



**Indian River
State College**

Surgical Technology Student Handbook

3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

IRSC is an EA/EO educational institution.

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Program Location

Massey Campus

Brenda & Vernon Smith Center for Medical Education Office: Room
217, 216, and 215

Classroom/Lab: Room 126/223/209
772-462-7054

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Surgical Technology Program Student Handbook Acknowledgement Form

I acknowledge that I have received my personal copy of the Surgical Technology Program Student Handbook. I have read and understand its contents and agree to abide by all regulations as outlined.

Release of Records

I authorize the release of my education, health, and background records to professional healthcare agencies and other organizations designated by Indian River State College that have a legitimate interest in my student records.

Financial Aid Information

I consent to the release of information regarding my attendance and academic performance for financial aid purposes.

Program Participation Requirements

I understand that I may not participate in the Surgical Technology Program until I have created a Complio account and achieve compliant status. Items for compliance include Health Science Physical and Immunization form, FDLE background check report, and drug screening report.

I also understand that I must be compliant for the entire length of the program. Failure to acknowledge expiration notifications from Complio (American Data Bank) will result in immediate removal from clinical assignment and/or dismissal from the program.

Clinical Orientation

I understand that attendance at clinical facility orientation is mandatory. Absence for any reason will result in withdrawal from the course.

Patient Confidentiality

I understand that information disclosed to me for the patient's privacy is protected by state and federal law. These laws prohibit me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

Program Completion Requirements

I understand I must successfully complete all program requirements to receive an Associate of Science in Surgical Services. I affirm it is my responsibility to communicate regularly with my advisor to review my academic progress report (APR).

National CST Exam

I acknowledge that participation in Certified Surgical Technologist (CST) exam, administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), is mandatory upon completion of the Surgical Technology Program at Indian River State College.

Post-Graduation Follow-Up

I give Indian River State College permission to contact my employer after graduation and share my personal information for the purpose of collecting post-graduate data for institutional research and reporting.

Student Name _____

Signature _____

Date _____

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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 valuable. 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 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: 9/3/2025.

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
772-462-7101

ACCREDITATION

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

Commission on Accreditation of Allied Health Education Programs
9355 113th Street N., #7709, Seminole, FL. 33775 • Phone 727-210-2350

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
19751 East Mainstreet, Suite #339, Parker, CO 80138 • Phone 303-694-9262

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

(This list has been updated as of 2/2025.)

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Part I – Description of the Profession and Statement of Program Philosophy

Section 1.01 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 technologists 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.

Section 1.02 Statement of Program Philosophy

The Surgical Services Program supports the mission of Indian River State College by preparing the student to function effectively as members of the surgical team. The Program is committed to providing innovative educational opportunities in both the classroom and clinical environments to promote student engagement and success.

Surgical technologists are vital members of the surgical team, and their education must integrate cognitive knowledge, psychomotor skills, and professional behavior. Our program emphasizes patient safety, sterile technique, and collaboration within the perioperative environment to optimize the provision of quality patient care.

Part II – Statement of Purpose and Program Learning Outcomes

Section 2.01 Surgical Technology 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. Students will demonstrate knowledge, skills, and behavior expectations based on the Indian River State College mission, program philosophy, program performance standards, professional code of ethics and conduct, and the Association of Surgical Technology (AST) most current Core Curriculum for Surgical Technology through the successful passing of all course requirements within the program.

Section 2.02 Program Learning Outcomes

Program Learning Outcomes

The graduate will:

1. Demonstrate the ability to comprehend and adhere to the principles of asepsis and the practice of sterile technique.
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 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 Practice as established by the (AST) Association of Surgical Technologist and supported by evidence-based practices for the operating room.

Part III - Regulations & Procedures for Surgical Technology Program

Section 3.01 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 the program, each student inherently agrees to accept the responsibility and trust granted to the Surgical Technology profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to comply may result in disciplinary action which may include dismissal from the program.

The Association of Surgical Technologists (AST) Code of Ethics

Section 3.02 Statement of 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*. These attributes are crucial to the surgical technology profession and students will be required to exhibit the ability to recognize and correct breaks in sterile technique, whether committed alone or in the presence of others.

