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Purpose

The purpose of this handbook is to provide you with information, policies and procedures specific to the Surgical Technology program at Nebraska Methodist College. This information is a supplement, not a substitute, for those policies present on the College website and catalog. It is important that you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your files:

- Surgical Technology Student Handbook (this book)
- Syllabus for each course
- Surgical Technology Policy and Procedures Manual for Surgical Rotation

Your signature at the back of the handbook indicates that you have read and understand all the described policies, procedures, processes, and expectations and that you agree to act in accordance with them.

The items contained in this handbook are subject to change without notice at the discretion of the Program Director and with the approval of the Dean for Health Professions. It is your responsibility to be acquainted with all requirements, policies, and procedures for your degree program and to assume responsibility for meeting those requirements. The Program Directory will attempt to notify students of any changes in a timely manner; but you are ultimately responsible for being familiar with the most current version of all policies in the Program Handbook is available on the College website.
PART I: GENERAL PROGRAM INFORMATION, POLICIES AND PROCEDURES

Accreditation Statement

The Associate Degree program in Surgical Technology at Nebraska Methodist College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA.)

Contact Information:
Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 phone: 727-210-2350; email: mail@caahep.org; website: http://www.caahep.org/

Program Faculty Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Phone Number</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christy Grant, AAS, CST</td>
<td>Program Director</td>
<td>(402) 354-7077</td>
<td>Clark 3232</td>
</tr>
<tr>
<td>Janet McAdams, AA, CST</td>
<td>Clinical Coordinator</td>
<td>(402) 354-7156</td>
<td>Clark 3205</td>
</tr>
<tr>
<td>Jody Woodworth, Ph.D</td>
<td>Vice President for Academic Affairs</td>
<td>(402) 354-7258</td>
<td>Leinart 2106</td>
</tr>
</tbody>
</table>
Program Mission Statement

The mission of the Surgical Technology Program at Nebraska Methodist is to provide an educational experience in a learner-centered environment to develop competent surgical technologists who are prepared for entry-level employment. Our graduates meet the diverse needs of the communities they serve through the application of ethical standards, delivery of safe surgical care and active professional engagement.

Program Goals

Upon completion of the Surgical Technology program, graduate will be able to serve the community as a competent Medical Surgical Technologist. Students who successfully complete this program will be able to:

1. Demonstrate behavior commensurate with an ethical health care professional, capable of honesty and moral integrity necessary to uphold ideal patient care standards.
2. Communicate clearly and effectively utilizing spoken, written and technical skills with patient, physicians and co-workers.
3. Demonstrate the application of the principles of asepsis and surgical conscience in a knowledgeable manner that provides optimal patient care in the OR.
4. Demonstrate the ability to perform as a cooperative team member in a variety of surgical procedures.
5. Incorporate learned competencies to assemble and operate instrument, equipment and supplies for the delivery of patient care as an entry-level practitioner during basic surgical procedures.
6. Recognize the importance of professional engagement through membership to professional organization, completion of the national certification exam thereby earning the credentials and title of Certified Surgical Technologist (CST), and understanding the necessity of life-long learning as a contribution to society.

Description of the Profession

Surgical technologists (ST) are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician’s performance of invasive therapeutic and diagnostic procedures.
Surgical Technologist Education

The preferred entry-level education for the surgical technologist is the associate degree; all programs are expected to meet the minimal curriculum requirements defined in the Core Curriculum for Surgical Technology®. NMC’s accredited program meets this criteria.

Role of the Surgical Technologist in the Scrub Role (STSR)

The Surgical Technologist (ST) is responsible for three phases of patient care, or surgical case management, with minimal direction or supervision from their team members. All surgical team members must adhere to the principles of asepsis and the practice of sterile technique. Honesty and moral integrity are necessary to uphold these standards.

The proficient ST must display a caring attitude toward the patient, other surgical team members, and the patient care environment. It is also necessary to understand normal anatomy and physiology, the pathological condition affecting the patient, the planned operative procedure, and consider any variations that may be necessary to accommodate a specific patient.

The ST normally functions in a sterile capacity during the surgical procedure, but also performs many non-sterile duties throughout the course of the workday.

The motto of the Association of Surgical Technologist (AST) is ‘Aeger Primo-The patient First’. This is facilitated through caring, critical thinking, and effective communication.

Technical Standards for the Surgical Technologist

(Adapted from the Core Curriculum for Surgical Technologists®)

1. Able to stand, bend, stoop, and/or sit for long periods in one location with minimum/no breaks.
2. Able to lift a minimum of 20 pounds. (this is 50 pounds at most health systems for hiring)
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses.
5. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
6. Hear and understand muffled communication without visualization of the communicator’s mouth/lips and within 20 feet.
7. Hear activation/warning signals on equipment.
8. Able to detect odors sufficient to maintain environmental safety and patient needs.
9. Manipulate instruments, supplies and equipment with speed, dexterity, and good eye-hand coordination.
10. Ambulate/move around without assistive devices.
11. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
12. Communicate and understand fluent English both verbally and in writing.
13. To be free of reportable communicable diseases and chemical abuse.
14. Able to demonstrate immunity (natural or artificial) to Rubella, Rubeola, Tuberculosis, and Hepatitis B, or be vaccinated against these diseases, or willing to sign a waiver of release of liability regarding these diseases.

15. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.

16. Able to make appropriate judgment decisions

17. Demonstrate the use of positive coping skills under stress.

18. Demonstrate calm and effective responses, especially in emergency situations.

19. Exhibit positive interpersonal skills during patient, staff, and faculty interactions.

Additional information about the surgical technology profession including working conditions and job outlook can be obtained at the following websites:

http://www.bls.gov/oco/ocos106.htm#conditions

http://www.healthpronet.org/ahp_month/09_04.html

**Surgical Technologist Credentialing (CST Examination)**

Surgical technologists are credentialed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students will seat the CST certification exam as a part of the Nebraska Methodist College program. Results will be released to the student at the completion of the program. Nebraska Methodist College does not guarantee that the student’s success in taking this examination.

The American College of Surgeons strongly supports adequate education and training of all surgical technologists, supports the accreditation of all surgical technology educational programs, and supports examination for certification of all graduates of accredited surgical technology educational programs.
## Surgical Technology Associate Degree Curriculum

A math competency test is administered at registration; completion of modules may be required during the fall term depending upon results.

