

3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

Surgical Services Student Handbook

IRSC is an EA/EO educational institution.

Program Location

Massey Campus

Brenda & Vernon Smith Center for Medical Education Office: Room 217 Classroom/Lab: Room 126/223 772-462-7054

INDIAN RIVER STATE COLLEGE Surgical Technology Program

This is to acknowledge that I have received, and read, my personal copy of the Surgical Services Technology Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations. I understand that this form needs to be submitted to the program director on the first day of class.

I agree to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by IRSC for placement.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that I will not be admitted into the Surgical Services Program until access to all required records are provided to the Health Sciences Division (physical exam, immunizations, drug screen, background checks, and current CPR certification). These records must be updated to reflect any change of health status.

I understand that information that has been disclosed to me from the patient's records is protected for confidentiality by state and federal laws. These laws prohibit me from making any disclosure of such information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by state and federal laws. A general authorization for the release of medical or other information is not sufficient for this purpose.

I understand that orientation to all clinical facilities is mandatory. Non-compliance for any reason will result in withdrawal from the course.

I further understand that my degree will not be issued until I have met all the competencies of the program.

I acknowledge the CST exam is administered by the National Board of Surgical Technology and Surgical Assisting through PSI Exams on campus following the successful completion of all associate degree requirements.

I give the College permission to contact my employer after graduation and share my personal information to gather post graduate data for institutional research and reporting.

SIGNATURE

PRINT NAME

DATE

PREFACE

Welcome to the beginning of a rewarding and challenging new career! This handbook has been prepared to help orient you to the College and the Surgical Technology program and regulations. We will do all in our power to make this educational experience both pleasant and profitable. Please feel free to call upon us for help at any time.

The Surgical Technology (ST) program functions as a part of the Division of Health Sciences of Indian River State College, Fort Pierce, Florida 34981-5596 and is given direction by the State Department of Education.

The Surgical Technology student is subject to the program regulations presented in this handbook as well as the policies in the Indian River State College Student Handbook/Planner.

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

This handbook is reviewed annually and ongoing as indicated. The updated handbook will display the last date of review or changes.

Date of Last Review: 4/2024

EA/EO STATEMENT

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Dean of Northwest Center, Equity Officer & Title IX Coordinator

IRSC Massey Campus ■ 3209 Virginia Ave. ■ Fort Pierce, FL 34981 772-462-7156

ACCREDITATION

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ARC/STSA (arcstsa.org)

Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street N., #7709, Seminole, FL. 33775 • Phone 727-210-2350 Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (arcstsa) 19751 E. Mainstreet, Suite #339, Parker, CO 80138

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The following items are found in the Health Science Division Student Handbook.

(This list has been updated as of 3/2024.)

- 1. Health Science Division Purpose Statement
- 2. Health Science Statement of Ethics
- 3. Health Science Plagiarism Regulation
- 4. Email/Contact Information
- 5. Health Science Use of Electronic Regulation
- 6. Health Science Confidentiality Statement
- 7. Health Science Grading
- 8. Health Science Retention Regulation
- 9. Health Science Probation Regulation
- 10. Health Science Readmission and Dismissal Regulation
- 11. Health Science Complaint Guidelines
- 12. Health Science Liability, Accident and Insurance Regulation
- 13. Health Requirements
- 14. Indian River State College Health Science Post Exposure Protocol
- 15. Health Science Background Check Regulation
- 16. Health Science Substance Abuse Regulation
- 17. Health Science Dress Code/Professional Standards
- 18. Health Science Student Parking Regulation

Philosophy of the Surgical Services Program

The Philosophy of the Surgical Services program is consistent with those expressed in the Mission Statement of Indian River State College.

The Philosophy of the Surgical Services Faculty is to provide a dynamic, behavioral and highly technical process directed toward the classroom learning, clinical application and active participation of the surgical team member.

The focus of our care team is to provide quality patient-centered care.

Description of the Profession

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision and delegatory authority of a surgeon to facilitate the safe and effective conduct of invasive and non-invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologist are experts in the theory and application of principles of asepsis and sterile technique to combine the knowledge of human anatomy, surgical procedures, and implementation and tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Program Purpose Statement

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Learning Outcomes

The graduate will:

- 1. Apply the principles of asepsis to execute strict sterile technique practices in various healthcare settings.
- 2. Apply principles of healthcare and technological sciences as they relate to the specific duties of the surgical technologist.
- 3. Identify and demonstrate the knowledge of the competencies required to perform in multi-specialty surgical procedures.
- 4. Identify and develop the legal and ethical responsibilities specific to the role of the surgical technologist.
- 5. Identify and exhibit the communication and interpersonal skills required to perform effectively and to promote continued professional development as a surgical technologist.
- 6. Apply, exhibit, and adhere to the Guidelines for Best Practices as established by the (AST) Association of Surgical Technologist as supported by evidence-based practices for the operating room.

Statement of Ethics

A code of ethics indicates a profession's acceptance of the responsibility and trust with which it has been vested by society. Upon entering a health care profession, each healthcare professional inherits a measure of both the responsibility and the trust that have accrued to healthcare over the years, as well as the corresponding obligation to adhere to the professions, code of conduct and relationships for ethical practice.

Upon entering Indian River State College, each student acknowledges the responsibility and trust granted to the Surgical Services profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

Surgical Conscience

All surgical team members must strictly adhere to the principles of asepsis and the practice of sterile technique. The honesty and moral integrity necessary to uphold these standards is called *surgical conscience*. Each individual must be conscientious enough to recognize and correct breaks in sterile technique, whether committed alone or in the presence of others. Each surgical team member who hesitates or refuses to admit a break in the sterile technique has no place in the operating room.