Should a break in sterile technique occur, students are expected to communicate and initiate corrective action. The safety and well-being of the patient is the priority and any lapse in sterile technique may put the patient at risk for surgical site infection (SSI) that could potentially lead to death. While in the program, students who hesitate or refuse to accept a break in sterile technique may face disciplinary action which may include dismissal from the program.

Section 3.03 Statement of Professionalism

As a representative of the Health Science Division, Surgical Technology students are expected to consistently demonstrate qualities of professionalism both on campus and in the clinical setting. Students are expected to conduct themselves in a professional manner at all times. These qualities include professional appearance, honesty, respect for others, accountability, trustworthiness, empathy, integrity, critical thinking, adaptability, teamwork, and effective communication. Patient advocacy should be a primary focus of the student surgical technologist. Failure to comply may result in disciplinary action which may include dismissal from the program.

Section 3.04 Statement of Dress Code and Professional Standards

Students in the Surgical Technology Program are expected to maintain a professional appearance and demeanor at all times while participating in classroom, lab, and clinical activities. Wearing the required uniform is mandatory during all program-related activities, and students may be denied entry to class or clinical sites if not properly attired. Uniforms must be clean, well-maintained, and appropriately fitted. Any time the uniform is worn in public view—whether on campus, during travel to and from class, or on breaks—students are representing the program, the Health Sciences Division, and Indian River State College, and are therefore held to the highest standards of conduct and appearance.

Uniforms should not be worn at offsite locations unrelated to the program, except when traveling to or from class or during lunch breaks for full-day courses, unless prior approval is granted by the Program Director. Under no circumstances may the uniform be worn in environments where alcohol is being consumed, including restaurants. Additionally, smoking or the use of tobacco products—including smokeless tobacco and electronic nicotine delivery devices—is strictly prohibited while in uniform, regardless of location. This aligns with the non-smoking policies of IRSC and all affiliated clinical sites.

Personal hygiene is essential. Students must arrive freshly bathed, with clean teeth and the use of deodorant. Hair must be clean, neatly styled, and secured away from the face and neck. Unnatural hair colors are not permitted. Facial hair is not allowed; students are expected to be clean-shaven for all program components. Makeup should be conservative, and the use of strong fragrances such as perfume, cologne, or aftershave should be avoided due to sensitivities and allergies.

Fingernails must be clean, trimmed to no more than half an inch beyond the fingertip, and free of polish or artificial enhancements. False eyelashes are not permitted. Appropriate undergarments and hosiery must be worn at all times and should not be visible through the uniform. Uniforms that are faded, torn, soiled, or ill-fitting must be replaced, and students may be dismissed from class or clinical for failing to meet these standards.

Jewelry is restricted to one pair of small post earrings worn in the earlobes. All other visible piercings, gauges, rings (including wedding bands), bracelets, and watches are prohibited during program activities to ensure safety and compliance with surgical standards. The program is not responsible for any jewelry that must be removed for lab or clinical participation. Tattoos and body art must be fully covered at all times. Students with visible tattoos on the arms must wear long-sleeve uniform options. Tattoos that cannot be covered may prevent participation in program activities.

Students must wear the required uniform surgeon cap and bouffant while indoors. Religious head coverings may be permitted on a case-by-case basis, provided they do not compromise safety. Sunglasses, unless they are prescription photo-reactive lenses, are not to be worn indoors.

The dress code is outlined in all course syllabi, and compliance is mandatory. Failure to adhere to these professional standards may result in dismissal from class, lab, clinical assignments, or the program.

Section 3.05 Statement of Conduct

The District Board of Trustees (Board), faculty, and staff of the College are determined that the campus be a place of learning, safety, shared responsibility, and harmony. The College reserves the right to remove any person who acts to impair or prevent the accomplishments of any of the College's lawful missions, processes, or activities. The faculty, staff, and students including distance learners have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College.

The Student Code of Conduct is intended to preserve the academic integrity and safety, health, welfare, and well-being of the College community and its visitors, while creating learning opportunities and interventions which foster, promote and support the ethical and moral development of all College students.

To this end, the College is committed to a community of learners through rational inquiry and cooperative resolution of controversial issues. To achieve and support the educational mission and goals of the College, in a safe environment where all students have the same opportunity to succeed academically, the College shall establish regulations that set forth minimum standards for student behavior through the Student Code of Conduct.

