

**Surgical Technology-  
Associate Degree Program  
Nebraska Methodist College-- The Josie  
Harper Campus**

**PROGRAM POLICIES**

**AND**

**PROCEDURES**

**2010-2011**

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## Purpose

The purpose of this manual is to provide the student with information, policies and procedures, specific to the Surgical Technology program. This information is a supplement, not a substitute, for those policies present in the College Student Handbook 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:

- College Catalog (accessed from the NMC website)
- Syllabus for each course
- Surgical Technology Program Student Handbook
- Surgical Technology Policy and Procedures Manual for Surgical Rotation

**Your signature at the back of the handbook indicate that you have read and understand all policies and that you agree to act in accordance with those policies and regulations.**

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 Associate Dean. It is the responsibility of each student to be acquainted with all requirements, policies, and procedures for his or her degree program and to assume responsibility for meeting those requirements. Any changes made will be communicated to students in a timely manner.

## **PART I: GENERAL PROGRAM INFORMATION, POLICIES AND PROCEDURES**

### **Accreditation Statement**

The Methodist College Surgical Technology Associate Degree Program 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.)

### **PROGRAM FACULTY DIRECTORY**

		Phone #	Office #
Christy Grant, AAS, CST	Program Director	(402) 354-7077	Clark 3232
Pat Sullivan, PhD	Associate Dean	(402) 354-7024	Leinart 2026

### **Program Mission Statement**

The mission of the Surgical Technology Program is to provide 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**

1. Upon completion of the Surgical Technology program, the graduate will be able to serve the community as a competent Medical Surgical Technologist. Students who successfully complete this program will be able to:
  - a. Demonstrate behavior commensurate with an ethical health care professional, capable of honesty and moral integrity necessary to uphold ideal patient care standards.
  - b. Communicate clearly and effectively utilizing spoken, written and technical skills with patient, physicians and co-workers.
  - c. Demonstrate the application of the principles of asepsis and surgical conscience in a knowledgeable manner that provides optimal patient care in the OR.
  - d. Demonstrate the ability to perform as a cooperative team member in a variety of surgical procedures.
  - e. 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.
  - f. 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*®. Only accredited programs will be considered to meet the criteria.

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

The 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**

1. Able to stand, bend, stoop, and/or sit for long periods of time 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.

Adapted from the *Core Curriculum for Surgical Technologists*®

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](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). A candidate for the certification examination must be a graduate of an accredited surgical technology program. By meeting program accreditation standards established by ARC/STSA and through its CAAHEP accreditation (Commission on Accreditation of Allied Health Education Programs) graduates of the NMC Surgical Technology Program are qualified to seat the CST certification exam. 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**

**FIRST YEAR**

<b>Fall Semester</b>		
<b>Course</b>		<b>Credit Hours</b>
SC 225	Anatomy & Physiology I	4
SC 103	Chemistry	3
SC 116	Medical Terminology	1
HU 150***	W of I: Critical Reasoning and Rhetoric	3
ST 101	Introduction to Surgical Technology/w lab	2
<b>Spring Semester</b>		
CM 101	English Composition	3
SS 215	Life Span Psychology	3
SC 226	Anatomy & Physiology II	4
ST 120	Surgical Technology I with lab	6
<b>Summer Semester</b>		
SS 235	Sociology of Culture	3
CM 230/245	Language and Culture in Healthcare	3
ST 200	Pharmacology for the Surgical Technologist	2
ST 210	Surgical Technology II with lab	4

**SECOND YEAR**

<b>Fall Semester</b>		
ST 205	Microbiology for the Surgical Technologist	2
ST 220	Surgical Technology III	2
ST 250	Surgical Technology Clinical I	6
ST 265	Correlated Patient Study	1
ST 260	Ethics and Law for Surgical Technologist	1
<b>Spring Semester</b>		
HU ---	World of Ideas: Elective	3
ST 268	Correlated Patient Study	1
ST 280	ST Seminar	2
ST 270	Surgical Technology Clinical II	6
CM 290	Portfolio Presentation	0

**Total Credit Hours - 65** (Transfer of Credit is typically not available for courses that are shaded)

\*Math competency test administered at registration; completion of modules as directed during fall term

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

## **Surgical Technology Program Values**

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-maleficance

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.

-From the Association of Surgical Technology program handbook [www.ast.org](http://www.ast.org)

## **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.

Three students annually may be nominated by the 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 Dishonesty, Cheating, and Plagiarism**

Academic dishonesty and plagiarism will not be tolerated in Surgical Technology Program. Students caught cheating, plagiarizing, or falsifying any document or record will automatically receive a zero on the assignment, test, paper, or assessment. Other possible sanctions may include failure of the course or dismissal. Please refer to the Academic Honesty Policy in the College Catalog.