There is no compromise of sterile technique. Sterility cannot be taken for granted; it must constantly be checked and maintained. Surgical team members constantly monitor their own technique, as well as that of other team members. Breaks in sterile technique are identified and corrective measures are taken. Each team member must be willing to accept constructive feedback from others. The safety and well-being of the patient must come first. Any lapse in sterile technique may put the patient at risk for surgical site infection (SSI) that could potentially lead to death. (Surgical Technology for the Surgical Technologist, Association of Surgical Technologist).

Surgical Conscience includes specific aspects of professionalism.

Professionalism

All IRSC Surgical Services students are representatives of the Health Science Division programs and are expected to demonstrate qualities of professionalism both on campus and in the clinical setting. These qualities include professional appearance, honesty, respect for others, accountability (ownership), a non-judgmental attitude, trustworthiness, caring, confidentiality, tact and teamwork. Students should conduct themselves in a professional manner. Communication, collaboration, and teamwork are crucial skills to the profession and require students to develop a solution-oriented perspective. Failure to consistently demonstrate qualities of professionalism will result in dismissal from the program. Refer to IRSC Student Handbook/Planner.

Standards of Conduct

Students enrolled at IRSC assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. Standards of conduct occur face-to-face or through some other means. Disciplinary action for misconduct will follow the Indian River State College Policies. Students are responsible to know and follow the policies in the IRSC Student Handbook/Planner. Every student is expected to promote a positive learning environment.

Confidentiality

Students will not under any circumstances discuss any patient, hospital or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of faculty instructors, Clinical Coordinator, or Program Director. If at any time a student has a concern to address in the clinical setting, the student is to directly discuss with the clinical instructor, or the Program Director. Failure to comply with confidentiality guideline will result in dismissal from the program and possible legal proceedings.

Behavioral Expectations

These objectives foster the spirit of professionalism, cooperation, and courtesy within our program and hospital. Achievement of these objectives will enhance the effectiveness of the learning experience of all students. Each student will:

- 1. Conduct his/herself in a professional manner.
- 2. Respect the patient.
- 3. Refer to peers and all others respectfully.
- 4. Act polite toward all patients, physicians, students and other surgery staff.
- 5. Address instructors and professional staff as Mr./Ms./Miss./Mrs./Dr.
- 6. Arrive on time. Early is on time, on time is late and late is unacceptable.
- 7. Wear proper uniform attire, both on campus and to the clinical site.
- 8. Accept the physician as the prime authority in the OR and act accordingly, having due recourse to the Clinical Instructor, Charge Nurse or Program Director.
- 9. Adhere to Sterile Technique, and acknowledge breaks in aseptic technique immediately, taking appropriate action to correct issue.
- 10. Remain in the assigned areas unless excused or reassigned.
- 11. Be present and prepared for cases assigned in his/her room during clinical.
- 12. No smoking IRSC and hospital campuses are smoke-free.
- 13. Active participation in class activities and lab practices.
- 14. Assure that personal communication devices do not interrupt classes and clinical.
- 15. Social Media sites such as Facebook, Instagram, Twitter, etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.
- 16. Each student is expected to display professionalism by taking ownership in creating and supporting a positive learning environment; during classroom lecture, lab exercises and at clinical sites.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION*

During the basic coursework phase of the program, the student gains knowledge, upon which the remainder of his/her performance is based. Therefore, the student must demonstrate, in the clinical practice, a satisfactory command of the basic concepts.

The clinical rotations provide the student with in-depth knowledge and application of operative procedures. Faculty provides the student guidance in acquiring skills in the performance of nursing functions during the preoperative, intraoperative, and postoperative phases of patient care.

The following is a list of standards for admission and progression in the program:

Performance Standards	Examples of Necessary Activities (not all inclusive)
Critical Thinking/ Coping ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, synthesize, integrate, and prioritize all aspects of patient care in a prompt, timely fashion; display good coping mechanisms; ability to make fast decisions in stressful situations in a professional manner with a high degree of flexibility.
Retention	Progressively and consistently applies knowledge base. Displays increased knowledge in both didactic and clinical performance.
Interpersonal Skills sufficient to interact with individuals, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish professional rapport with patients. Display respect for colleagues and others; demonstrate sensitivity to individual differences.
Communication abilities sufficient for interaction with others in verbal and written form with clear and effective use of English.	Give directions and explanations to patients, explain procedures to colleagues, initiate physician preferences, document, interpret and implement plans to include patient responses in a timely professional manner.
Mobility sufficient to move from room to room and within the operating room; to be able to lift heavy objects.	Stand at operating room table during a case; move around in the operating room with ease; administer cardiopulmonary resuscitation.
Gross and fine motor skills sufficient to provide safe and effective nursing care.	Position patients; pass surgical instruments; use equipment, safely and in timely manner per AST standards.

Performance Standards	Examples of Necessary Activities (not all inclusive)
Auditory ability sufficient to assess needs.	Hear blood pressure accurately; hear emergency alarms, accurately hear instructions in a noisy environment
Visual ability sufficient for observation and assessment necessary to maintain a surgical field.	Read and administer medications accurately; differentiate colors on the surgical field.
Manipulative/Tactile skills sufficient to feel for assessment of task being performed.	Turn dials; press keyboards; operate special equipment; feel temperature changes; insert catheter; handle small sutures. Height must be appropriate/or able to be adapted to perform skills.
Strength/Stamina sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hours).	Adapt to shift work. Lift, without restrictions, from standing position; stand for long periods of time; administer cardiopulmonary resuscitation.
Respect for Others: Interactions are appropriate	Interacts with respect, consideration, and tolerance. Resolves conflicts appropriately. Demonstrates ability to cope with anger, fear, or hostility of others as well as differing opinions in a calm and professional manner.

