

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

**STUDENT INFORMATION,
POLICIES,
AND
PROCEDURES**

2009-2010

Revised: August 3rd 2009

TABLE OF CONTENTS

Purpose.....	5
Welcome.....	6
Accreditation.....	7
Program Directory.....	7
Program Mission and Goals	8
Discription of the Profession	8-9
Certified Surgical Technologist (CST)	10
Curriculum	11
Program Values.....	12-13
Code of Ethics.....	14
General Student Information.....	14-15
Methodist Allied Health Student Association (S. I. T.).....	15
I. Surgical Technology Associate Degree Program Policies	
Academic Dishonesty, Cheating and Plagiarism.....	16
Attendance-Professionalism Policy.....	16
Class Attendance.....	16-17
Make-up Policy.....	17
Behavior Policy.....	17
Electronic Communication	17
Off-campus Educational Experiences.....	18
Outside Employment.....	18-19
Professional Conduct.....	19-20
Course Grading Policies.....	20-21
Program Progression.....	21-22
Student Safety.....	23
Technical Standards of Performance.....	24
Surgical Technology Laboratory Use Policies.....	25-26
II. Clinical Policies	
Blood/Body Fluid Occupational Exposure Procedure.....	27
Cell Phone and Pager Use.....	28
Clinical Supervision.....	28
Clinical Conduct.....	29
Background check / Drug Testing.....	29
Clinical Assignment / Selection.....	29-30
Electronic Communication.....	30
Clinical Attendance.....	30-31
Student Injury.....	31-32
Identifying and Reporting Clinical Errors.....	32-33
Return-to-Clinical Injury / Illness Policy.....	33
Clinical Documentation.....	33-34
Clinical Dress Code.....	34-35

Clinical Performance Evaluations.....	35-37
Equal Opportunity/Nondiscrimination Policy.....	37
HIPAA- Patient Confidentiality.....	37-38
Complaint Policy	38-39
Disciplinary action.....	39-41
Student Safety.....	41
Transportation and Parking.....	42
III. Surgical Technologist Signature pages.....	43-48

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:

- General catalog accessed from the NMC website
- Schedule for each semester you are enrolled
- Surgical Technology Program Student Handbook
- Surgical Technology Policy and Procedures Manual for Surgical Rotation

Your signatures 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.

WELCOME

I would like to welcome you to the Surgical Technologist Associate Degree Program, and hope you are as excited to be here, as I am to be teaching you!

You have chosen a program that will not only test you mentally with the standard classroom and laboratory testing, but will also push your thinking ability and your ability to adapt to changing situations in order to maximize your skills and potential.

My goals and standards for you and this program are set high, and I hope that upon graduation you will look back over this program and realize how much you have grown and learned since that first lecture. I would also like for you to encourage yourself to set your personal goals equally as high and hold yourself to a higher standard. In doing so, you will be amazed at what you can accomplish. As much as this is my program, it is also yours. I would expect you to push me just as much as I am pushing you.

Will you be alone in your pursuit of these goals? No. To some degree, individuality is expected, however the profession of Surgical Technology is very much a team based profession. Professional ethics, critical thinking skills, empathy, and knowledge relating to the profession of Surgical Technology will be applied in the clinical setting. Every patient and situation in this highly technical area is different, and being able to apply your learned skills on a moment-to-moment basis is imperative to optimal patient outcomes and your professional success.

Throughout your program we will grow from individual skills and knowledge, to growing and working as a team. This will instill confidence and trust in your teammates as well as self-confidence to successfully complete any task put before you.

Remember that every member of the program faculty, instructors, and other college personal are here to help you realize your dreams of becoming a professional. We are here to give you the requisite skills and knowledge, then show you the doorway to your goal. It is up to you, as the student, to take those steps to walk through that doorway.

In Passing through these halls you will begin the first parts to becoming a professional Surgical Technologist.

Welcome to the Surgical Technology Associate Degree Program!

David w. Hackett, CST
Director of Surgical Technology

GENERAL PROGRAM INFORMATION

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 #
David W. Hackett, 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.