As a postsecondary institution of higher education, the College encourages students to rise above the minimum standards and work to build a community of learners where all members of the college community show respect for the views of others and to accept responsibility for their own actions. Individuals and groups have the right to the freedom of expression, but they must at all times respect the rights of others. The violation of Board policies, rules, and regulations is counterproductive to building a learning community. Hence, the College will act immediately to protect the life and property of the College, while maintaining and balancing the rights of students and the College community. The right of every student to learn will be protected by implementing the Student Code of Conduct. Every student who accepts enrollment assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct.

Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at College-sponsored functions or facilities are subject to disciplinary action. If an enrolled student is formally charged with a violation of Federal, State, or local law, or with a delinquent act which would be a felony by a prosecuting attorney for an incident, or for conduct which may have an adverse impact on the educational program, discipline or welfare of the College, whether on or off campus, the College has the right to take disciplinary action in accordance with the procedures governing student conduct.

Each student shall assume responsibility for familiarity with College policies and agree to the highest moral and ethical standards of conduct including, but not limited to the following:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College documents, records, or identification.
3. Obstruction or disruption of teaching, research, administration of disciplinary procedures, or other College activities, including its public service functions, or conduct which threatens or endangers the health or safety of any such persons.

4. Theft or damage to property of the College or of a member of the College community or campus visitor.
5. Unauthorized entry to or use of College facilities or clinical site assignment.
6. Violation of College policies or of campus regulations including campus regulations concerning the registration of student organizations; the use of College facilities; or the time, place, and manner of public expressions.
7. Consumption, use, possession, distribution or involvement with alcohol, illegal drugs or substances, (e.g., heroin, cocaine, LSD, barbiturates, hallucinogenics, narcotics, marijuana) or presence when/where these substances are being used or consumed.
8. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College-owned property or at College-supervised functions or coursework.
9. Failure to comply with directions of College officials acting in the performance of their duties.
10. Conduct which adversely affects the student's suitability as a member of the academic community. Students who aid others in disciplinary infractions are also subject to disciplinary action.
11. Acts of sexual assault/battery (rape) or other forms of sexual misconduct, including harassment, exploitation, intimidation, or coercion.
12. Inappropriate use or divulgence of student technology credentials (usernames and passwords) is strictly prohibited. To gain access to IRSC's network, systems and data, authorized users are given credentials (ID and passwords). It is expected that students will follow these password requirements:
 - Students are accountable for all activities associated with their user IDs and passwords (credentials).
 - Students must keep their passwords secure and confidential. Sharing credentials is prohibited.
 - Students are prohibited from attempting to circumvent authentication and/or security of any computer, host, network, or application account.

Section 3.06 Plagiarism Regulation

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Manual 5000 Student Standards of Conduct – Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Surgical Technology students are expected to familiarize themselves with the Plagiarism Guide provided by the IRSC Library.

Section 3.07 Email/Contact Information Regulation

All students are required to activate and maintain a College RiverMail email account. Emails are to be professionally written with appropriate grammar, punctuation, correct spelling and a signature. The student is required to notify the Program Director and the College of any change in contact information. Students must check their RiverMail regularly. The College uses RiverMail for all official communication.

Section 3.08 Use of Electronics Regulation

Personal cell phone calls or responses to pagers may only be taken while on break from class, labs or clinical unit. Students using cell phones for personal calls of any type or for taking pictures in the classroom, healthcare laboratory or the clinical unit (unless sanctioned by the Program Director) will face disciplinary action which may include permanent dismissal.

Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the agency and clinical instructor (if applicable). Students may be asked to turn off any electronic device or may be prohibited from using an electronic device at the discretion of the facility personnel or clinical instructor while in the clinical setting. Under no circumstances are audio/visual recording devices or cameras to be used in the healthcare setting.

All cell phones, PDAs and any other technical equipment, except for laptop computers, are to be silenced or turned off and kept in a purse or bag under the student's desk. Audio recording devices may be used in the classrooms with the consent of the instructor.