Print name:

Signature: _____

Date: _____

Admission to the Program

Individuals interested in the Surgical Services program can obtain information on the application procedures from Admissions and Student Services at any campus. The Health Science Admissions Program Booklet for Surgical Services is published online for each class admitted. The booklet contains details on the criteria for admission, a checklist for students to follow and application forms. Individual advisement is available at all campus sites and is recommended to ensure the successful submission to the program application. Falsification of information in the application process may result in rejection or invalidation of the application. Admissions booklets are available through the IRSC website: www.irsc.edu.

Attendance of a Surgical Services Information Session is required to apply to the program. Sessions are held at 4:00 pm virtually, register online. See the schedule online at www.irsc.edu

Retention Regulation

Retention of students is a high priority for the IRSC Surgical Services faculty. The commitment to retention is reflected in the open-door policy of your program instructors and Program Director, and referrals for counseling and academic support, when difficulties arise. Whenever a student experiences academic difficulty he/she is counseled by the instructor for that course and a referral is made to the Program Director before withdrawal is considered. A student counseling form is initiated and some form of remediation is recommended depending on the difficulty. The program consists of frequent written feedback methods, so that input on progress, is optimized for the student.

The College has an active Retention Committee, which addresses student retention issues and needed resources on a college-wide basis.

Students in a professional healthcare program must take ownership for their educational progress and success. Faculty, open lab practices and college support programs are allies and tools for your success. Identify any weakness early so that it can be addressed. If you find that your educational goals should change, or that you are not a "right fit" for your initial educational choice, contact an advisor.

Requirements for Progression

The Surgical Services program is cohort-based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Surgical Services course (determined by a minimum grade of "C" or better.) In the event that the student obtains a grade lower than a "C" in any of the Surgical Services courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

Readmission/Transfer Guideline – Surgical Services Program

Written request to be readmitted/transferred into the Surgical Services program should be addressed to the Surgical Services Program Director. Students requesting readmission/transfer must complete the Surgical Services Readmission/Transfer request form and submit along with the personal letter requesting readmission or transfer. Letters must be submitted by 90 days preceding the academic year in which readmission/transfer is requested. Approval of readmission/transfer will be made by the Surgical Services Program Director, based on the following:

- 1. Students who withdraw for personal/health reasons, or students who withdrew with an average grade below 76% or students who have failed a course will be readmitted/transferred subject to the following:
 - a. Meeting of admission requirements for the College and Surgical Services program.
 - b. Submission of written request for readmission/transfer.
 - c. Availability of space in the Surgical Services program.
 - d. All course prerequisites must be met.
 - e. Demonstration of technical skills for all previous Surgical Services courses.
 - f. Clearance through Financial Aid Office.
 - g. Updated health record, drug screen and FDLE on file with the Health Sciences Division.
 - h. Start at the beginning of the appropriate semester.
- 2. Students who have failed the clinical part of any Surgical Services course by placing the health and safety of patients in jeopardy will **not** be readmitted into the Surgical Services program.
- 3. Students who have UNSUCCESSFULLY repeated a Surgical Services course will NOT be readmitted into the Surgical Services program.
- 4. Any student who has been out of Surgical Services classroom and/or clinical courses for 6 months, or who is unable to complete the total program within two program academic years must apply to the Surgical Services program as a new student.
- 5. Final readmission/transfer decision will be made by the Program Director and approved by the Dean of Health Sciences.

Readmission must be in the next semester the course is offered. Repeating the co-requisite for the course may be required.

Skills Documentation for Re-entry/Transfer Students

A student that has been granted permission to re-enter/transfer into the Surgical Services program must complete documentation of clinical skills competencies, and take didactic retention assessment exams. Additional fees are required for clinical competency testing and additional hours for placement on student transcript.

Classroom and On Campus Lab Standards

Note: Failure to adhere to any classroom, campus lab or clinical standards may result in dismissal from the program.

- 1. NO food is allowed in the classroom. Clear drinks ONLY. This is a privilege.
- 2. Prompt and regular attendance is expected at all class and clinical days. Accurate records of attendance are kept for class and clinical laboratory. Orientation to all clinical facilities is mandatory.
- 3. Only students enrolled in the class are permitted in the classroom. No children are allowed in class or clinical facilities.
- 4. All cell phones and devices are to be on vibrate only. This is allowed for emergency contact only. Breaks are given and personal calls are to be made then. Class disruptions due to cell phones will be cause for (1) warning, (2) probation, (3) dismissal from program.
- 5. Audio recording devices may be used in the classroom only with the instructor's permission.
- 6. Students are to notify their Surgical Services instructor at least one hour prior to absence in class.
- 7. Student communication boards are located in the Surgical Services lab. Students are responsible for reading all notices.
- 8. Students are requested to provide appropriate family members, friends, schools, baby sitters, etc., with a detailed accounting of their schedules, including course names, room numbers, hospitals assigned units, etc., in case of an emergency.
- 9. Students wearing inappropriate attire will be counseled and will enter the disciplinary process.
- 10. No smoking IRSC and hospital campuses are smoke-free.
- 11. Leave classroom neat and clean at the end of each class day.
- 12. All students are required to participate in lab clean up. All students are responsible to maintain the organization of the classroom/lab.
- 13. OPEN LAB hours are posted each semester. Students are expected to take ownership of their educational opportunities and sign up for practice of lab skills as needed. You can request a specific skill to be reviewed with you by an instructor. You may also use OPEN LAB hours to practice skills independently. OPEN LAB time is provided as a tool for you to use to help you succeed. A skills request form and in/out time form are provided.