Surgical technology

- Is a dynamic, cognitive, behavioral, technical process with distinct functions and desired outcomes so that national standards of practice are maintained;
- Is dedicated to the improvement of the profession;
- Promotes enhancement for the safety and protection of personnel and patients;
- Promotes, restores, and maintains health for patients;
- Requires observation of a code of ethics;
- Supports the dignity and rights of the patient;
- Assesses and meets the needs of the patient;
- Promotes life-long learning

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. The educational goal of AST is "Enhancing the Profession to Ensure Quality Patient Care." The Surgical Technology Program is a reflection of both of the statements.

Certified Surgical Technologist (CST) Information

Surgical technologists are credentialed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA is a member of the National Organization for Competency Assurance (NOCA), a national organization that establishes stringent standards for credentialing examination programs. The NBSTSA's examinations are accredited by the National Commission for Certifying Agencies (NCCA) under the auspices of NOCA.

Current requirements mandate that qualified candidates for the certification examination have acquired a certificate or degree from an accredited education program.

All recommended educational and experiential standards are intended to support all requirements established by the NBSTSA for a qualified candidate. A candidate for the certification examination must be a graduate of an accredited surgical technology program.

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.

CST Renewal Requirements

Four-year cycle-Those certifications issued or renewed *after* January 1, 2003.

- Sixty (60) continuing education credits as defined in the *AST Continuing Education Participant Policies*.

By meeting program accreditation standards mandated by CAAHEP (Commission on Accreditation of Allied Health Education Programs) and maintained by ARC/STSA, the program prepares students to seat the national certification exam. Nebraska Methodist College does not guarantee that the student's success in taking this examination and does not pay any costs associated with the examination.

SURGICAL TECHNOLOGY ASSOCIATE DEGREE CURRICULUM

FIRST YEAR

Fall Semester		
	Course	Credit Hours
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
Spring Semester		
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
Summer Semester		
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

Fall Semester		
ST 265	Correlated Patient Study	1
ST 260	Ethics and Law for Surgical Technologist	1
ST 220	Surgical Technology III	2
ST 205	Microbiology for the Surgical Technologist	2
ST 250	Surgical Technology Clinical I	6
Spring Semester		
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.

Values of Our Surgical Technology Program

We 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

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

Alumni Development Award:

This award is given to students who, while in the program, have met criteria of living the mission of the College.

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.)

Surgical Technology Associate Degree Program General Policies

Academic Dishonesty, Cheating, and Plagiarism

PURPOSE:

It is expected and understood that academic dishonesty and plagiarism will not be tolerated within Surgical Technology Associate Degree Program.

POLICY:

Students caught cheating or plagiarizing will automatically receive a zero on the assignment, test or paper. Disciplinary action will also be taken in the form of a written warning. If there is a repeated incident at any time during the student's general or technical education at NMC, the student can potentially fail the class and/or be removed from the program.

Please refer to the Academic Honesty Policy in the College Catalog, p.58.

Attendance-Professionalism 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. Because the College and the Radiography program endeavors to develop in the student an ethical and professional attitude, an attendance record is maintained on all students. 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.

Class Attendance

Daily attendance is expected. You must attend all class sessions in their entirety to succeed in the program. You are responsible for completing all work. If you cannot be in class, you must call or E-mail the program director or class instructor, depending on who is instructing the class at that time, and leave a message. Failure to leave a message for the program coordinators will prevent you from being able to make up any missed assignments or tests and you will receive a zero for any participation points for that day.

You are expected to be on time for each class session. If you are late more than 15 minutes or leave more than 15 minutes early, it will be counted as a one absence. Chronic tardiness will not be tolerated. If either you are tardy at the start of class or returning from breaks more than three times in one

term, you must meet with the Instructor or Program Director. The student will be subject to disciplinary action, which could lead to failure of that class.

Make-up Policy

1. You are expected to be in class on days that tests/assignments are scheduled.
2. Test dates and dates that assignments are due are on the calendar given to you on the first day of class. However, that is subject to change. You will be notified in advance of these changes should they occur.
3. ONE make-up exam will be allowed per term, regardless of the reason for missing.
4. Make-up exams will not be taken during scheduled class times. Exams will be made up during Finals week, regardless of when the exam was missed. Until the 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.
5. All make-up exams and late assignments will receive a 10 percent deduction.
6. Make-up exams may be different and/or more difficult than the scheduled test.