Serious deficiencies may include, but are not limited to, any act or failure to act which results in the following:

- Harm, danger or threat to a patient, student, faculty member, staff member (college or professional practice experience) or any other person
- Damage to or theft of college, clinical or personal property. This includes the removal of documentation containing patient identifying data elements.
- Any act of academic dishonesty including cheating, plagiarism, falsification of clinical or hospital records which the student either commits, solicits or assists another to commit
- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

Section 3.09 Confidentiality Statement

The College is committed to protecting the privacy and access rights of students with respect to their education records in accordance with Federal law (20 U.S.C. § 1232g; 34 CFR part 99, the Family Educational Rights and Privacy Act; F.S. 1002.225, Education records of students in public postsecondary educational institutions; and F. S. 1006.52, Education records and applicant records; public records exemption). The College shall establish institutional procedures that oversee the safeguarding of student records in accordance with these laws. All College employees, including student workers, shall respect the rights of students and maintain confidentiality of educational records.

1. Confidentiality of each student's record is a priority and maintained by the Health Science Division and Program Director.
2. Students do not have the right to examine other students' information.
3. Family members will not be allowed access to the students' files.
4. Students must sign a release to have file items released or have other people present at conferences.

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science program activities, including: information related to the past, present or future physical and/or mental health or condition of an individual and information in ANY medium—whether spoken, written or electronically stored—including documents, videos, photographs and x-rays. Students are expected to treat all patient information confidentially, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality healthcare. A violation of these federal regulations can result in discipline, loss of health science student status, fines or imprisonment. If a disclosure of PHI is made willfully and with intent for personal gain, the penalty can be as high as a \$250,000 fine and 10-year imprisonment.

Students will not discuss any patient, hospital, or staff information outside the confines of the classroom, clinical or debrief area and/or without the direction and guidance of the respective program faculty, staff, Clinical Coordinator, or Program Director. If at any time a student has a concern regarding an occurrence in the clinical setting, the student is to discuss the concerns with the clinical instructor or supervisor, Clinical Coordinator, or the Program Director. Failure to comply with confidentiality policy will result in dismissal from the program and possible legal proceedings.

Section 3.10 Statement of Grading

Academic standards are those measures by which the faculty of the program determines a student's quality of performance. They are composed of guidelines for advancement in the program as well as the regulations for grading, probation/requested withdrawal and dismissal.

Section 3.11 Grading Regulation

The course grading scale is as follows:

A = 93 - 100

B = 85 - 92

C = 76 - 84

F = 75 and below

Students must achieve a minimum of "C" for the final grade in all STS core courses that are required for completion of the program. Grades are not rounded in any circumstance. A student must achieve a minimal performance standard of all required skills and competencies at each level of the program to be placed for clinical experience and progress to the next level of academia.

Section 3.12 Retention and Progression Regulation

Retention of students is a priority for the Surgical Technology faculty. The commitment to retention is reflected by maintaining an open-door policy to promote a culture of communication and transparency within the program. Students are encouraged to approach faculty and staff with any concerns, suggestions, or feedback. Student progress is monitored to ensure efforts to counsel are attempted before withdrawal is considered.

In the event a conference is needed, a student conference form is completed, recommendations for improvement are discussed, and a plan of action is created with target dates for follow-up and/or completion.

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. Students should strive to identify any areas of opportunity or deficiency to ensure progression and retention in the program.

Requirements for Progression

The Surgical Technology program is cohort-based, meaning that students progress through the structured curriculum together, with a defined start and end date. Due to the scaffolding 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 for students to become proficient in the required knowledge and skills taught in each Surgical Technology course (determined by a minimum grade of “C” or better.) If a student is unsuccessful in an attempt of a course, the student will not be eligible to progress and will be dismissed from the program. STS courses do not allow for second attempts within an academic year, and the student will be required to reapply to the program.

Section 3.13 Probation Regulation

The Program Director will counsel and place a student on probation for any of the following reasons including, but not limited to:

1. Failure to follow College, Health Science, or Surgical Technology program regulations
2. Unprofessional conduct in classroom and/or healthcare agency.
3. Incivility to faculty, peers and/or others.
4. Unsatisfactory or marginal performance
5. Inability to function adequately with members of a healthcare team in the classroom or clinical environment.

The student cannot register for STS 2930 Surgical Services Seminar if they are currently on probation unless approved by the Program Director. Repeat episodes and/or frequent infractions of any or all the examples will result in dismissal from the program.