Clinical Rotation/Experience Standards

Students will be assigned clinical rotation to area healthcare facilities. Convenience of a clinical site will be given when possible. However, clinical experience is vital in the completion of the program objectives. Final decisions on clinical placement will be made by the Program Director.

- 1. Students are expected to exhibit conduct in accordance with the established qualities of professionalism at all times. A student may be given a failing grade in a clinical component if the student does not meet the course competencies.
- 2. Students must adhere to the concept of confidentiality regarding the patients and their records. Information about patients may not be shared with other persons nor with staff who are not assigned to their case. Patient or hospital records may not be photocopied. Students are not allowed access to patients' records other than those of assigned patients. HIPAA regulations and "need to know only" are enforced.
- 3. Students are required to adhere to the policies and procedures of each institution according to the contractual agreement between the College and health care institution.
- 4. In order to participate in clinicals, students must hold and maintain current American Heart Association CPR BLS certification and must have current health records on file in the Health Science Department at all times. (American Heart Association CPR BLS.)
- 5. Students are required to utilize course packets, specify their learning objectives and actively participate in self-evaluation.
- 6. Attendance is mandatory at all clinical facility orientations.
- 7. Clinical assignments will be made by the clinical instructor. Students are expected to thoroughly prepare prior to the clinical experience.
- 8. Students are not permitted patient contact, except as assigned by the clinical instructor. This rule applies to students going to the hospital for assignments or for other reasons.
- 9. Students are expected to arrive 15 minutes prior to the assigned start time. Students are required to check in with their instructor on arrival and report to both their assigned nurse and instructor when leaving the floor for any reason. Break (15 minutes) and lunch (30 minutes) times may be designated by the instructor.
- 10. Written objectives for the clinical courses are shared with agency staff. The instructor may confer with the health care agency staff on the progress of each student as necessary. Clinical manuals may be used to communicate student's progress in the program.
- 11. Students are to be well-rested prior to beginning a clinical shift as fatigue can impair a person's ability to learn or can cause mistakes/compromise patient safety. Hence, students who work in a hospital or other 24-hour facility **are not to work a shift 11:00 p.m. to 7:00 a.m.** prior to an assigned clinical. Students deemed to be unsafe will be dismissed from clinical.

- 12. Written evaluations are discussed with and signed by each student at the end of each week's rotation. Clinical evaluations will be conducted at other times as deemed appropriate by the instructor. All Evaluations are kept in the student's file in the IRSC Surgical Services office.
- 13. Students are required to notify instructors of absence from clinical at least 30 minutes before scheduled time of arrival. "No call, no show" is considered grounds for dismissal from the program.
- 14. Make-up work for absences will be assigned at the discretion of the clinical instructor. The cost of the additional instructional time, if required, will be the responsibility of the student.
- 15. Students will not be called from the unit to the telephone unless there is an emergency. Cell phones and devices are not permitted while on duty at the clinical site.
- 16. Students are requested to take as little money, keys, notebooks, purses, wallets, etc., as possible into the agency and to store things at the agency in the designated place.
- 17. In courses that contain a clinical component, students must receive a passing grade in both theory and clinical in order to pass either course.
- 18. Students unable to demonstrate competency in skills assessments in the lab will not be eligible to attend clinical courses, until they have successfully remediated and receive clearance from the Program Director. Students will be responsible for booking time in the lab with an instructor for remediation.
- 19. A student involved in an accident or injury to self or to a patient must notify instructor immediately.

The Program Director must be informed of <u>any</u> incident involving a student ASAP, no later than 24 hours.

20. IRSC students WILL double glove for ALL Surgical procedures that they scrub in on either the first or second scrub role.

The Surgical Services student will scrub for surgical procedures only under the direct supervision of the staff technologist (preceptor). The student may be the primary scrub as long as the staff technologist (preceptor) is in close proximity. The staff technologist must not leave the department when students are the primary scrub. At no time may the surgical technology student be utilized as "staff" to meet staffing standards.

Unsafe and Unprofessional Clinical Practice Defined

UNSAFE CLINICAL PRACTICE shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological or emotional safety of the patient, staff, peers or others. The following are examples, which may serve as regulations for the student's understanding of unsafe clinical practices. Examples are not inclusive.

Physical Safety: Inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentates falls, lacerations, fractures, burns, etc., UNSAFE MEDICATION USE PRACTICES AND COMPETENCIES.

Biological Safety: Fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

Emotional Safety: Threatens patient, makes patient fearful; provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behavior.

UNPROFESSIONAL PRACTICE shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Services program or Indian River State College.

Examples of unprofessional practice include—verbal or non-verbal language, actions or voice inflection which compromise rapport or working relations with patients, family members, staff, physicians, or instructors, contractual agreements or with clinical affiliates, or constitutes violations of legal or ethical standards.

Program Purpose Statement

To prepare entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (hands-on-skills), and affective (behavior) learning domains. Students will demonstrate the knowledge, competencies, and behavior expectations based on the (IRSC) Indian River State College mission, program performance standards, program philosophy and ethics, and the (AST) Association of Surgical Technology's most current Core Curriculum for Surgical Technology through successful passing of all course requirements within the program.