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>COM 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HUM 150 Critical Reasoning and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>SCI 116 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>SCI 200 Anatomy &amp; Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>SUR 104 Intro to Surgical Technology</td>
<td>1</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>COM 230/245* Language and Culture in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>SUR 200 Pharmacology for the ST</td>
<td>2</td>
</tr>
<tr>
<td>SSC 101/215 Intro to Psych or Life Span Psych</td>
<td>3</td>
</tr>
<tr>
<td>SUR 132 Concepts of Surgical Procedures (1st eight weeks)</td>
<td>1</td>
</tr>
<tr>
<td>SUR 236 Surgical Procedures I (2nd eight weeks)</td>
<td>2</td>
</tr>
<tr>
<td>SUR 152 Surgical Technology Skills Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>SUR 163 Surgical Instrumentation &amp; Equipment I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SSC 235 Sociology of Culture</td>
<td>3</td>
</tr>
<tr>
<td>SUR 256 Surgical Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>SUR 173 Surgical Instrumentation &amp; Equipment I</td>
<td>1</td>
</tr>
<tr>
<td>SUR 182 Surgical Technology Skills Practicum II</td>
<td>1</td>
</tr>
<tr>
<td>SUR 219 Medical Law &amp; Ethics for HP</td>
<td>3</td>
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</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>SUR 276 Surgical Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>SUR 250 Surgical Technology Clinical I</td>
<td>6</td>
</tr>
<tr>
<td>SUR 205 Microbiology for the Surg Tech</td>
<td>2</td>
</tr>
<tr>
<td>ST 264 Surgical Case Studies</td>
<td>2</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HUM World of Ideas: Elective</td>
<td>3</td>
</tr>
<tr>
<td>SUR 287 CST Exam Prep</td>
<td>2</td>
</tr>
<tr>
<td>SUR 270 Surgical Technology Clinical II</td>
<td>6</td>
</tr>
<tr>
<td>SUR 280 ST Seminar</td>
<td>2</td>
</tr>
<tr>
<td>COM 290 Portfolio Synthesis</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Credit Hours - 63**  (Transfer of Credit is typically not available for courses that are shaded)

** Maximum credit awarded for HUM 150 is 2 credit hours; students who transfer this credit must enroll in HUM 152 for 1 credit.

*** Maximum credit awarded for COM 230/245 is 2 credit hours; students who transfer this credit must enroll in COM 252 for 1 credit.
Surgical Technology Program Values
(From the Association of Surgical Technology program handbook www.ast.org)

Surgical Technologists acknowledge these values as general guides for our choices and action.

**Respect**

Individual autonomy and respect for human beings. People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

**Confidentiality**

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligations to justify any violation of a confidence.

**Society Trust**

We value client trust and understand that public trust in our profession is based on our actions and behavior.

**Non-malfeasance**

We accept our fundamental obligation to provide services in a manner that protects all clients and minimized harm to them and others involved in their treatment.

**Beneficence**

We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

**Justice and Fairness**

We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high quality, affordable health care.

**Veracity**

We accept our obligations to tell the truth and assume that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

**Universality**

The principles of universality assumes that, if one individual judges action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.
Complementarily

The principle of complementarily assumes the existence of an obligation to justice and basic human right. It requires us to act towards others in the same way they would act toward us if the roles were reversed. In all relationships, it means considering the values and perspective of others before making decisions or taking actions affecting them.

Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences for our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

Individual

Each person is individually and uniquely motivated toward meeting human needs, fulfillment of which is based on many factors, including available resources, individual choices, value systems, and mores.

Health

Is a dynamic multi-faceted state, individually and culturally defined, that incorporates experiences of wellness and illness. Environment, culture, interpersonal interactions, available personal decision options, extent of control, all contribute to an individual’s personal concept of health.

Education

The interactive processes and experiences occurring between instructor and learner facilitate education. A focus on critical thinking and problem solving is essential. Theory, laboratory, and clinical experiences allow the learner to integrate knowledge and skills.

Learning

Learning is an active, self-directed process, influenced by the individuals past experiences, needs, values, and beliefs. Individuals must become responsible for their own learning, moving from a novice state of relative dependence toward mastery and consequent greater independence in preparation for the professional role. Essential components are life-long professional growth, and the acquisition of life-long learning patterns.
Code of Ethics - Association of Surgical Technologists
(Adopted by the AST Board of Directors, 1985)

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

General Student Information

National Honor Society

The mission of the AST National Honor Society (NHS) is to recognize the achievement of surgical technology students and to support the learning and professional development of our members who strive to improve the surgical technology profession.

Members will be eligible for the Honor Society surgical assistant scholarship. Honor Society members who are continuing their education by attending a CAAHEP-accredited surgical assistant program can apply for the scholarship. NMC students are eligible to apply.

Three students annually may be nominated by their program director to the Association of Surgical Technologists for meeting criteria for this award. Criteria includes academic excellence and involvement in both campus and community life.

Foundation for Surgical Technology: Scholarships

Students who meet criteria may apply for national scholarships from the Association for Surgical Technologists.

Surgical Technology Student Organization

The Methodist Allied Health Student Association (MAHSA) is composed of all students enrolled in an allied health program. Each program has its own chapter within MASHA and has a representative on the College Student Senate. Throughout the academic year, MAHSA is involved in professional development and community service activities. The student run organization for Surgical Technology is called Scrubs In Training (S.I.T.)
# Academic Integrity

Students of Nebraska Methodist College are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty and personal conduct are fundamental to the integrity of professionals. Any student who fails to follow the academic integrity policy is subject to disciplinary procedures. Disciplinary actions ranging from reprimand to dismissal will be taken against students whose academic behavior is not congruent with the expectations of the College. A violation of academic integrity includes, but is not limited to plagiarism, cheating, any misrepresentation, falsification, and violations of the Code of Conduct.

Additional details on the NMC’s policy for violating academic integrity are published on the college website: [http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies](http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies)

# Academic Progression

The Surgical Technology Program is a cohort program, meaning that the Program is designed to be completed by the student in a lock-step fashion from beginning to end, according to a preset schedule. Satisfactory progression with the cohort is necessary to maintain one’s position in the clinical portion of the program because of limited clinical site availability.

Students must obtain a minimum grade of “C“ or 70% in all surgical technology courses to progress in the Surgical Technology Program curriculum.

Any student who fails a Surgical Technology course while at Nebraska Methodist College will be dismissed from the program.