Behavior Policy

1. You are expected to be on time with all needed materials.
2. You are expected to pay attention, take notes, ask questions, and participate in discussions.
3. You are expected to share your ideas with your classmates and respect the opinions of others.
4. You are expected to act like an adult and a professional.
5. You must wear your picture ID at all times. (only if Off-Campus)
6. No pagers or cell phones should be used during class time or in the classroom or clinical setting. Cell phones may be used in designated areas only.
7. All NMC policies regarding academic honesty and integrity will be enforced.

Electronic Communication

All students are required to utilize the Nebraska Methodist College e-mail system for electronic communication with the instructor. Students are also to ensure that only appropriate materials are transmitted through this e-mail account. Inappropriate material or material in bad taste sent may be subject to disciplinary action as deemed by Program Director and/or Associate Dean.

OFF-CAMPUS EDUCATIONAL EXPERIENCES (Student safety)

PURPOSE:

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.

POLICY:

1. In most cases, students will be 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. Please see the Student Handbook on pages 29-31 regarding hospital parking.

OUTSIDE EMPLOYMENT

PURPOSE:

To ensure separation of clinical education and student employment within the profession, and to provide guidance on balancing employment with program rigor.

POLICY:

Students may be employed outside the classroom and clinical times. 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

PURPOSE:

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 provides guidance on what the College defines as professional behavior. This policy is in addition to, not a replacement for the Code of Conduct explained in the Student Handbook.

POLICY:

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 request the student 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.

Course Grading Policies

Quizzes and exams will cover both the material in the textbook and the material covered during class sessions. Material over and above what is in the text will be presented in class; therefore, students are strongly encouraged to take notes.

Course Examinations: The inclusion of examinations in each course will vary.

Quizzes: A minimum score of 70% is considered “passing.” A faculty member may counsel a student who scores below 70% on a quiz. The number of quizzes per course will vary, but will be noted on the course syllabi.

Practical Examinations: A practical skills examination will be administered to all ST students on two occasions prior to clinical practicum. The exact parameters of each exam will be noted in the class syllabi to which it is associated. Practical skills are graded. Failure to pass the skills exams will prohibit progression to the next term.

Written Assignments: Courses will require the student to complete typed written assignments. The number and type of assignment varies by course and will be noted on the course syllabus.

Grading of Didactic Courses

Students must obtain a minimum grade of 70% to progress to the next ST course. The remainder of the grading scale follows the college criteria outlined in the College Catalog. *A student who receives a grade below a "C" will be required to reenroll, pay for the course again, and complete a Developmental Plan as described in the Repeat of Course Policy in the College Catalog. A Student who fails any ST course twice must reapply to Nebraska Methodist College and meet all admission criteria, including an interview with ST faculty. Readmission to the ST Program is not guaranteed.*

Academic Progression

Policy:

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.

Purpose:

To explain how academic progression is determined in a cohort program.

Procedure:

If a student fails a professional course (ST) or requisite 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

Purpose:

To halt the progression of students who are not demonstrating satisfactory academic performance necessary for completion of the Surgical Technology Program.

Policy:

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

Procedure:

1. Students who have failed a second Surgical Technology course will be automatically dismissed from the program.
2. If a student feels that extenuating circumstances contributed to the second failure, the student can appeal the dismissal to the Associate Dean of Health Professions.
3. A student should submit a letter of appeal specifically outlining the extenuating circumstances within 30 days from the date of dismissal.

The letter should include supporting evidence and a detailed plan for future academic improvement.

4. The decision on the appeal given by the Associate Dean is final.

For related college wide procedures please refer to the college catalog:

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

STUDENT SAFETY

PURPOSE:

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:

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

- Safety in student interactions in the classroom and laboratory settings
 - Student Handbook:
 - Harassment
 - Sexual Harassment
 - Sexual Misconduct
 - Personal Conduct

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

Guidelines for Use of Surgical Technology Laboratory

Purpose:

The Surgical Technology library provides a setting for students to practice and demonstrate skills in a mock operating room.

Policy:

The student is required to sign in at the front reception area and obtain key to the space if faculty member or program director is not available to open lab. Leave a message for the program director at 354-7077 indicating you are using the space. At the time of sign in, the student is required to disclose the names of any other persons who will be in the lab with them.

Use of surgical equipment, instrumentation and supplies is restricted to students enrolled in the surgical technology program.