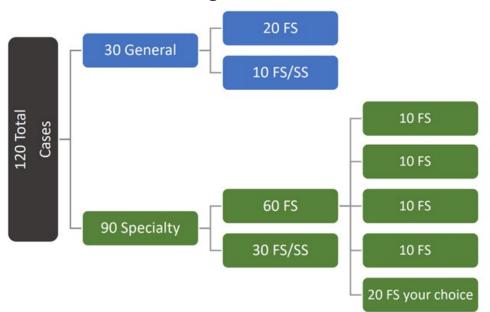
General Education Courses (20 credits): *HSC 2531, MCB 2010, MCB 2010L, and all STS prefix courses require a grade of "C" or higher		Lette Grade		Credits
BSC 2085 – Anatomy & Physiology I	Α	В	С	3
BSC 2085L – Anatomy & Physiology I Lab	Α	В	С	1
BSC 2086 – Anatomy & Physiology II	Α	В	С	3
BSC 2086L Anatomy & Physiology II Lab	Α	В	С	1
MGF 1130 – Mathematical Thinking Or MAC1105, MAC2311, or STA2023	Α	В	С	3
PHI 1010 – Introduction to Philosophy	Α	В	С	3
POS 1041 – American Government	Α	A B C		3
ENC 1101 – English Composition I	Α	В	С	3
Major Field Required Courses (44 credits):	Letter Grade		Э	Credits
· · · · · ·	-		-	
HSC 2531 – Medical Terminology	A	B	<u> </u>	3
PSY 2012 – Introduction to Psychology	A	B	С	3
MCB 2010 – Microbiology for Health Sciences	Α	В	С	3
MCB 2010L – Microbiology Lab for Health Sciences	Α	В	С	1
STS 1302 – Introduction to Surgical Technology	Α	В	С	3
		D	С	3
STS 1340C – Pharmacology and Anesthesia	Α	В		
	A A	В	С	3
STS 1340C – Pharmacology and Anesthesia			C C	3 5
STS 1340C – Pharmacology and Anesthesia STS 1380C – Central Service Fundamentals	Α	В	С	3 5 3
STS 1340C – Pharmacology and Anesthesia STS 1380C – Central Service Fundamentals STS 1947L – Surgical Services Clinical I	A A	B B	C C C C	3 5 3 3
STS 1340C – Pharmacology and Anesthesia STS 1380C – Central Service Fundamentals STS 1947L – Surgical Services Clinical I STS 1177C – Surgical Techniques and Procedures	A A A	B B B	C C C	3 5 3
STS 1340C – Pharmacology and Anesthesia STS 1380C – Central Service Fundamentals STS 1947L – Surgical Services Clinical I STS 1177C – Surgical Techniques and Procedures STS 2323C – Surgical Specialties & Procedures I	A A A A	B B B	C C C C	3 5 3 3
STS 1340C - Pharmacology and AnesthesiaSTS 1380C - Central Service FundamentalsSTS 1947L - Surgical Services Clinical ISTS 1177C - Surgical Techniques and ProceduresSTS 2323C - Surgical Specialties & Procedures ISTS 2324C - Surgical Specialties & Procedures II	A A A A A	B B B B	C C C C C	3 5 3 3 3

Surgical Services Program Curriculum:

Florida Civic Literacy Competency Exam	Pass/Fail
Florida Rule 6A-10.02413, Civic Literacy Competency	1 035/ T ull

Skill Assessment & Competency Profile: Continuous evaluation throughout program to document progression and/or retention. Evaluates theory, skill, and function competencies as they relate to the principles and practice of surgical technology.	The descriptions associated with each of the skill assessments focuses on a level of student performance and evaluation using the provided Skill Assessment Rubric. Students must achieve a score of ≥8 to enter clinical rotations.		<u>Competencies:</u> ✓ Compliant X Needs Review	
Demonstrates professionalism in the clinical and classroom setting. <i>Communication,</i> <i>appearance,</i> <i>organization, and</i> <i>completion of tasks.</i>	 ✓ Instructional Research S ✓ Career & Transfer Servic ✓ APA Research Paper ✓ Community Service Proj 	ce Workshop	PASS/FAIL	
Attendance: Absences <20 hours µ "No call, no show."	PASS/FAIL			
Completes case requirements as defined by the most current Core Curriculum for Surgical Technology. *See below for Clinical Case Requirements				
A Clinical Binder is required to be maintained throughout the program. Documents found within include, but are not limited to: First Case of the Day forms, Case Studies, Preceptor Sheets, and Surgical Procedures Case Log. A final electronic copy of the Surgical Procedures Case Log is to be submitted to the Program Director for approval and successful completion of the final clinical course.				
A student must co	Case Requirements: mplete a minimum of 120 d below in the diagram.	Surgical Specialties include general, obstetrics, gynecology,		
GENERAL	OTHER SURGICAL SPECIALTIES	gynecology, genitourinary, orthopedics, ophthalmic,	PASS/FAIL	
FS/: FS/SS/:		otolaryngology, plastics, peripheral vascular,		
TOTAL	/120	cardiothoracic, neuro, and oral/maxillofacial.		

Surgical Services Program Program Rubric



As defined by role of the student surgical technologist:

First Scrub Role (FS):

To document a case in the First Scrub (FS) role, the student shall perform the following duties during any given surgical procedure with proficiency:

- Verify supplies and equipment
- Set up the sterile field
 - Instruments, Medication, and Supplies
 - Perform required operative counts
 - ✓ AST guidelines and Facility policy
- Pass instruments and supplies
- ✓ Anticipate needs
- Maintain sterile technique
 - ✓ Recognize sterility breaks, Correct sterility breaks, and Document as needed

Second Scrub Role (SS):

The SS role is defined as a student who has not met all the criteria for the FS role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Assistance with diagnostic endoscopy
- Assistance with vaginal delivery
- Cutting suture
- Providing camera assistance
- Retracting
- Sponging
- Suctioning

Observation Role (0)

The O role is defined as a student who has not met criteria for the FS or SS role. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

**Program Director and Clinical Instructors are responsible for the final evaluation of required clinical and surgical rotation case requirements.

Student Name/Signature

Date of Exit Interview

Program Director/Signature

Date of Exit Interview

Counting Cases

Cases may be counted according to surgical specialty as defined in the core curriculum.

