.
- 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 covered kept off the shoulders and collar.** Hair color must be naturally occurring to humans and style should be within accepted societal norms. Students may not wear hair decorations to the clinical setting such as jewelry and or other articles not found naturally occurring in hair.
- Nails** Short and clean; no 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 and bras) must not be visible through the uniform.
- Tattoos** Tattoos should be covered completely in the clinical setting.
- Other** A professional appearance is expected. Jeans, T-shirts, shorts, or other very casual clothing may not be worn at any time at a clinical agency, or while representing SUSCC at various meetings.

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

UNIVERSAL PRECAUTIONS

Safety procedures and universal precautions are covered as they relate to the content area and are reinforced throughout the duration of the program. It is the student's responsibility to seek guidance from an appropriate resource if they have any doubts, questions or concerns regarding

correct procedure.

CERTIFICATION

The national certification exam and credential are offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). NBSTSA administers the national certification exams and issues the certification for CSTs and CSFAs.

Four-Year Certification Cycle — CSTs
Certified Surgical Technologist® (CST) must earn 60 CE credits before the four-year cycle expires to renew the credential.

NBSTSA www.nbstsa.org 800.707.0057

Renewal may also be by exam.

ACKNOWLEDGEMENT OF DRUG SCREEN REQUIREMENT AND CRIMINAL BACKGROUND CHECK

Students in a health science program must submit to drug screen and criminal background checks to attend clinical settings. The drug screens are completed during the first semester and random thereafter. The drug screens must be performed by the certified laboratory determined by the college. If the student cannot provide a certified negative drug result he/she will be unable to participate in clinical experiences required in the Health Sciences Program at Southern Union State Community College Health Science Programs. Failure to pass the drug screen will result in the student being dismissed from the program and an administrative withdrawal will be completed by the Dean.

The clinical agency makes the determination the student is clear to participate in clinical activities. **By signing the signature sheet in this manual, I am indicating that I have read, understand and voluntarily agree to the requirement to submit to a drug screen before the first clinical and randomly throughout the program.**

A copy of this signed and dated signature sheet 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.

Students must also submit to a background check prior to registering for the first Health Sciences program/course. Failure of the student to complete this background check by the required date will result in the student losing his or her space in the selected program. The background check must be performed by the recommended agency of the college at the student's expense. If at any time the student fails to achieve an

accept for the criminal background check, the student will be unable to participate in the Health Science Program at Southern Union State Community College.

Signature

Printed Name

Date

Program of Study

Student Signature Form

I have read the policies set forth in the Southern Union State Community College Surgical Technology Handbook. I understand that my initials by each statement below and signature at the bottom of page indicates that I have read, understand, and agree to abide by each of the policies outlined and listed below. In addition, my initials by each individual statement provides documentation that I have been informed and understand the consequences of not following each of the policies (listed below) which are required to participate in the **Surgical Technology Program** at Southern Union State Community College.

- _____ Legal limitations of licensure/ certification
- _____ Simulation procedures (confidentiality statement for debriefing and videotaping)
- _____ Potential Health and Safety Hazards
- _____ HIPAA policy
- _____ Program requirements for graduation
- _____ Clinical requirements required for registration for health science classes
- _____ Clinical rotations and clinical grading policies
- _____ Class and clinical absentee policy
- _____ Essential Functions updated annually
- _____ Drug Screening appeal policy and procedures for random and admission drug screens
- _____ Final academic grade appeal procedures
- _____ Responsibility for learning
- _____ Academic Appeals policy (not final grade appeal)/ Formal due process policy
- _____ Academic Honesty/ Integrity/ Cheating/Plagiarism
- _____ Laboratory Skills lab policy
- _____ Release of clinical information such as but not limited to criminal background checks, drug screens, lab tests, and health forms to clinical agencies required for you to participate in clinical rotations
- _____ Acceptability for clinical rotations is determined by clinical agency
- _____ Dismissal from one clinical agency results in dismissal from the program.
- _____ Location of student handbook
- _____ Harassment policy
- _____ Social Media policy
- _____ Student work policy
- _____ Certification Examination Content Outline
- _____ Smoking Policy

Signed _____ Date _____

Printed Name _____

Potential Health and/or Safety Hazards I understand that the nature of a surgical technology 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, simulation center, 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; (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, and (3) I will be withdrawn from the program if refused by a clinical agency.

Representation as Surgical Technology Students: Students may not represent themselves as Surgical technology 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

RELEASE OF CLINICAL 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. **I also give permission for required clinical documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.**

Student's signature

Date

Student Work Policy

_____The student shall not be substituted for paid personnel during the clinical component of the program.

_____ The student shall not be paid by the clinical affiliation site during the clinical component of the program.

Student's signature

Date

RELEASE OF INFORMATION

I give permission for _____ to write a letter of recommendation to:

(Instructor)

(Name)

(Address)

_____ has my permission to include any and all

(Instructor)

information, including my grades, GPA, attendance, and class rank in this letter.

I waive / do not waive my right to review a copy of this letter at any time in the future.

Student's Signature

Date

Print Name

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 health science faculty for the purpose of meeting the specific requirements of the changing professional objectives of varying health sciences courses. Such modifications will be published in the respective course syllabi and posted in the course management system for the class.