Surgical Technology students must follow the published curriculum sequence. Students cannot withdraw from a ST course. In doing so, the student will no longer be able to continue in the program. General education courses must be successfully completed at the time of the course listing in the curriculum sequence or prior to their listing in the curriculum sequence; students can take general education courses earlier but not later than listed. Students should be advised that taking general education courses out of sequence may alter full-time status and therefore amend financial aid.

The failure of general education or professional (ST) course as listed in the curriculum sequence will halt programmatic progression. Students falling out of programmatic progression may apply for admission with a subsequent cohort. (See re-admission policy below)

In the event of a requested and approved leave of absence (LOA), faculty will work with the student to develop a curriculum plan.

Additional academic polices are listed on the college website: [http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies](http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies)
**Program Re-admission**

Re-admission applicants and program transfer students will be considered for admission based on:

- Clinical education space availability
- Student must be in good academic standing
- Have no disciplinary documentation of file
- Satisfactory completion of any bridge coursework

**Attendance Policy**

A student’s record of attendance and the way a student handles unexpected absences speaks directly to his or her level of professionalism. Students should be aware that all health professionals are accountable for punctuality and dependability to patients, staff, peers and employers. The Surgical Technologist professional course objectives include: “Attend classes, laboratories, and clinical sessions on all scheduled days at assigned times.” Any student who fails to meet this objective risks dismissal from the program for deficiencies in professional behavior.
Specifically:

Students are expected to attend all class sessions in their entirety and are responsible for material and assignments. Students should contact their instructor (text message or voice message) if they are going to miss a class. If it is a planned absence (rather than an unexpected absence), the student should notify or meet with the instructor prior to the absence.

Students are expected to be on time for each class session. Entering the classroom after class has begun is disruptive to the learning environment. The course instructor has the right to deny admission to any student who has arrived late.

Background Check / Drug Testing

Clinical facilities require that Nebraska Methodist College perform drug testing and background checks on all students before they are allowed to participate in clinical experiences. Therefore, students will be required to have a background check performed and submit to drug screening before being allowed into clinical practice.

Guidance for the drug screen is availed on the College website: http://www.methodistcollege.edu/student-life/campus-services/health-services/drug-screening

Guidance for the background screen is available on the College website: http://www.methodistcollege.edu/student-life/campus-services/health-services/background-investigation

70% examination average (ST courses)

Students are required to receive a minimum of a 70% average for their exams in order to pass the course and before any of the other points (quizzes, workbook assignments, and additional assignments) are added in. The points required for the 70% must be met. There will be no extra credit work that will be assigned to individual students to earn extra credit to bring up the grade. Lab competencies will be treated as exams.

Exam Make-up Policy (ST courses)

All students are expected to take the course exams on the assigned dates. Permission to delay taking an exam will only be given under extenuating circumstances and must be obtained from the instructor prior to the scheduled exam. Approved make-up exams will be scheduled and taken during finals week. It is the student’s responsibility to contact the instructor to arrange an alternative time to take the exam. Students are allowed one make-up exam per semester due to absenteeism. However, if the student does not contact the instructor regarding absenteeism via email or by phone, on the day of an exam or prior to the exam, this will result in a zero and the exam cannot be made up. Examination grades will be provided within a week after the completion of the exam. If a student wishes to dispute an exam question, they must appeal IN WRITING within 24 hours after the exam has been returned and must include a specific rationale for why your answer is correct with supporting evidence (citations). The faculty member will respond within 3 working days of...
the date the appeal was received. Grades will be considered final and will not be changed after this period. All examinations/quizzes will be returned to the faculty, failure to turn in the quizzes or exams will result in a grade of zero and will replace the original grade for that assignment.

Course Incomplete

An “I” is given to a student who has substantially completed a course, but who as a result of serious illness or other justifiable cause, cannot complete all requirements of the course by the end of the term. The “I” is not granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the end of the term without an exceptionally good reason.

The student faced with extenuating circumstances that prevents satisfying course requirements according to the established schedule must contact the faculty in the course. The faculty reviews the situation and agrees or disagrees with the student request. If a faculty member agrees, the student and the faculty member will complete and endorse a Completion of Course Agreement Form (available from the Registrar) detailing the requirements and plan for completion of the course. This agreement will specify the final grade to be assigned if course work is not completed by the deadlines specified.

The responsibility for completing all coursework rests with the student. The maximum time allowed for clearing a grade of “I” is one year from the START of the course. If, after one year, the student has not completed the necessary requirements to finish the course, the instructor will assign the final grade as agreed to in the Completion of Course Agreement Form. Refer to the Course Incomplete Policy on the Website http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies.

NMC E-mail Address

All NMC students are provided with an NMC email address. It is your responsibility to check this email account on a regular basis to receive important information from faculty and other NMC personnel. In general, e-mail communication with a faculty member should be only through your NMC e-mail account.

Communication Etiquette

Communication Etiquette: Students are to use appropriate and professional etiquette when communicating with College faculty or personnel, or any representative of a Program including clinical instructors. Treat e-mail the same as a face-to-face meeting - your "tone" and language should be befitting the professional relationship. This includes, but is not limited to:

- Appropriate salutation or greeting by name (e.g. Hello, Dr. Smith; Hi Jane)
- Full sentences with appropriate grammar. Do not use text message shortcuts, shorthand notation or acronyms (such as "TTYL"," LOL", or "IMO")
- Closure statement (e.g., Thanks, Mary; Regards, Tom)

Netiquette - Core Rules excerpted from the book Netiquette by Virginia Shea.
Equal Opportunity/Non-discrimination Policy

Nebraska Methodist College is an equal opportunity, affirmative action employer and educational institution committed to creating an environment for all students and employees that promotes fairness, responsibility, ability and performance. NMC provides educational and employment opportunities without regard to, and does not discriminate on the basis of age, color, disability, family responsibilities, familial status, gender identity or expression, marital status, national origin, political affiliation, race, religion, sex, sexual orientation, source of income, veteran status or other prohibited by law in its educational programs and activities. All programs and procedures are designed and administered in a manner intended to enhance, not limit, equal access.

The College is committed to complying with all applicable federal, state and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as applicable. The foregoing Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. The ability of individuals to oppose discriminatory practices, and to participate in investigations conducted by the Office of Civil Rights (OCR) and other proceedings, is critical to ensuring equal opportunity in accordance with Federal civil rights laws. It is unlawful to retaliate against an individual because he or she made a complaint, testified, or participated in any manner in an OCR investigation or proceeding. Thus, once a student, instructor, staff or administration member complains formally or informally to NMC about a potential civil rights violation or participates in an OCR investigation or proceeding, the recipient (NMC) is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individuals complaint or participation.