1. One pathology is counted as one procedure.

Example: A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.

2. Counting more than one case on the same patient.

Example 1: A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery, and the LeFort I repair is an oral/maxillofacial surgical specialty. **Example 2**: A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

- 3. Diagnostic vs. operative endoscopy cases:
 - a) An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
 - b) An endoscopy classified as a critical procedure is considered an operative case.
 - c) Diagnostic and operative cases will be counted according to specialty.
 - d) Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.
- 4. Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

Documentation

- 1. Case performed
- 2. Role performed
- 3. Performance evaluations
- 4. Verification by program director

*Note: The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.

Grades

- 1. Grading practices and regulations in Surgical Services reflect the high level of competence required for the Certified Surgical Technologist.
- 2. Grading regulations are the same throughout the program.

- 3. A grade of 76% or better is required in all theoretical course components and a satisfactory evaluation in clinical competencies are needed in order to progress to the next sequence of the Surgical Technology curriculum.
- Surgical Services Department Grading System (non-negotiable) the grades will be recorded on the IRSC Transcript. No rounding up or down of grades is done.
 A = 93 100
 - A = 95 100 B = 85 - 92 C = 76 - 84F = 75 and below
- 5. Students with **ANY** absence are subject to a 10% deduction for late assignments or makeup tests.

Tests are announced ahead of time, quizzes may not be announced.

- 6. Clinical grades are determined by competency; based on progressive criteria and evaluations.
- 7. A minimum of one paper to be completed in APA format will be assigned.
- 8. During the progress of any course, a theory grade below 76% requires a conference with the Program Director.
- 9. An unsatisfactory grade in clinical will require a conference with the Program Director and the Dean of Health Sciences and may result in the student's dismissal from the program.
- 10. Failure of any course during the program will result in dismissal from the program.
- 11. A course evaluation sheet must be completed at the end of EACH course before grades will be posted. Evaluation is required before course completion.

Uniform Dress Code

The personal appearance and demeanor of the Surgical Services student at IRSC reflects the College and the Surgical Technology program standards and are indicative of the student's interest and pride in the profession. Students are required to be in uniform for on-campus classes and specific clinical activities. Students must appear neat and professional at all times. Information regarding the regulation uniform worn by the IRSC Surgical Services student will be distributed to students during orientation to the program. Students are responsible for obtaining the proper size uniform before entering the program. Students will not be permitted on hospital units unless they are in correct uniform. Violations of the uniform code will be dealt with on an individual basis. A student may be dismissed from clinical site for inappropriate attire.

- 1. All students must purchase the following:
 - a. 1 pair of duty black, white or gray shoes (no open-toe or open-heel shoes)
 - b. Scrubs: at least 2 sets (per uniform requirements) embroidered with IRSC logo.
 - c. White 3⁄4 mid-thigh length, buttoned lab coat embroidered with IRSC logo.
 - d. Support knee-high socks, or hose (both men and women)-recommended
 - e. Eye Shields/protection-past classroom discussion
 - f. Scrub (warm-up) jacket for cool days or classroom (recommended)
- 2. Students are expected to dress in a professional manner for all classes and any field trips.

- 3. The student will wear their scrubs and scrub jacket for lab and class. The student will wear a lab coat **buttoned**, going to and from the main operating room department at all times.
- 4. Each clinical affiliate facility has its own dress code. Students will comply with the facility dress code requirements.
- 5. Best Practices for O.R. dress code, taught in the program will be followed by the student at all times.
- 6. Caps (head covers) are to be worn by anyone entering the O.R. These caps are discarded after use. **The cap must cover all hair at all times**.
- 7. Non-disposable head covers may be worn, but must be covered by a disposable head cover at all times. Facility policy issues final decision of procedure.
- 8. Masks are worn in any area in which sterile supplies are opened. Masks are changed after each case. Masks are not to hang around the neck. Masks are either on or off.
- 9. The IRSC name badge/student identification card will be worn and be visible at all times when the student is in class or clinical. Hospital name badge, if the facility requires one, must be worn.
- 10. Small pierced earrings are permitted if completely covered by the cap.
- 11. No necklaces are allowed.
- 12. Fingernails: must be short, neat and clean. No polish is to be worn. No artificial nails, of any type, are permitted.

13.

- a. Proper personal hygiene, including mouth care, must be practiced.
- b. Students are to be clean shaven.
- c. Hair is to be neat and clean.
- d. Conservative make-up may be worn.
- e. No colognes or perfumes will be worn. Smoking odors should not be noticeable.
- 14. Scrub suits provided by the hospital for their surgery suite **MUST NOT** be worn out of the hospital.
- 15. School uniform is to be worn to class and clinical sites only. Professionalism dictates that wearing a medical/school uniform in any other establishment is inappropriate.
- 16. At all times (clinical, classroom and lab) clothing must cover all body art. Tattoos that are visible on arms, neck, etc. must be covered at clinical sites when not scrubbed at all times.

"LATEX ADVISORY" - latex based products are used in all health care facilities; IRSC lab is NOT a LATEX FREE LAB.

Supplies

- Textbooks and any required supplies are required on the first day of class.
- Booklist, uniform requirements and supply lists are given out at initial orientation for each new class.

All courses in the Surgical Services program contain blended coursework. This requires the student to have access to a computer and the internet throughout the program.