Procedure:

1. Sign out key at the front reception area.
2. Leave a message for coordinator 354-7077
3. Provide names of anyone that is with you in the lab area.
4. When finished, return all equipment to original location and status. Turn off any electrical equipment.
5. Dispose of trash and any sharps in the recommended method.
6. When finished, return key to front desk and sign out on the appropriate form.

Utilization of Lab Camera System and Computer

Purpose:

To ensure that lab camera system and Computer are used for surgical technology education purposes.

Policy:

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.

Procedure:

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.

II. CLINICAL POLICIES AND PROCEDURES

The following policies include expectations, regulations, policies, and procedures pertaining to experience in the clinical practice area.

1. Students will be expected to comply with all policies and guidelines found in the Surgical Technology Clinical Handbook, the Surgical Technology Student Handbook, the Methodist College Student Handbook, and any policies or procedures specific to assigned clinical site.
2. An orientation at each clinical site will facilitate review of policies specific to that particular site.
3. Failure to comply with policies may result in removal from the clinical site or other academic or disciplinary sanctions.

BLOOD/BODY FLUID OCCUPATIONAL EXPOSURE PROCEDURE

(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, 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.

CELL PHONE AND PAGER USE (Clinical)

PURPOSE:

To support a clinical environment free from distractions caused by communication devices.

POLICY:

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 Supervision

Purpose:

Patient safety should always direct the decisions for assignments and care at the clinical site. Adherence to the NMC policy for student case assignment should be adhered to at all times.

Policy:

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.

Procedure:

1. A surgical technology student from Nebraska Methodist college must be under the direct supervision of a preceptor from the clinical site while in the scrub role during operative procedures.
2. 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.
3. 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.
4. Students are never allowed to perform surgical procedures without a qualified Surgical Technologist present in the room during the procedure
5. Any student who finds themselves without proper supervision must immediately contact the Clinical Supervisor, Clinical Coordinator, or Program Director.

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.

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.

Clinical Assignment/Selection

Purpose:

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.

Policy:

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.

Procedure:

1. Student input into selection of a clinical site or facility may be solicited in some instances.
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. Students will receive the clinical schedule for the term approximately 2 weeks prior to the beginning of the clinical rotation. It is the student's responsibility to arrange to be at the clinical site at the hours given in the clinical schedule.

Electronic Communication (clinical)

All students are required to utilize the Nebraska Methodist College e-mail system for electronic communication with the instructor. Students are also to ensure that only appropriate materials are transmitted through this e-mail account. Inappropriate material or material in bad taste sent may be subject to disciplinary action as deemed by Program Director and/or Associate Dean.

Clinical Attendance

Purpose:

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.

Policy:

Students are responsible for their own transportation to assigned clinical sites. Students will follow designated clinical hours during the entire term. Students are required to attend all scheduled clinical sessions. Tardiness will not be tolerated and must be made up. Clinical time missed must be made up prior to academic progression or graduation. This includes short-term disabilities such as pregnancy, illness or injury. This does not include days where the college is officially closed. (354-2222). This may be weather or non-weather related. 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. Clinical make-up is not guaranteed in all circumstances due to the structure of the programs. If clinical assignments are not complete, the student will receive a failure grade for the course, and must follow the Academic Progression policy as stated in the College Student Handbook. Incomplete grades may be given in the event of extenuating circumstances to the clinical absences or assignments. Refer to Incomplete grade policy in the college catalog.

Procedure:

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. Students leaving the area during the clinical day must have the approval of the clinical personnel with whom they are assigned AND the program director or clinical coordinator. The student must reflect this absence on their attendance record.
4. If a student is going to be late or absent or leaving early from the assigned clinical site, students must notify the clinical personnel , program director, AND clinical coordinator no later than one hour prior to when the clinical day was scheduled to begin. A list of contact numbers will be given to the student prior to their clinical rotation. This is also on the clinical orientation checklist filled out by the student on their first day of clinical. Phone numbers for the hospitals are also readily available from the local phone directory. If a student knows they will be missing clinical in advance, a **“request for clinical absence”** form must be filled out and approved by the program coordinator, and the clinical site must be informed by the student.
5. Failure to notify the Clinical site, Program Director, or Clinical Coordinator of lateness or absenteeism will result in the reduction of the clinical course grade by **one letter grade per occurrence** regardless of reason or excuse. This includes “no call, no shows” as well.
6. Students will arrange to make up clinical time as a result of absence or tardiness with the Program Director. The Program Director will assist in rescheduling time missed based on clinic availability and approval of clinical management team.
7. A grade of incomplete for a clinical course may necessitate applying for readmission to the program (Refer to the Academic Progression policy.)