### **Academic Progression**

The Surgical Technology Program is a cohort program, meaning that the Program is designed to be completed by the student in a lockstep 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% (or "S" for satisfactory in lab and clinical courses) to progress in the Surgical Technology Program Curriculum

If a student fails a professional course (ST) or prerequisite to a ST course, the student cannot progress in the Program until the course is successfully repeated. Because most professional courses (ST) are only offered once per year, students are advised that progression may be delayed by as much as one year. Furthermore, when a student is unable to progress with their cohort, they forfeit their clinical position. Therefore, enrollment in subsequent clinical courses will be determined by clinical space availability

### **Failure of two Surgical Technology Courses**

Any student who fails a second Surgical Technology (ST) course while at NMC will be dismissed from the Program.

1. A Student who has failed one (or more) Surgical Technology course in any single term will be placed on an Academic Development Plan
2. A student who fails a Surgical Technology course in any subsequent term will be dismissed from the Program

For related College-wide Policies related to academic progression, refer to the College Catalog:

- Withdrawal and dismissal procedures
- Academic integrity policy
- Attendance requirements
- Examination and grading
- GPA Requirements

### **Attendance Policy**

A student's track 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 &

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.

- Students are expected to attend all class sessions in their entirety and are responsible for material and assignments. Students should contact their instructor (email 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.

\*Refer to College Student Handbook for further information regarding drug testing and background check procedure

#### **Exam Make-up Policy**

Students are expected to be in class on days that tests are scheduled. One *scheduled* make-up exam will be allowed per term per course. Scheduled make-up exams will be at the instructor's discretion. If a student cannot make-up an exam prior to the next exam on the schedule, the make-up exam will be administered during finals week. All remaining make-up exams will be administered during finals week.

Until an exam is made up a zero will be entered in the grade book. Failure to show up for a scheduled make-up exam will result in that zero becoming permanent for that exam. Make-up exams may be different (questions – not content) than the exam as it was originally administered.

#### **Electronic Communication**

All students are required to utilize the Nebraska Methodist College e-mail system for electronic communication with College/ Program faculty and personnel. Students are responsible for content of their email communication. Inappropriate material or material in bad taste sent may be subject to disciplinary action as deemed by Program Director. This includes any disrespectful or denigrating comments about another person.

Electronic Etiquette: Students are to use appropriate and professional etiquette when communicating with College faculty or personnel, or any representative of the Program including clinical instructors. This includes, but is not limited to:

- Appropriate salutation or greeting by name (i.e.- Hello, Dr. Smith, Hi Jane, etc)
- Full sentences with appropriate grammar —(no text-message shortcuts or jargon)
- Closure- (i.e.- Thanks, Mary; Regards, Tom)

### **Equal Opportunity/Non- discrimination Policy**

It is the intent and desire of Nebraska Methodist College to create an environment for all students and employees that promotes fairness, responsibility, ability and performance. Nebraska Methodist College admits qualified students and hires qualified employees of any race, color, national and ethnic origin and makes available to them all the rights, privileges and activities generally accorded or made available to them at the College. The College shall not unlawfully discriminate against students and employees in any of its educational policies, employment policies, programs, services or benefits on the basis of gender, disability, race, color, religion, age, sexual orientation, financial status, marital status, veteran status or national or ethnic origin. All programs and procedures are designed and administered in a manner intended to enhance, not limit, equal access.

The College shall comply with all applicable federal, state and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable.

It is essential that any complaints related to discrimination be reported immediately to a College administrator so an investigation and corrective action can be taken. Any student or employee who engages in discrimination in violation of this policy is subject to disciplinary action.

### **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.

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

2. Employment in the discipline being studied is a matter between the employee and the 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 the student engage in part-time work if necessary. It is ultimately the student's decision whether and how much to work. Students should be advised that the course, clinical and lab schedules will not be altered to accommodate a student's employment schedule.

### **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 students 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 or 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.

### **Student Safety**

Student safety is a primary concern of the College. Numerous policies and procedures exist to ensure that the student is able to learn in a safe and secure environment.

Policies regarding the following conditions and matters can be found as described below:

- Campus safety and emergency procedures:  
Student Handbook:
  - Campus Safety
    - Inclement Weather
    - Fire and Disaster Guidelines
    - Tornado Watch/Warning
    - Disaster Plan
  
- Safety in dealing with body substances and hazardous materials  
Student Handbook:
  - BBF /Occupational Exposure
  - Student Injury Policy

## **PART II LABORATORY POLICIES**

**These policies are in addition to any policies and procedures provided in the Laboratory Course Syllabus.**

### **Guidelines for Use of Surgical Technology Laboratory**

The Surgical Technology laboratory provides a setting for students 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 faculty member or program director is not available to open lab or if the student is using the laboratory during non-scheduled times, the student is required to:

1. sign in at the front reception area and obtain a key to the space.
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. return key to front desk and sign out.