Attendance

- 1. An accurate record of attendance is kept for class and clinical.
- 2. Students may be required to be in attendance in the classroom and/or clinical setting between 8-9 hours a day on assigned days except during posted holidays and vacations.
- 3. Students must notify the instructor or Surgical Services Program Director prior to absence from class or clinical. Students must notify the instructor and the healthcare facility of intended absence prior to clinical. A **"NO CALL, NO SHOW"** will result in probation and may be grounds for failure or dismissal from the program.
- 4. Absence of more than three (3) successive days due to illness will require a Doctor's approval to return to class.
- 5. Absences due to mandated court appearance, college mandated meetings or death in the immediate family will be excused up to a 3-day limit with prior notification of faculty and verification of reason for absence.

Absences will be reviewed on an individual basis with proper documentation by the Program Director.

- 6. Permission to make-up absences must be discussed with the instructor. It is the student's responsibility to arrange for make-up time. All absences from clinical in specialty areas (e.g., neuro, ortho) must be made up, in that specialty. Make-up time will be arranged by the faculty for the student on a space available basis. The cost of the additional instructor, if required, will be the responsibility of the student.
- 7. All class absence make-ups must be approved by the classroom instructor. <u>Make-up of absences must be completed within each course.</u>
- 8. All school work (information and assignments) missed will be the responsibility of the individual student.
- 9. Tardiness in excess of <u>ten minutes</u> will be considered as <u>absent time</u>. First tardy, warning; 2nd tardy, probation; continued tardiness will result in dismissal from the program.
- 10. Leaving class early will be classified as absent time in the same manner as tardiness.
- 11. Excessive absences may be grounds for dismissal from the program. Individuals will be evaluated on their grades, clinical performance, attitude, reasons for absence as well as the total number of absent hours. The instructor will require a counseling session for any student absences.

Student Conferences

Due to the varied demands of the Surgical Services department, the program requires considerable communication between the instructors and the students. Feedback comes in the form of grades, academic competency exams, clinical performance preceptor evaluations, and student conferences. There will be a weekly clinical conference in which the student and instructor will discuss the previous week's clinical performance. Students who are having difficulties in the clinical setting may be required to meet with the clinical instructor more often. Individual conference may be required for the student experiencing academic, attendance, or contact difficulties.

- 1. Students must adhere to the concept of confidentiality regarding all tests/examinations. Information about the nature of or items on any exam may not be shared with other individuals.
- 2. Cheating or plagiarism is not permitted. Anyone found doing so will result in failure, removal from the program and ineligible for re-entry.
- 3. Students making poor progress in a course or who have irregular attendance will be given written notice of unsatisfactory progress and will be required to meet with the Program Director.
- 4. Students who fail to meet the course objectives due to absences or poor academic performance will be required to withdraw.
- 5. Students may withdraw from any course and have a "W" recorded for that course provided certain conditions are met: the withdrawal must occur before the deadline noted in the College Calendar and the withdrawal must be officially completed through the Educational Services Division. Students who simply do not attend class and who do not officially withdraw from the course will receive a failing grade.
- 6. Access on Indian River State College computer equipment of materials of a sexual or ethnically derogatory nature is a violation of the College policy on harassment, which assures a positive learning environment. Violation may result in disciplinary action or dismissal.

Student Files

- 1. Confidentiality of each student's record is a must. (FERPA)
- 2. Students do not have the right to examine other student's information.
- 3. Family members will not be allowed access to the student's files.
- 4. Students must sign a release to have file items released or have other persons present at conferences.

Health Requirements

Students must be able to perform all skills and competencies required to complete the Surgical Technology core curriculum.

1. Good physical and mental health is required for safe patient care by clinical facilities; therefore, all Surgical Services students must provide assurance that they are in good physical and mental health upon entrance into the program.

2. The assurance shall be from a licensed physician or A.R.N.P. who conducts a physical examination and reports his/her findings on the Student Health Record. The physical exam is valid for one calendar year and must be valid for entire length of program. Falsification of any document would be grounds for dismissal from the program. Physical and TB are required to be updated every year and must not expire within the semester they are registering for.

(The required physical form will be provided.)

- 3. Upon entrance to the Surgical Services Program, students must have records on file verifying: (**Required Forms Will Be Provided**.)
 - a. Evidence of a negative tuberculin test
 - b. Documentation of two MMR immunization or of a MMR titer greater than 1:8
 - c. Documentation of or signed declination for Hepatitis B vaccine
 - d. Documentation of Varicella status: positive varicella titer or 2 doses of the varicella vaccine
 - e. Documentation of negative TB result and Tetanus immunization within past 8 years
 - f. Documentation of a Flu vaccine prior to the start of clinical rotations
 - g. Documentation of medications/drugs taken, dosage and route
 - h. Recommendations for unlimited physical activity
 - i. Evidence of negative drug screen
- 4. The medical examination tests and immunizations will be conducted at the student's expense.
- 5. Changes in criminal history, medical condition and/or drug regimen should be promptly reported in writing to the Health Science Department, failure to do so may result in dismissal from the program.
- 6. CPR will be completed at student's expense prior to the start of the program.
- 7. The IRSC Surgical Services Department recognizes that a student who is not physically or mentally well can pose a threat to patient safety and/or the functioning of the health care team.
 - a. Students who have a change in health status while enrolled in the program will be expected to complete the Change in Health Status form and give to the instructor and/or the Program Director.
 - b. Any student who exhibits symptoms of illness, which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the class or clinical area and will be referred to their private physician. IRSC regulations will be followed as outlined in the Substance Use/Abuse Guideline, included in this handbook.

Health Insurance

All students admitted into the program must have continuous healthcare insurance. Proof of insurance will be required at the time of acceptance. You can obtain health insurance as a student through the College. Details will be presented at orientation.

Drug Screening

Refer to the IRSC website at www.irsc.edu. Click Programs and then Health Science Meta Major. Choose Surgical Services and then, select Background Check and Drug Screening Requirements.