STUDENT INJURY

(NMC Student Handbook p 26)

If a student is involved in an accident or unusual occurrence which may cause actual or potential harm, proper documentation of the accident must be made within 24 hours. The completed **Incident Report Form*** documenting the incident will be filed in the Student Health Office.

Protocol for clinical occurrences:

- 1) The student reports any accident or unusual occurrence to the CI or designated supervisor, who initiates reporting and treatment.
- 2) The student receives immediate first aid or medical attention at the clinical site as needed, and receives information related to the nearest emergency services if necessary.
- 3) The student must report the incident to the Student Health Center within 24 hours by calling 354-7210. If leaving a message, provide student name and contact information as well as the nature, date, and location of the incident.

- 4) If necessary, the student will seek further treatment from the provider/agency of their choice. The exception is a blood/body fluid exposure which requires immediate treatment (Refer to Blood/Body Fluid Occupational Exposure Procedure). Any costs incurred are the responsibility of the student.
- 5) Student Health will notify the student's Program Director and follow-up with the student as necessary

*A copy of the Incident Report form is included in the Forms section of the Clinical Education Handbook.

Identification and Reporting Clinical Errors and Breaks in Technique

Purpose:

Optimize patient safety and outcomes through concurrent identification and communication of errors that could adversely impact the safety of the client or surgical team.

Policy:

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.

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.

Clinical Documentation

Purpose:

Verification of experiences gained while in the clinical rotations is essential for maintaining and providing high quality education to the students.

Policy:

Students are required to complete various types of program documentation. It is the student's responsibility to maintain their own documentation and records. Examples of these forms are provided in the Students Clinical Manual, on ANGEL and in the Course syllabi.

Procedure:

1. Documentation is primarily the responsibility of the student.
2. Documentation for the clinical course is as follows:

Daily

Case forms
Daily attendance sheet
Case log
QI Screen

As Required

Preceptor evaluation form
Clinical site evaluation forms
Additional learning activities
Cumulative case log
Self-evaluation
Weekly goal form

3. Documentation will be collected regularly by program faculty and is expected to be up-to-date.
4. If a student does not keep documentation current; disciplinary action may result in a reduction in clinical grade as described in course syllabus.
5. 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.
6. The falsification, forgery, or misrepresentation of clinic documentation will result in disciplinary action and possible dismissal from the program.

Clinical Dress Code

Purpose:

Since the student has chosen a professional field for his/her work, it is important that the student portray a professional image to those with whom he/she comes into contact. Inappropriate dress and grooming detracts from the patient's confidence in the quality of their care.

Policy:

All students will be expected to adhere to the following dress code policy and the policies of their clinical sites. If clinical site standards are more stringent, they will supersede program policies.

Procedure:

To maintain a standard professional appearance, a uniform is required for all clinical externships. 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 accompany the students to didactic and clinical sites. The student will also bring his/her own pens and notebook containing externship forms.

Clothing worn to and from clinical site should be office casual style. You represent the college when you enter any clinical site. In addition to the attire described above, the student should be mindful of the following expectations.

- A. **GROOMING OF HAIR:** Hair shall be neat, clean, well trimmed and properly combed at all times.

- B. **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.
- C. **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.
- D. **JEWELRY:** The following jewelry may be worn:
- Necklaces, religious medallions, or identification chains, (i.e. Med-Alert tags) are not recommended in the surgical area, 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.

There are several service programs and clinical affiliations used by the NMC ST Program for clinical externships. Each individual program maintains additional policies concerning personal hygiene, grooming, drug testing and uniform requirements. Contracted clinical affiliates reserve the right to send a student home if the student does not comply with the requirements of the program.

CLINICAL PERFORMANCE EVALUATION/GRADING

Purpose:

Identification of grading procedure for the clinical component of Surgical Technology Program.