(Student Conference form see appendix)

Section 3.14 Readmission/Transfer and Dismissal Regulation

Readmission/Transfer to the Surgical Technology program is at the discretion of the Program Director and requires the steps outlined in this policy to be executed completely and accurately. Students will be notified of their status once the request has been reviewed and maximum enrollment capacity (MEC) status of program evaluated.

Transfer students are also required to complete a program application and include previous transcripts for evaluation. **Send official transcripts to Indian River State College via FASTER or other electronic delivery services like Parchment or the National Student Clearinghouse.** Transfer students will need to provide a letter from the Director/Dean at their current program indicating they are in good standing and are eligible to continue at the current school. Letters must be submitted by 90 days preceding the academic year in which transfer is requested.

Readmission/Transfer requests are reviewed on an individual basis and based on the following:

1. Students who have failed a STS course (at College or another institution) due to a medical error, patient safety, or unprofessional behavior are not eligible for readmission or transfer into the Surgical Technology program.
2. Students ***requesting readmission*** or students ***requesting transfer*** due to personal/health reasons, see steps to successfully submit request below:
 - a. Submit letter of request for readmission/transfer to the Program Director.
 - b. Complete Readmission/Transfer Request form (see appendix).
 - Student must meet all program admission criteria.
 - Include any documentation of any required remediation plan or coursework

- Documentation of GPA above 2.5 (overall cumulative).
- Completion of all course prerequisites, with “C” or better.
- Clearance through Financial Aid Office.
- e. Completion and/or maintenance of clinical compliance requirements in Complio: annual physical, current CPR card, FDLE background check, urine drug screen, updated history and physical. (Must be repeated if student is out of the program longer than six months. Contact Health Science Admissions Coordinator to verify status).
- f. Demonstration of required skills and competencies from completed Surgical Technology coursework (see Skill Checkoff Review in appendix).

A student that has been approved for readmission/transfer into the Surgical Technology program must demonstrate retention of required skills and competencies and complete a didactic retention assessment.

Please note:

1. Any student who has not taken Surgical Technology (STS) courses within the last year or who is unable to complete the total program within one academic year must re-apply to the program as a new student.
2. Courses eligible for transfer credit in the program must have a minimum grade of “C”, have been completed within the past two years and contain the same information as the parallel course at Indian River State College.
3. Students may request a grade of “Incomplete” if more than 75% of the course has been completed and an approved hardship is documented with the Program Director. An “I” grade means incomplete work. The student must speak with the instructor immediately and create a plan to complete the course within one calendar year from the time the “I” was earned. Otherwise, the “I” will convert to an “F”. Incomplete grades are given on an individual basis at the discretion of the Program Director.

(Readmission/Transfer form see Appendix)

Section 3.15 Classroom and Clinical Regulation

The Surgical Technology Program upholds high standards of professionalism, safety, and accountability. All students are expected to adhere to the following guidelines in classroom, lab, and clinical settings.

Attendance & Punctuality

Regular and prompt attendance is a fundamental expectation of all students enrolled in the program. Participation in all scheduled classes, labs, and clinical experiences is essential to ensure the development of professional behaviors and competencies. In alignment with our program’s motto—“Early is on time, on time is late, and late is unacceptable”—students are expected to arrive prepared and on time for every session.

Attendance is closely monitored and documented through the Surgical Counts system. Any instance of a no call, no show for class or clinical will result in immediate dismissal from the program, as this behavior is considered unprofessional and disruptive to the learning environment.

Students must notify the Program Director at least one hour prior to any absence by email. In the event of illness lasting more than three consecutive days, a doctor's note is required before the student may return to class. Absences due to mandated court appearances, college-sanctioned meetings, or a death in the immediate family may be excused for up to three days, provided prior approval is obtained from the Program Director.

All absences will be reviewed on an individual basis. Proper documentation must be submitted to support the request for an excused absence. Excessive absences, regardless of reason, may be grounds for dismissal from the program.

Students are responsible for all missed coursework, including assignments and instructional content. For excused absences, students may request lab time to review missed material by coordinating with the Program Director. Clinical absences must be rescheduled at the discretion of the Clinical Coordinator and Program Director. If rescheduling requires the hiring of an additional instructor, the student will be responsible for the associated cost.