Criminal Background Checks

Refer to the IRSC website at www.irsc.edu. Click Programs and then Health Science Meta Major. Choose Surgical Services and then, select Background Check and Drug Screening Requirements.

Health/Medical Record

A completed medical health form must also be submitted and approved by the Program Director. This health record will contain results from a physical examination and laboratory tests including immunization records.

Student Drug Screen, Background Check and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet requirements of outside employers. Any changes to these records must be reported to the Program Director immediately.

Students need to arrange travel and other commitments to arrive at class or clinical assignments on time. Students should be prepared to travel to any of the assigned clinical education sites.

Graduation

In order to obtain the certificate of completion, the student must meet the following requirements:

- Successfully complete program requirements.

Upon completing the specified requirements, the student will be awarded an Associate of Science in Surgical Services.

IRSC is an approved testing site for the CST exam. The exam is given at the end of the program. Participation is mandatory.

The College provides a commencement ceremony to recognize the graduates' completion of the Surgical Services program. Students will be notified of the date, time and place when it is set by the College. Attendance is mandatory.

Advisory Committee

The Surgical Services Advisory Committee assists the Program Director in maintaining a program of continuing development. The Committee also assists with the coordination of effective clinical relationships with staff and other allied health educational programs of study. The committee works to develop understanding and support of practicing physicians and nurses, reviews curriculum and assist with program evaluation. The committee reviews, evaluates and recommends surgical technology student policies, procedures and regulations.

COLLEGE RESOURCES AND GENERAL INFORMATION

Student Accessibility Services

Indian River State College strives to provide all possible forms of assistance to students with disabilities. Self-identified students with documented disabilities may wish to visit the Student Accessibility Services office located in Advising on the Main Campus.

Hurricanes/Disasters

As hurricanes are a possibility in our area, students are advised to monitor the IRSC radio station, WQCS, 88.9FM or the IRSC website www.irsc.edu for status reports regarding Indian River State College closing and opening. If the College is closed, some classes may have to be rescheduled and/or additional days may be added.

All students are advised that they must prepare themselves and their families in advance of any storm. Hurricanes can involve an extended time period without electricity and without access to phone communication. Preparation includes: water and non-perishable food for at least three days; battery-operated flashlights, lanterns, and radio plus additional batteries; full tank of gasoline; and sufficient cash. Additional information is available in area newspapers during hurricane season.

Students in the Surgical Technology program will not report to class or clinicals if the college is closed for any emergency.

Student Activities

Surgical Technology students are encouraged to participate in ongoing activities. A list of college activities is located in the College Student Handbook/Planner available online.

*At least one community service class project will be required in the program for a minimum of 8 hours per student.

Financial Aid

Various loans are available through the IRSC financial aid office. Students are advised to check with that office for a more complete listing and for deadline dates.

Scholarships

Students can apply for scholarships via their MyPioneerPortal.

Emerging Leaders Program.

Appendix A

Forms

Indian River State College

Surgical Technology Department

READMISSION/TRANSFER REQUEST FORM

Be advised that readmission/transfer into the Surgical Technology program is based on the attached regulation and is based on <u>space availability</u>. It is the student's responsibility to complete this form and submit it to the Surgical Technology Program Director. Students will be notified of their status when the request is reviewed and space available is determined.

Readmission & Transfer students, complete the following				
Student's Name Student ID#				
Permanent Address				
Home Phone Cell Phone				
IRSC Email				
Transfer students ONLY, complete the following Present/Previous Surgical Technology School				
Dean/Director of Nursing				
Address				
Phone #: Email:				
Date first enrolled in Surgical Technology program				
Date last enrolled in Surgical Technology program				
Reason for Leaving: Withdrawal Failure				
Requesting Transfer into: Surgical Technology Course Semester				
Comments:				
Student Signature:				
Date:				

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INDIAN RIVER STATE COLLEGE SURGICAL SERVICES MIDTERM & SEMESTER SUMMARY REPORT

Student	Semeste	r
	Midterm	٥
Date	Final	

The report represents the faculty's general evaluation of your performance for the indicated semester. It is a descriptive evaluation intended to help you identify your progress, strengths, and areas of needed improvement. You are to keep one copy of the evaluation and sign and return the other.

Classroom	n Performance for o	course		
🗖 A	🗖 B	□ C	Unacceptable	
Strengths:	:			
			improvement:	

Program Director

Student

INDIAN RIVER STATE COLLEGE SURGICAL SERVICES Student Conference

Name of Student	Date
	Reason for Conference
Length of Conference	Date of Previous Conference
Topics Discussed:	
Recommended Actions/Decisions:	
Follow-up Appointment With:	Date
Instructor's Signature:	Date
-	Date

Original goes to Student File in Director's Office. Copy: Student

INDIAN RIVER STATE COLLEGE SURGICAL SERVICES PROGRAM PROBATION FORM

Student	Date
Reasons for probationary status:	
Probation begins	
Probation ends	
Conditions of probation:	
No further absences	
No failing grades on tests	
Demonstration of attitudinal change	
Other	
Program Director Surgical Technology	Faculty Member

Student

Original goes to student file in Director's Office. Copy: Student

Indian River State College Surgical Services Program

Change in Health Status

Student's Name

Student ID

This above-mentioned student is presently enrolled in the Surgical Services program at Indian River State College. The role of the Surgical Technologist in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1)	Diagnosis
(2)	Date of Onset
(3)	Present Health Status
(4)	Do you recommend him/her continuation in the enrolled program? YesNo
(5)	Recommended date Clinical Education may resume:
(6)	Recommended date for continuation of didactic lectures with co-requisite laboratories:
(7)	Do you recommend any limitation to regular duties?YesNo If yes, please explain.

Physician's Signature

Date