Under Title IX, discrimination on the basis of sex may constitute sexual harassment or violence - including, but not limited to, rape, sexual assault, sexual battery and sexual coercion. Compliance with Title IX is a share responsibility of an entire institution, from top-level administration to individual staff members. NMC is required to investigate any complaints of gender discrimination. Any and all complaints or inquiries related to gender discrimination should be reported immediately to the Title IX Coordinator (Education Compliance Director), located in Riley-Leinart Center 2023, so an investigation and corrective action can be taken. The Title IX Coordinator may be contacted at 402.354.7848 or at ryan.portwood@methodistcollege.edu. Any student, faculty or staff member who engages in gender discrimination under Title IX may be subject to disciplinary action, which may include termination of employment, dismissal from the College, and criminal penalties. (See the Title IX Sexual Harassment Policy for more information).

Off-Campus and Clinical Educational Experiences

As a part of the student’s curricular and co-curricular learning experience, students are required to travel off campus, which may include urban and rural hospitals and clinics, as well as participation in field trips and service-learning programs. To ensure student safety, the following policies exist:

1. Students are responsible for their own transportation to off-campus experiences.
2. Students are provided with instructions and guidelines prior to any off-campus experience.
3. Off-campus educational experiences, including laboratory experiences, will occur only at facilities with which a current memorandum of agreement exists regarding the nature of the educational experience. Clinical observations will take place at clinical sites with either a current clinical
affiliation agreement or memorandum of agreement regarding the nature of the clinical observation.

4. If a student is injured or becomes ill while participating in a co-curricular experience, he/she is to notify the supervising faculty/staff and follow the student injury policy.

5. Students may be required to travel to Methodist Hospital for selected laboratory and equipment use throughout their learning experience.

**Outside Employment**

Students may be employed when not scheduled for class, lab or clinical; however, employment within the discipline being studied will not substitute for program clinical time. The following guidelines must be followed:

1. Outside employment must be arranged to not interfere with classroom, lab, off-campus experiences and clinical schedules.

2. Employment in the discipline being studied is a matter between you and your employer. The College is not a party to any such agreements.

Because of the rigorous nature of the Surgical Technology Program, it is generally advised that you only engage in part-time work if necessary. It is ultimately your decision whether and how much to work. You are advised that the course, clinical and lab schedules will not be altered to accommodate a your employment schedule.

**Student Work Policy**

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

**Professional Conduct**

All students at NMC are being educated to serve the community in various health care disciplines; therefore, it is expected that they will conduct themselves in a professional manner in all settings in which they are representing the College, including but not limited to the classroom, laboratory and clinical areas. This policy is in addition to, not a replacement for the Code of Conduct explained in the Student Handbook.

Professional conduct includes, but is not limited to, punctuality, respect for other people, their property, and their right to learn, as well as principles explained in the Standards of Ethical Conduct for the Surgical Technologist. It also includes an appropriate respect for those in authority. As a student of the Surgical Technology Program, such conduct is expected that will not bring criticism to oneself, the program or the school. As each affiliated clinical site has granted students the *privilege* of learning in their facility, students are expected to demonstrate professional behavior at all times.
In any public place the student is potentially exposed to the patients' relatives and friends. Things one says and the attitude one exhibits have impact on those around. We expect the student to observe the following:

1. **Honesty** – Being truthful in communication with others.
2. **Trustworthiness** – Maintaining the confidentiality of patient information; admitting errors and not intentionally misleading others or promoting self at the patient’s expense.
3. **Professional Demeanor** – Being thoughtful and professional when interacting with patients and their families; striving to maintain composure under pressure or fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dressing in attire that is reasonable and accepted as professional to the patient population served.
4. **Respect for the Rights of Others** – Dealing with professional staff and peer members of the health team in a considerate manner and with a spirit of cooperation; acting with respect toward all persons encountered regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status or veteran/Reserve/National Guard status; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.
5. **Personal Accountability** – Participating responsibly in patient care to the best of your ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with your ability to perform clinical tasks effectively.
6. **Concern for the Welfare of Patients** – Treating patients and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when your ability to function effectively is compromised and asking for relief or help; not using alcohol or drugs in a way that could compromise patient care of your own performance; not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.
7. **Promptness** - It is expected that students arrive on time to classes, labs and clinical rotations at all times.
AIDET Policy

The Surgical Technology Program teaches the AIDET (Announce, Introduce, Determine need, Explanation of visit, Thank) approach for modeling patient and professional communication. It provides you a framework to communicate effectively with patients, family, faculty and each other. Students are expected to follow this process in the clinical environment. This communication process serves to increase the patient’s trust in the student and the treatment, build the therapeutic relationship, decrease patient anxiety and improve clinical outcomes.

Additional NMC Policies

The College website (http://www.methodistcollege.edu/about/policies-and-guidelines) contains numerous additional polices that you are responsible for:

General Polices:  
http://www.methodistcollege.edu/about/policies-and-guidelines/general-policies

Academic Policies  
http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies

Personal Code of Conduct  
http://www.methodistcollege.edu/about/policies-and-guidelines/personal-conduct

Online Communication Policies  
http://www.methodistcollege.edu/about/policies-and-guidelines/online-communications-policies

Student Health Policies  
http://www.methodistcollege.edu/about/policies-and-guidelines/student-health-policies

Campus Safety  
http://www.methodistcollege.edu/about/policies-and-guidelines/campus-safety
PART II: LABORATORY POLICIES

These policies are in addition to any policies and procedures provided in a laboratory course syllabus.

Guidelines for Use of Surgical Technology Laboratory

The Surgical Technology laboratory provides students a setting to practice and demonstrate skills in a mock operating room setting. Use of surgical equipment, instrumentation and supplies is restricted to students enrolled in the surgical technology program.

If the student is using the laboratory during non-scheduled times, a student is required to:

1. Sign in at the front reception area
2. Leave a message for the program director at 354-7077 indicating you are using the space.
3. Disclose the names of anyone who is with you in the lab area
4. Return all equipment to original location and status when finished, and turn off any electrical equipment.
5. Dispose of trash and any sharps in the recommended method.
6. Sign out at the front desk area

Due to the nature of the environment and presence of sharp instruments, the presence of children is strictly prohibited in the surgical technology laboratory.