Punctuality is a critical component of professional behavior. Tardiness exceeding 15 minutes will be recorded as an absence. The following progressive disciplinary actions will apply:

- First tardy – Verbal or written warning
- Second tardy – Placement on probation
- Habitual tardiness – Grounds for dismissal from the program

Note: leaving class early will be classified as absent time and regulated under the same guidelines as tardiness.

General Conduct and Environment

Only students officially enrolled in the program are permitted in classrooms, labs, and clinical areas. Children are not allowed in any instructional or clinical setting under any circumstances. Students are responsible for maintaining a clean and organized environment and are expected to participate in cleanup activities at the end of each session. Smoking is strictly prohibited on all Indian River State College (IRSC) campuses and affiliated hospital properties.

Technology Use and Communication

To minimize disruptions, cell phones must be silenced and may only be used during scheduled breaks for emergency purposes. Unauthorized use of mobile devices during class or clinical hours will result in progressive disciplinary action, beginning with a warning, followed by probation, and potentially leading to dismissal from the program. In clinical settings, cell phone use is strictly forbidden, and any violation will result in immediate dismissal. Audio recording of lectures is permitted only with prior instructor approval. Students are also expected to check the communication boards in the Surgical Technology lab regularly for important updates and announcements.

Professional Responsibility

Students must inform family, friends, and caregivers of their schedules to ensure they can be reached appropriately in case of emergencies. Adherence to the program's dress code is mandatory; inappropriate attire will result in counseling and may lead to further disciplinary action.

Open Lab Participation

Open Lab hours are posted each semester, and students must complete the required number of hours to remain eligible for final exams. Attendance is tracked through the Surgical Counts system, and students must clock in and out for each session. Skills reviews with peers or instructors can be scheduled using the designated forms available in Canvas.

Clinical Conduct and Expectations

Clinical rotations are an essential component of the Surgical Technology Program, offering students hands-on experience in real healthcare environments. Clinical site placements are assigned by the Program Director, with consideration for student convenience when possible. Attendance at all clinical orientations and tours is mandatory.

Students must arrive at clinical sites 15 minutes early, check in with their instructor, and report when leaving the floor. They are expected to be well-rested and may not work overnight shifts prior to clinical assignments. Fatigue or unsafe behavior will result in removal from the clinical site and require a conference with the Program Director before returning. Students must demonstrate professionalism at all times and adhere to all institutional policies, including strict compliance with HIPAA regulations. Access to patient records is limited to assigned cases, and sharing or photocopying information is strictly prohibited.

To be eligible for clinical placement, students must maintain compliance through their Complio account. Failure to respond to compliance notifications may result in dismissal. Students must also successfully complete all lab skill and competency assessments. If a student is unsuccessful on the first attempt, they are responsible for scheduling a remediation session outside of class hours before clinical approval is granted.

During clinical assignments, students may only engage in direct patient care as appropriate to their stage in the program and must always be supervised by a preceptor during surgical procedures. Double gloving is mandatory for all surgical cases. Students are not to be used to supplement facility staffing needs, and personal belongings must be minimized and stored in designated areas.

Clinical Documentation and Evaluation

Students are required to submit weekly clinical journal entries in accordance with the course rubric. All documentation must be maintained in the Clinical Binder, which is shared with clinical site leadership and preceptors to maintain communication and transparency regarding all learning domains of the individual student.

Methods of evaluation include, but not limited to:

1. A preceptor evaluation form must be completed for each surgical procedure the student contributes to in either the nonsterile or sterile role of the surgical technologist (o-observation; FS-first scrub; or SS-second scrub).
2. A weekly clinical evaluation for each student will be completed by the clinical instructor at each clinical site and requires feedback from the student.
3. A Midterm clinical evaluation for each student will be completed by the clinical instructor at the 4–5-week mark of each clinical course.
4. A Final clinical evaluation for each student will be completed by the clinical instructor during the final week of each clinical course.

Section 3.16 Post Exposure Protocol

If an individual, employee, or student, experiences a needle stick or sharps injury, or is exposed to the blood or other body fluid of a patient during the course of class, laboratory, or clinical coursework, the individual must immediately follow these steps.