\*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.

1. Procedure for signing in and obtaining key to lab space 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. 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**

*(NMC Student Handbook, p 26-27)*

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, 2<sup>nd</sup> 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.

### **Cell Phone Use (Clinical)**

Students shall not have cell phones or pagers on their person during clinical activities, unless approved by the Clinical Instructor. These devices are disruptive to the educational environment and should only be utilized during breaks. Failure to follow the policy may result in dismissal from the clinical site and could result in disciplinary action.

### **Clinical Conduct**

As students in an educational professional field, it is expected that all students conduct themselves 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 all students conduct themselves in a manner that will not bring criticism to the student, the Program, or the College. In any public place, the student is potentially exposed to the patients' relatives and friends. Things one says and the attitude one exhibits have an impact on those around. Remember that patients' friends and relatives also use the elevators and cafeteria.

### **Clinical Assignment**

Clinical rotation schedules are arranged in advance. Clinical sites are located throughout the Omaha metro area and in Fremont. Each student may be assigned to various sites which allow for experience to various clinical setting and situations to allow students to obtain 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.

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 clinical settings in a variety of settings. Students will be responsible for travel to these locations.
3. Typically, students will receive the clinical schedule for the term not less than 2 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 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.

- Students are responsible for their own transportation to assigned clinical sites.
- 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. Refer to the Leave of Absence Policy in the College Catalog.
- Clinical attendance during inclement weather will be left to the discretion of the student. However, communication with the Program Director, Clinical Coordinator, and Clinical site must be maintained.
- If clinical requirements have not been met by the end of the term, the student will receive a failure grade for the course. Incomplete grades may be given in the event of extenuating circumstances, though this is not common. Refer to Incomplete grade policy in the College Catalog.

#### Procedures:

- 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.
- 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.
- Daily attendance is expected according to the clinical schedule.
- All time 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.
- 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 scheduled shift.
- Any unexcused absence will result in a written clinical performance contract. Failure to comply with terms of contract will result in course failure.
- 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 Program Director and the clinical site.
- 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.
- 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. 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.
- 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 students responsibility to seek out other tasks and activities to support their clinical education.

#### **Clinical Supervision**

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

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 themselves 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 Students Clinical Manual and on ANGEL.

1. Documentation is primarily 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.
- The student must complete all scheduled clinical hours (360 hours)
  - Case and attendance log:
    - Must be completed and turned in by noon on Friday at the end of every clinical rotation (note clinical rotation lengths may vary from 2-6 weeks).
    - 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 two weeks (at the end of a two week rotation, two times in a four week rotation, and three times in a six week rotation).
    - 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.
  - Daily detailed case form
    - One case form is to be filled out each scheduled clinical day and turned in at the clinical week at the start of Correlated Patient Study (during a typical week each student is expected to turn in three forms and be prepared to discuss one in their Correlated Patient Study class).
    - The student is advised to choose the most complicated case of the day and must fill out the form in its entirety.
    - The student will receive a satisfactory or unsatisfactory grade for each case form submitted. If the student has received an unsatisfactory grade on three or more cases they will be placed on a clinical contract. The grade will be based on

whether or not the form has been completed in its entirety and the level of detail provided.

### **Clinical Dress Code**

All students will be expected to adhere to the following dress code policy and the policy at their clinical sites. If clinical site standards are more stringent, they will supersede program policies. Clothing worn to and from clinical site should be office casual.

Appropriate uniform includes:

- 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.

**NOTE- Clinical affiliates reserve 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**

In accordance with federal HIPPA regulation, removing client records is expressly prohibited unless the patient has signed a release form or the material has been thoroughly de-identified. The students 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 this policy may result in suspension or dismissal from the College and legal action brought against the student.**

ST 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.

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 Action**

Any infraction of the policies and regulations of the 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 recourse.
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.
  - WRITTEN WARNING - A written reprimand may be given to a student whose conduct violates any part of these regulations or policies. Continuance of such

behavior will result in a developmental plan or course failure/dismissal, depending on the nature of the infraction.

- **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 plan could result in student academic failure of course. Failure of course would follow student handbook guidelines for repeating failed course. Failure to report as outlined in policy could result in disciplinary action.

### **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** \_\_\_\_\_

**ACKNOWLEDGEMENT OF TECHNICAL STANDARDS FOR SURGICAL TECHNOLOGY STUDENTS**  
**SIGNATURE PAGE-Initial each paragraph & sign at bottom of last page**

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, from 12 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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**STUDENT RESPONSIBILITY STATEMENT- SIGNATURE PAGE**

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 Associate Dean. I acknowledge that the Program Directory will attempt to notify students of any changes in a timely manner; but that students are ultimately responsible for the most current version of all policies and that the most current version of the Program Handbook is available on the NMC Website.

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

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_