Utilization of Lab Camera System and Computer

Students are to use the camera system and computer in the lab for education purposes only. It is expressly for the use of surgical technology students and faculty unless permission is obtained from the program administration. General policies include:

1. Procedure for signing in to the lab will be followed.
2. No software may be loaded on the computer in that it may conflict with existing programs and cause system failure.
3. Educational CD’s and VCR tapes are available for use in the lab area and should remain in the lab unless they are released by coordinator for use elsewhere.
4. Under no circumstances may computer software be duplicated. This is in violation of copyright laws and will be strictly enforced.
5. The camera system is to be used to film mock-surgical scenarios as assigned by program coordinator only. Any other use of the system will be subject to review and possible disciplinary action.
PART III: CLINICAL POLICIES AND PROCEDURES

The following policies include expectations, regulations, policies, and procedures pertaining to experience in the clinical practice area. An orientation at each clinical site will facilitate review of policies specific to that particular site. Failure to comply with policies may result in removal from the clinical site or other academic or disciplinary sanctions.

Blood/Body Fluid Exposure

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident:

1. Clinical instructor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash area (i.e. eyes, mucus membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.
2. If the exposure occurs Monday-Friday 6:30am-5pm., call Methodist Employee Health at 354-5684. When speaking to the secretary, the caller should identify him/herself as a Nebraska Methodist College student with “a potential BBF exposure”. The student will be directed to go to the closest Methodist Employee Health location (e.g., Methodist Hospital, 2nd floor, North Tower or 8601 W. Dodge, Suite 37).
3. If the exposure occurs at a time when Employee Health is closed, call the Methodist Hospital operator at 354-4000 and page the House Supervisor to report the exposure.
4. Employee Health will assist the student in filling out all necessary documentation forms, and will coordinate any necessary follow-up.
5. In addition to notifying the Methodist Health System Employee Health Department (as directed above) the student is to follow any institutional policies and procedures at the location where the exposure occurred.
6. Costs incurred by a student blood and body fluid exposure are paid by Nebraska Methodist College.

Electronic Device Use (Clinical)

A student shall not have a cell phone or any other electronic device during clinical activities, unless approved by the Clinical Instructor. These devices are disruptive to the environment and should only be utilized during breaks and in allowable areas per the clinic’s policies. Failure to follow this policy may result in dismissal from the clinical site and could result in disciplinary action.

Clinical Conduct

As a student in an educational professional field, it is expected that you conduct yourself in a professional manner at all times. Professional conduct includes, but is not limited to, punctuality, respect of other people, their property, and their right to learn. It also includes an appropriate respect for those in authority. It is expected that you conduct yourself in a manner that will not bring criticism to you, the ST Program, or the College.

In any public place, you are potentially exposed to the patient’s relatives and friends. Remember that patient’s friends and relatives also use the elevators and cafeteria. Things you say and the attitude you exhibit have an impact on those around you.
Dismissal from a Clinical Education Site

Any request by a clinical site to remove (temporary or permanently) a student from the site because of the student’s behavior or performance will be evaluated on a case-by-case basis. The Clinical Coordinator will conduct an investigation of the situation and together with the Program Director render a decision on the outcome. Depending on the nature of the clinical dismissal, actions may range from putting in place a clinical performance contract, placement at a new clinical site, required make-up time, clinical probation, or program dismissal. If a student is removed from the clinical site, immediate and/or future clinical placement is not guaranteed. In some cases, a student’s clinical experience may be delayed depending on clinical availability. Due to the variety of circumstances that involve the affective and technical domains of learning, no one disciplinary standard can apply to all incidents. The nature and degree of disciplinary action taken will be based on the type and seriousness of the infraction, the student’s academic and clinical record, and previous history of warnings/disciplinary actions. **Incidents that compromise patient safety or violate patient confidentiality (HIPAA) will have serious consequences.**

Clinical Assignment

Clinical rotation schedules are arranged in advance. Clinical sites are located throughout the Omaha metro area and in Fremont. You may be assigned to various sites that allow you an experience in different clinical settings and situations as you develop you proficiency in a variety of surgical specialties.

The Program Director has responsibility for assigning students to clinical rotations. Students must complete their clinical education through scheduled utilization of approved clinical affiliates. Site preference is considered, but clinical site assignment remains solely at the discretion of the Program Director. In general:

1. Student input into selection of a clinical site or facility may be considered in extenuating circumstances.
2. In order to obtain specific experiences to meet course objective, students may be required to travel to different clinical settings. Students will be responsible for their transportation to clinical locations and settings.
3. Typically, students will receive the clinical schedule for the term not less than two weeks prior to the beginning of the clinical rotation. However, the program and the clinical sites have the right to change the clinical schedule at any time. Students will be given as much advance notice as possible if there are any changes. It is the student’s responsibility to arrange to be at the clinical site at the hours given in the clinical schedule.
Clinical Attendance

Clinical rotations provide the experience and practice necessary in developing clinical skills and problem solving abilities. Potential employers are most concerned about the attendance records of job applicants. You will not be able to fulfill your competency requirements for the clinical portions of the courses if you are not in attendance at your clinical assignments. Key requirements include:

- Students are responsible for their own transportation to assigned clinical site(s).
- Students will adhere to the designated clinical schedule throughout the entire term.
- Students are required to attend all scheduled clinical sessions. Tardiness will not be tolerated and must be made up.
- Missed clinical time must be made up prior to academic progression or graduation. Clinical make-up is not guaranteed in all circumstances due to the structure of the programs. Students may request to go on Leave of Absence in the event of a long-term illness, injury, pregnancy or other personal matter that will result in more than one week of clinical absence. A student can refer to the college website for the policy and/or talk with his or her academic advisor.
- Clinical attendance during inclement weather follows the Campus Closure Policy on the College website. In general, a student must make the personal decision if travel is safe. If the student decides it is not, the student should contact the site and the Clinical Coordinator. Any missed clinical time due to inclement weather must be made up.
- If clinical requirements have not been met by the end of the term, the student will receive a failing grade for the course. Incomplete grades may be given in the event of extenuating circumstances, though this is not common. Refer to Course and Grading Policies on the College website.