1. Notify the appropriate instructor or supervisor immediately.
2. Complete a FCSRMC Accident-Incident Report form and an AG Student Accident Claim Form. The clinical instructor has access to each of the forms and can assist with this process.
3. The original FCSRMC Accident-Incident Report form and an AG Student Accident Claim Form should be forwarded to the IRSC Office of Facilities-Risk Management. Copies should be made for the student and Program Director.
4. Obtain emergency treatment at the hospital, clinical site, or designated site as soon as possible.
5. The student's personal healthcare insurance will be billed as primary payment for the care received. The student accident coverage provided by the College may provide secondary payment. Secondary payment is not guaranteed. All bills must be submitted to the IRSC Office of Facilities-Risk Management Office for payment consideration.
 - Further treatment, which may include, but is not limited to: HIV/HBV/HCV screening and possible post-exposure prophylaxis, will be determined by the healthcare provider.
 - The exposed person may opt to see their own healthcare provider for treatment.
 - In the event of exposure to infectious body fluids occurring during clinical practicum, the source person and exposed individual will be requested to submit to baseline testing for HBV, HIV, PPD and RPR as appropriate.

(FCSRMC Accident-Incident Report form and AG Student Accident Claim form see Appendix)

Section 3.17 Unsafe or Unprofessional Clinical Practice Policy

Students enrolled in the Surgical Technology program are expected to uphold the highest standards of safety, professionalism, and ethical conduct in all clinical settings. Clinical practice is a critical component of the curriculum, and any behavior that compromises patient safety, violates professional standards, or undermines the integrity of the healthcare environment will not be tolerated.

Unsafe clinical practice is defined as any action or inaction that places a patient, peer, staff member, or the student themselves at risk of harm. This includes, but is not limited to, failure to follow established protocols, improper handling of sterile equipment, neglecting to verify patient identity or procedure, and engaging in clinical tasks without appropriate supervision or competency. Students must demonstrate sound judgment, maintain situational awareness, and adhere strictly to infection control, and safety guidelines at all times.

Unprofessional behavior encompasses a range of conduct that is inconsistent with the ethical and behavioral expectations of the surgical technologist. Examples include breaches of confidentiality, disrespectful communication, insubordination, dishonesty, falsification of records, inappropriate attire, and failure to maintain composure in high-stress environments. Additionally, arriving late, leaving early without permission, or appearing unprepared or fatigued for clinical assignments may be considered unprofessional and subject to disciplinary action.

Any student found engaging in unsafe or unprofessional clinical behavior may be immediately removed from the classroom or clinical site and required to meet with the Program Director. Depending on the severity of the incident, consequences may include remediation, probation, or dismissal from the program. Reinstatement to clinical practice is not guaranteed and will be determined based on a comprehensive review of the incident and the student's overall performance and conduct.

Maintaining a safe and professional clinical presence is essential not only for student success but also for the protection of patients and the reputation of the Surgical Technology Program and its affiliated institutions.

Section 3.18 Statement of Complaint/Grievance Process

A suggested process for resolving complaints within the Health Science Division is as follows: A student should always discuss the issues with the parties involved, e.g., Instructor/Program Director and Dean of Health Science. Academic and disciplinary decisions may be appealed. All College students have the opportunity to request a formal review of their complaint following the "Student Grievance Procedure" outlined in the *College Student Handbook/Planner*, found online on the Colleges website.

During the Program Welcome Session, students will be provided with important program dates to allow students to prepare for the next steps of the provisional acceptance process which includes:

1. Submit Health Science Physical & Immunization form
2. Submit proof of personal health insurance to Complio account.

Students will not be admitted to the program and be able to register for courses, purchase books or uniforms, or obtain student I.D. until all required documentation is submitted and approved in Complio.

(Health Science Physical & Immunization form see Appendix)

Core Performance Standards for Admission and Progression

Core performance standards for allied health professionals encompass the fundamental knowledge, skills, and attributes required for safe, effective, and ethical practice across various specialties. These standards are defined by our professional organization (AST) and regulatory bodies, and the program utilizes these key attributes to establish benchmarks for performance throughout the program. The purpose is to ensure high-quality patient care and maintain public trust.