Procedure:

Students in the ST program are evaluated using Core Competencies required of an ST professional. Students are expected to become proficient at these competencies, and develop their skills throughout the length of the program. The three (3) primary areas of competencies include:

- A. Science and didactic knowledge
- B. Clinical Procedures/Fundamentals Competencies
- C. Practice Competencies

The ST Coordinator will review each individual's evaluation forms. Grading for clinical externship is based on evaluation forms, successful completion of course requirements, and ST Coordinator observation. Clinical externships are graded on a Satisfactory/Unsatisfactory/Incomplete basis.

Satisfactory– Successful completion of all required, documented hours, with evaluations showing competency for level trained.

Unsatisfactory– If an “Unsatisfactory” grade is received; this course must be repeated to complete the program. In addition, the student will be required to reenroll, pay for the course again, and complete a Developmental Plan as described in the Repeat of Course Policy in the College Handbook.

Incomplete – A grade of “Incomplete” will be awarded only when a student has already substantially completed the major requirements of the course at a satisfactory level and can demonstrate extenuating circumstances. (Refer to the Incomplete Policy).

Students who receive a grade of “Incomplete” for Clinical Externship will not receive a certificate until the “Incomplete” grade is changed to “Satisfactory.” The ST Coordinator will review each situation and develop a plan with the student to expedite fulfillment of course requirements in order to complete the course requirements. If these requirements are not met, the student may receive an “Unsatisfactory” grade.

Students who receive a grade of “Unsatisfactory” will be placed on Academic Suspension from the ST program.

Unsatisfactory Clinical Performance

Upon notification of unsatisfactory Performance (see Clinical Preceptor Evaluation Form), a conference between the ST Coordinator and the clinical preceptor will be held. The ST Coordinator will advise the student of the evaluation and give an opportunity for the student to explain. If necessary, a developmental plan will be created between the student and ST Coordinator based on individual circumstances. The ST Coordinator will target specific areas that may include, but not be limited to, any or all of the following actions:

- A. Additional didactic training
- B. Oral testing by a panel of NMC ST Program faculty.
- C. Additional clinical training above the stated requirements
- D. Completion of clinical shifts with faculty evaluation
- E. Discontinuance of any and all clinical training resulting in course failure

The program reserves the right to dismiss the student from the course if development of skills in a laboratory or

externship setting is not shown or the student fails to successfully complete the developmental plan specified.

The ST Coordinator will set specific timelines for improvement. At the end of the allotted time, a conference will be held with the clinical preceptor (if appropriate), the ST Coordinator, and the student to evaluate progress.

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.

Confidentiality of Patient Records

Purpose:

Students are able to complete the clinical objectives and requirements of the program through the privileges granted them from the clinical affiliates associated with the program. The purpose of this policy is to protect patient identity and privacy.

Policy:

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.**

Procedure:

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.

COMPLAINT POLICY – EXTERNAL

(College Catalog, p 7)

PURPOSE:

Any person external to the College having a complaint against the College has a mechanism by which to report the complaint and seek resolution.

POLICY:

External constituents with concerns or complaints against the College should call 402-354-7000. The receptionist will field the request and direct the concerned party to the appropriate administrator. The administrator taking responsibility for the concern will record the nature of the concern and also record any actions taken by the College to address the concern. All concerns reported to an administrator of the College are kept on file in the office of the Vice President for Student Affairs for 10 years.

COMPLAINT POLICY – INTERNAL

PURPOSE:

To make explicit the process by which students and clinical faculty may voice a concern or complaint and seek resolution.

POLICY:

Documentation of complaints will be kept on file in the office of the Program Director for a period of 10 years.

1. Student

Nebraska Methodist College has formal complaint policies for academic and non-academic student concerns. The policies are available in the College Catalog, which can be accessed online at <http://www.methodistcollege.edu/currentstudents/catalogs/collegecatalog/index.asp> Under the General Student Policies link, scroll down to Resolution Process for Academic and Non-Academic Student Concerns.

1. Phase one involves discussion of the concern between the student and the involved faculty member or other involved party.
2. If resolution is not reached, the Dean of Students may be contacted for academic complaints, or the Program Director may be contacted for non-academic complaints. An investigation will be conducted by the contacted administrator to determine whether a formal appeal is warranted. The formal appeal, if warranted, will be scheduled within 10 days of the request.
3. If a complaint cannot be resolved satisfactorily through the above steps, the student may pursue a Judicial Board Hearing. To convene a Judicial Board Hearing, the student should contact the Dean of Students.