Clinical Procedures:

1. Clinical schedules will be developed and provided to the students and clinical staff prior to the start of a term. Students are responsible for all clinical hours in a given term. Students will not be allowed to accrue or build-up compensatory time.
2. Lunch periods and breaks will be determined by the staff at each clinical site. Meal and break times are inclusive of the scheduled clinical education hours.
3. Daily attendance is expected according to the clinical schedule.
4. All missed time will be evaluated by the clinical coordinator/program director. Excused absences will be evaluated for potential make-up time. Scheduled make-up time is dependent on clinical availability and is not guaranteed.
5. Excused absence will be considered when proper notification procedures are followed in that the student calls the clinical site and instructor at least one hour before the scheduled shift.
6. Any unexcused absence will result in a written clinical performance contract. Failure to comply with terms of contract will result in course failure.
7. Make-up Policy: Allowed make-up time will be evaluated and approved on an individual basis by Program Director. Make up time is not guaranteed. Students are prohibited from scheduling additional make-up time on their own. All make-up time must be approved by the Clinical Coordinator and the clinical site.
8. All hours must be completed prior to the last scheduled day of the term, or the student will receive an unsatisfactory grade for the course.
9. Chronic tardiness will not be tolerated. Tardiness is disruptive to the surgical department, therefore, if a student is more than 15 minutes late, and has not notified the clinical site, the clinical instructor has the authority to release the student from the clinical site and send them home. This will result in an eight-hour absence. Any clinical time missed due to tardiness will
need to be made up the same day of the occurrence, if possible. In the event a student cannot
make-up this time up accordingly on this day, the student should present to the clinical coordinator
an action plan for completion of this time. If the student has been tardy three times, he/she must
meet with Program Director to write a developmental contract. Failure to comply with terms of
contract may result in course failure.
10. If a student fails to show up at the clinical site and does not notify the site and the clinical
coordinator of their absence, this will result in an immediate clinical performance contract. If this
action occurs a second time, it will result in dismissal of the program.
11. The students are not permitted to leave the clinical site prior to the end of their clinical shift. If all
cases have been completed, it is the student’s responsibility to seek out other tasks and activities
to support their clinical education.

Clinical Supervision

Prior to achieving competency in accordance with program standards, a student must be be directly
supervised by a qualified Surgical Technologist / Registered Nurse during all procedures. All students
will follow the policy for supervision at the respective clinical site. After achieving competency in a
procedure, the student is allowed to perform that procedure with indirect supervision. Key
requirements:

1. All students must be supervised by a preceptor from the clinical site while in the scrub role during
operative procedures.
   a. Direct supervision indicates that the preceptor also be in the scrub role and immediately
      available to assume the first scrub position during the operative case.
   b. Indirect supervision is defined as a qualified Surgical Technologist being immediately
      available in the room to assist the student, if needed. This applies to all students regardless
      of student achievement.
2. Students are not to perform surgical procedures without a qualified Surgical Technologist present in
   the room during the procedure.
3. Any student who finds himself or herself without proper supervision must immediately notify the
   Clinical Supervisor at the site, the Program Clinical Coordinator, or the Program Director.

Clinical Performance Documentation and Evaluation

Students are required to complete various types of program documentation. It is the student’s
responsibility to maintain their own documentation and records and to turn them into the Clinical
Coordinator by the designated date. Examples of these forms are provided in the Student’s Clinical
Manual on MyMethodist portal. Key requirements:

1. Documentation is the responsibility of the student.
2. Discussion of grades with other students and clinical staff is strictly prohibited. Grades are private
   and may only be discussed with faculty and administration of the college.
3. The falsification, forgery, or misrepresentation of clinic documentation will result in disciplinary
   action and possible dismissal from the program.

Key documentation items for completing all scheduled clinical hours (720 hours)
• Case and attendance log:
  - Must be completed and turned in by the designated date and time
  - Must be complete with appropriate signatures
  - Must provide evidence that all scheduled time was completed. If a student missed any clinical time, all absences and missed time must be noted.

Clinical evaluations
  - Students must demonstrate adequate skills and receive satisfactory evaluations by clinical preceptors
  - The students will be evaluated every week.
  - The first unsatisfactory evaluation will necessitate a meeting with the clinical coordinator or program director to discuss strategies for improved clinical performance.
  - A second unsatisfactory evaluation will result in a clinical performance contract. Failure to meet the terms of the contract or a third unsatisfactory evaluation will result in an unsatisfactory grade for the clinical course and the course will have to be repeated.
  - The student must maintain a 75% evaluation average in order to successfully pass the course.

Daily detailed case form
  - One case form is to be filled out each scheduled clinical day and turned in by the designated date and time (during a typical week each student is expected to turn in three forms)
  - The student is advised to choose the most complex case of the day and must fill out the form in its entirety.
# Clinical Case Requirements

<table>
<thead>
<tr>
<th>Surgical Specialty</th>
<th>Total # of Cases Required</th>
<th>Minimum # of First Scrub Cases Required</th>
<th>Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Surgery</td>
<td>30</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Surgical Specialties: Cardiothoracic, ENT, Eye, GU, Neuro, OB-GYN, Oral/Maxillofacial, Orthopedics, Peripheral vascular, Plastics</td>
<td>90</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Diagnostic Endoscopy: Bronchoscopy, Colonoscopy, Cystoscopy, EGD, ERCP, Esophagoscopy, Laryngoscopy, Panendoscopy, Ureteroscopy</td>
<td></td>
<td>10 Diagnostic endoscopy cases may be applied <strong>only</strong> toward the second scrub cases</td>
<td></td>
</tr>
<tr>
<td>Labor &amp; Delivery</td>
<td></td>
<td>5 vaginal delivery cases may be applied <strong>only</strong> toward the second scrub cases</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>120</td>
<td>80</td>
<td>40</td>
</tr>
</tbody>
</table>

The total number of cases the student must complete is 120
Clinical Dress Code

All students are expected to adhere to a clinical dress code policy. If a clinical site’s standards are more stringent, they will supersede program policies. Clothing worn to and from clinical site should be business casual.

Appropriate uniform requirements include:

- Student identification badge
- Clean, comfortable shoes that will be covered with shoe covers
- Scrubs will be provided at the clinical site. No personal clothing such as scrub jackets or hats laundered at home will be allowed at the clinical site.
- Protective eyewear will be worn at all times during operative cases.
- Identification badges must worn at clinical sites

In addition to the attire described above, the student should be mindful of the following expectations.

- GROOMING OF HAIR: Hair shall be neat, clean, well trimmed and properly combed at all times.
- MUSTACHES & BEARDS: Mustaches and beards must be neatly trimmed (for safety). If a student does not have a mustache and/or beard, the student’s face must be clean-shaven. Recommendations for mask and hat worn during surgery at your clinical location will be adhered to.
- FINGERNAILS, HANDS & TEETH: Hands and teeth are to be clean at all times. Fingernails should be clean and trimmed. Fingernail polish must be freshly applied and without chips or cracks. Decorative or studded fingernails are not allowed. False fingernails of any type are prohibited.
- JEWELRY: Necklaces or any kind are not recommended in the surgical area as they may become dislodged and threaten sterility of case. One pair of non-dangling earrings may be worn if tucked under surgical hat. Rings- All rings must be removed prior to completing surgical scrub. No other visible body piercing (including tongue piercing) is acceptable.

A clinical site reserves the right to send a student home if the student does not comply with the requirements of the site or the Program.
Confidentiality of Patient Records

Nebraska Methodist College is committed to protecting the privacy of protected health information (PHI) in compliance with all applicable laws and regulations. To achieve this end, the College, an affiliate of Methodist Health System, has adopted policies and procedures to protect the privacy, and provide for the security of PHI. Students who have access to PHI in the course of their programs are required to maintain the confidentiality of any and all PHI they have been appropriately granted authorization to use and view. A student is directed to the Confidentiality of Patient Records (HIPAA) policy on the College website. A student must abide by the individual policies and procedures set forth by each clinical site pertaining to the use of cases for the educational purposes. Failure to abide by these policies may result in suspension or dismissal from the College and legal action brought against the student.

Surgical Technology students are expected to complete all necessary requirements of their clinical externship site. This may include additional confidentiality agreements for the hospital they are assigned to for their externship; all ST students will complete and sign an Externship Form and NMC confidentiality forms prior to entering their externship. In general:

1. Any discussion of the patient information beyond the purpose of fulfilling clinical assignments is prohibited.
2. Appropriate discussion of patient information to co-workers and hospital employees must be accomplished in a confidential manner and place to restrict information only to the healthcare personnel involved with that patient’s care. Conversations in elevators, eating places, or other public areas within the clinical site must be avoided. Patients’ families and community people may be listening and wrongly interpret the thing discussed, Careless talk may lead to malpractice litigation.
3. If client information is to be taken from a unit/agency, students must consult the clinical instructor or clinical coordinator regarding agency policies and procedures. The policy may include having the client sign a release of information form available at that site.
4. All identifying client information must be blacked out or eliminated from any client record.
5. Discussion related to the case is to take place solely in the classroom with the instructor present. The material must be presented a way that completely protects the patients’ identity.

Disciplinary Actions

Any infraction of policies and regulations of a clinical site in which the student is assigned will warrant disciplinary action. The type of action taken will depend upon the seriousness and frequency of the infraction, circumstances surrounding the infraction, and the student’s prior record.

Procedure:

1. If a student issue should arise at a clinical site, the clinical staff will document the incident, address the issue directly with the student and notify the Clinical Coordinator of the incident and recurrence.
2. The Clinical Coordinator will follow-up with the clinical site and student to ensure that the matter was resolved or if additional action is warranted. Action shall fall into one of the following categories. These interventions are not in lock-step order, meaning that any category may be initiated at any time however; they will not go from a greater to lesser consequence.
VERBAL WARNING - The appropriate faculty member will notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action. This verbal warning will be documented in the student’s file.

DEVELOPMENTAL PLAN or CLASSROOM/CLINICAL PERFORMANCE CONTRACT
These are interventions and written plans that involves input from the student and Program Faculty and is directed toward establishing strategies which will improve the students behavior (clinical or classroom). All documentations will be kept in the student’s Program file.

COURSE FAILURE and/or DISMISSAL FROM PROGRAM – Students who fail to abide by ST Program policies despite intervention, or are guilty of gross misconduct, are subject to course failure and/or dismissal from the Program.

A student may be disciplined or dismissed for any of the following reasons:

Failure to maintain academic and clinical practicum standards
- Excessive or unexcused absences/tardiness
- Cheating, dishonesty, plagiarism, or stealing
- Illegal use of drugs, intoxication, or absences as a result of intoxication or drug use
- Non-compliance with proper safety and protection methods for self, patients, or others
- Unprofessional behavior including, but not limited to, insubordination such as any physical, verbal, or emotional abuse of a patient, visitor, peer, or superior, unsafe, immoral, or unethical practices/behavior toward self, patients, or others, violation of HIPAA regulations, or disclosure of confidential information on peers, staff, or other professionals
- Insubordination or lack of cooperation
- Unwillingness to perform clinical duties and class assignments

Identification and Reporting Clinical Errors and Breaks in Technique
Surgical technology students functioning in their clinical externship role are an integral member of the perioperative team. In an effort to encourage perioperative team communication and optimize learning the following process will be followed at the clinical site:

1. Any break in sterile technique either caused or witnessed by the surgical technology student will be verbally communicated to the acting preceptor immediately.
2. Breaks in sterile technique or protocol witnessed by the preceptor or other members of the perioperative team will be verbally communicated immediately.
3. The team, assuring that an optimal patient outcome and team learning process are the ultimate goal, will discuss steps needed to remedy the situation.
4. Students will fill out a “Student Quality Improvement Screen”, on each incident. Communication with the team to complete the form may be necessary.
5. Students will review documentation on a weekly basis with program coordinator to evaluate trends and develop a plan for improvement. Elements of this plan may include but are not limited to:
   - Recommended further study in the area of deficiency
   - Review of procedure in the skill lab setting
   - Continued monitoring of student performance in the clinical setting
   - Process review by Program Coordinator and essential OR personnel at clinical site
While intended to create a non-punitive atmosphere to optimize quality patient care, continued breaks in technique and non-adherence to documented plans can result in student academic failure of the course and the consequences resulting from that.

Parking at Clinical Sites

Parking at Methodist Hospital: Parking guidelines are provided at the start of the term. Failure to abide by the parking policies may result in a fine and/or loss of parking privilege. The Hospital assumes no liability or responsibility for damage to any vehicle parked in or on Hospital facilities, nor for injury to any persons using such facilities caused by a third party.

Parking at other Clinical Facilities: Students should contact the clinical coordinator or clinical instructor for parking instructions and guidelines prior to any clinical experience. Students are expected to abide by the rules and regulations of the assigned clinical facility and park only in designated lots.

Return-to-Clinical Following Injury/Illness Policy

Upon return from an absence caused by having surgery, any orthopedic pain/injury including back/neck pain, pregnancy, delivery or a student requesting any restrictions must present documentation from their personal health care provider to the Student Health Center. Documentation must indicate the date that the student may return to clinical and any restrictions. Students with physical restrictions may not be allowed to provide patient care. Restriction will be evaluated on a case-by-case basis depending on the clinical area at the time of the illness/injury.