Disciplinary Action

Policy:

Any infraction of the policies of the Surgical Technology program and/or 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 problem should develop within the assigned clinical site, the clinical staff will notify the Program Faculty through the appropriate channels of communication (see Communication Hierarchy Policy).
2. The Program Faculty will investigate the situation and decide upon the appropriate measure to pursue. Disciplinary 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.

- b. 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.

c. 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.

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

At any time during this process, a student may be referred to counseling in addition to, or in place of, other sanctions. In the event a student is believed to be in immediate danger to himself/herself or to others due to psychological difficulties, the student may be required to obtain professional evaluation and treatment in order to remain enrolled as a student.

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 HIPPA regulations, or disclosure of confidential information on peers, staff, or other professionals

- Unwillingness to progress from a directly supervised environment to an indirectly supervised environment
- Inefficiency or lack of cooperation
- Unwillingness to perform clinical duties and class assignments
- Or any other behavior warranting such action as stated in the College Handbook, Student Handbook, or Clinical Practicum Handbook

STUDENT SAFETY (Clinical)

PURPOSE:

The purpose of this policy is to provide the student with a list of policies pertaining to student safety in the clinical setting.

POLICIES:

Information regarding student safety in the clinical setting can be found in the following policies contained in this document:

- Blood and Body Fluid/Occupational Exposure
- Clinical Attendance – specifically college closure and return to clinic subsections
- Student Injury
- Student Supervision
- Transportation and Parking

TRANSPORTATION AND PARKING

PURPOSE:

To provide students with the expectations and guidelines related to student transportation and parking.

POLICY

1. Transportation

Students are responsible for their own personal transportation. In order to obtain specific clinical experiences, students may be required to travel to clinical settings in a variety of geographic settings. Students should be aware of the possibility of direct and indirect expenses associated with travel. Public transportation may be available to and from clinical sites. If public or alternative transportation is needed, it is the student's responsibility to make the necessary arrangements.

2. Parking

Parking at Methodist Hospital

Designated parking is provided at Methodist Hospital at no charge to students. Guidelines for the use of these areas have been established to ensure adequate space is available for users and to provide for the safety of property, vehicles, and personnel. 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 Methodist Hospital for students is authorized on the top level of the employee parking structure south of the Hospital. This is the only parking area authorized for Methodist College students. A student ID card is necessary to enter through the entrance gate. To exit this level, slowly drive down the exit ramp to the 2nd level and exit on the south end of the garage onto Farnam Drive. No card is needed to exit.

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.

**Nebraska Methodist College
Surgical Technology Associate Degree Program
Student Signature pages**

CONFIDENTIALITY AGREEMENT

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 _____

SIGNATURE _____

DATE _____

USER ACCESS CODE

I understand, as a student at Nebraska Methodist College, I may receive user access code(s). The code(s) are confidential. I will be held accountable for the code(s) and am responsible to ensure the security of the code(s) at all times. 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 _____

SIGNATURE _____

DATE _____

Technical Standards for Surgical Technology Students

REQUIRED: *Initial each paragraph & sign at bottom of second 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. Initial here

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. Initial here _____

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. Initial here _____

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. Initial here _____

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.

Initial here _____

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.

Initial here _____

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.

Initial here _____

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.

Initial here _____

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.

Initial here _____

My signature is a confirmation that I have received and will adhere to the Surgical Technology Associate Degree Program policies which include the Technical Standards for Surgical Technologist students. I am aware that the Surgical Technologist Associate Degree Program Student Handbook and the policies that it contains are available on the NMC Angel Website.

Signature _____

Date _____

STUDENT RESPONSIBILITY STATEMENT

As a student in the Surgical Technology Program, it is your responsibility to read this policy and procedure manual. You are expected to abide by the policies in it. Your signature below confirms that you have read and understand this Policy and Procedure Manual and that you agree to the conditions stated.

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.

STUDENT SIGNATURE _____ DATE _____

PROGRAM DIRECTOR
SIGNATURE _____ DATE _____