Before returning to class/clinical from an absence related to an actual or probable infectious condition including, but not limited to, pink eye, diarrhea/vomiting, rash, draining wounds or influenza, the student must contact and may need to be seen by the Student Health Center at the request of the faculty. The student may also be requested to present documentation from their personal health care provider stating that they are no longer infectious and may return to class/clinical.

All documentation related to the issues above shall be presented to the Student Health Center to be placed in the student’s medical file.
Confidentiality Agreement - Signature Page

I understand/agree that as a student at Nebraska Methodist College (NMC), I must maintain the confidentiality of all medical, personal, proprietary, and financial information derived from my participation in NMC clinical and/or community experiences. This information includes, but is not limited to, written information, electronic information, and verbal communication. I agree to follow all NMC and Methodist Health System (MHS) policies and procedures with respect to individually identifiable information. I understand that I may access such information on a “need to know” basis only to the extent needed to perform my duties.

I understand MHS conducts audits of its information systems to verify that information is being accessed by authorized individuals only.

I understand that violation of this confidentiality agreement may result in possible fines and civil or criminal penalties under state or federal law, as well as disciplinary or other correction action, including termination of access and/or suspension/dismissal from NMC.

PRINTED NAME ___________________________ DATE ________________

SIGNATURE ________________________________
User Access Code - Signature Page

I understand, as a student at Nebraska Methodist College, I may receive user access codes at the College or clinical agencies. The codes are confidential. I will be held accountable for the codes and am responsible to ensure the security of the codes at all times. Furthermore, I understand that:

My user access code is the equivalent of my signature.
I will not disclose the code to anyone except as required by MHS policy.
I will not attempt to access any information to which I am not authorized and/or to which I do not have a specific, work-related need to know.
My accessing MHS computer systems via my code is recorded permanently.
If I have reason to believe the security of my access code has been compromised, I will contact my supervisor, and/or the MHS Information Technology Help Desk immediately so that the code can be deleted and a new code assigned to me.
I understand my user identification code will be deleted from the System when I no longer hold a position that requires that code(s).
I further understand if I violate any of these provisions, my instructor/department will be notified and that appropriate corrective action, up to and including suspension/dismissal, will be taken.

PRINTED NAME ________________________________ DATE __________________

SIGNATURE ________________________________
In preparation for professional roles, students are expected to demonstrate the ability to meet the demands of a professional Surgical Technologist career. Certain functional abilities are essential for the delivery of safe, effective care. An applicant to the Surgical Technology Associate Degree program must meet the following technical standards and maintain satisfactory demonstration of these standards for progression throughout the program. Students unable to meet these technical standards will not be able to complete the program. Students shall notify faculty of any change in their ability to meet technical standards.

The technical standards include but are not necessarily limited to the following:

**General Ability:**
The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses is integrated, analyzed, and synthesized in a consistent and accurate manner. The student is expected to possess the ability to perceive pain, pressure, temperature, position, vibration, and movement in order to effectively evaluate surgical situations. A student must be able to respond promptly to urgent situations.

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**Observational Ability:**
The student must have the ability to make accurate visual observations and interpret them in the context of clinical/laboratory activities and surgical experiences. The student must be able to document these observations accurately.

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**Communication Ability:**
The student must communicate effectively to peers, staff, Physicians, and other Operating room personnel both verbally and non-verbally to obtain information and explain that information to others. Each student must have the ability to read, write, comprehend, and speak the English language to facilitate communication with peers, staff, Physicians, and other members of the health care team. The student must be able to write in a clear and concise manner in order to precisely identify medications and label syringes and other fluid containers with this accurate information.

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**Motor Ability:**
The student must be able to perform gross and fine motor movements with sufficient coordination needed to provide accurate instrument and sharps management, organization, and passing to team members at the sterile surgical field providing safe effective care for patients and team members. The student is expected to have psychomotor skills necessary to assist with procedures, treatments, and emergency interventions including CPR if necessary. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of standing, moving, and physical exertion required for safe surgical patient care. Students must be able to bend, squat, reach, kneel, or balance.

Clinical settings may require that students have the ability to carry and lift loads from the floor.
inches from the floor, to shoulder height and overhead. The student must be able to occasionally lift 50 pounds, frequently lift 25 pounds, and constantly lift 10 pounds. The student is expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical settings.

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**Intellectual – Conceptual Ability:**
The student must have the ability to develop problem-solving skills essential to professional Surgical Technologist. Problem solving skills include the ability to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, in a timely manner that reflect thoughtful deliberation and sound clinical judgment. The student must demonstrate application of these skills and possess the ability to incorporate new information from peers, instructors, and other surgical team members to formulate sound judgment to establish plans and priorities in surgical case preparation and patient care activities.

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**Behavioral and Social Attributes:**
The student is expected to have the emotional stability required to exercise sound judgment, and complete assessment and intervention activities. Compassion, integrity, motivation, and concern for others are personal attributes required of those in the Surgical Technologist program. The student must fully utilize intellectual capacities that facilitate prompt completion of all responsibilities in the classroom and clinical settings; the development of mature, sensitive, and effective relationships with patients, staff, physicians and other members of the health care team. The ability to establish rapport and maintain interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a Surgical Technologist. Each student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; and effectively collaborate in the clinical setting with other members of the healthcare team.

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**Ability to Manage Stressful Situations:**
The student must be able to adapt to and function effectively in relation to stressful situations encountered in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the Surgical Technologist program. These stressors may be (but are not limited to) personal, patient care/family, faculty/peer, and or program related.

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Background Check/Drug Screening:
Clinical facilities require that Nebraska Methodist College perform drug testing and background checks on all students before they are allowed to participate in clinical experiences. Therefore, students will be required to have a background check performed and submit to drug screening before being allowed into clinical practice.
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PRINTED NAME ___________________________ DATE ______________

SIGNATURE _______________________________
As a student in the Surgical Technology Program, I have read and understand the Surgical Technology Program Handbook and will abide by all policies.

I understand that the policies and procedures contained in this Handbook are subject to change without notice at the discretion of the Program Director with the approval of the Dean of Health Professions. I acknowledge that the Program Directory will attempt to notify me of any changes in a timely manner; but that I am ultimately responsible for being familiar with the most current version of all policies in the Program Handbook is available on the College website.

I accept the responsibility to understand requirements for my degree program and I assume responsibility for meeting those requirements.