The *core performance standards* for the surgical technology program are reviewed upon admission to the program and as the student develops, the expectation is to maintain proficiency and not regress. Adherence to these standards is crucial for maintaining a competent and ethical allied health workforce that effectively contributes to the overall healthcare system.

(*Core Performance Standards form see Appendix*)

Clinical Compliance in Complio

FDLE Level 2 Background Check Regulation

Refer to the IRSC website at www.irsc.edu. Click Academics, All Programs, select Surgical Technology and select Background Check and Drug Screening Requirements link.

Substance Abuse Regulation

Refer to the IRSC website at www.irsc.edu. Click Academics, All Programs, select Surgical Technology and select Background Check and Drug Screening Requirements link.

Health Requirements

Refer to the IRSC website at www.irsc.edu. Click Academics, All Programs, select Surgical Technology and select Health Science Division Student Handbook link, Section 2.12 Health Requirements.

(Change of Health Status form see Appendix)

Health Insurance

All students must have personal health insurance coverage at all times while in the program. If a student does not have independent health insurance coverage, he/she can obtain coverage, at their own expense, through the American Association of Community Colleges. Information can be obtained from the IRSC Health and Wellness Center. Students must provide the Program Director with proof of insurance prior to entering the program and must always have proof of insurance readily available while in the program. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

Liability (Malpractice) and Accident Insurance

A copy of the liability and accident policy coverage is available to students online at www.irsc.edu. Click on Programs and then Health Science Meta Major. Click any one of the program pages and select Liability/Accident Insurance Coverage.

Health Science Division Student Handbook Acknowledgement

All students are required to sign and submit the Health Science handbook acknowledgment form to Complio for approval and clinical compliance.

All documents required for Clinical Compliance are maintained in the student's Complio account. Any changes to these records must be reported to the Program Director immediately. Failure to comply will result in immediate dismissal from the program.

Section 4.02 Program Advisory Committee

The Surgical Technology Program 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.

Section 4.03 Program Rubric

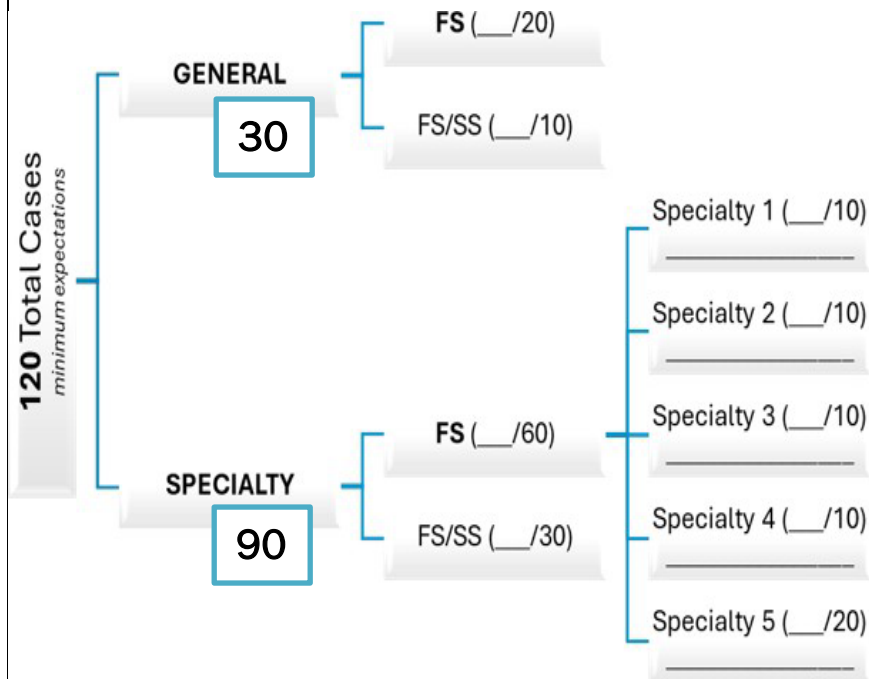
To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. Students will demonstrate the knowledge, competencies, and behavior expectations based on the (IRSC) Indian River State 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.

<i>Surgical Services Program Curriculum</i>			<i>Letter Grade</i>	<i>Credits</i>
General Education Courses (20 credits):				
<i>HSC 2531, MCB 2010, MCB 2010L, and all STS prefix courses require a grade of "C" or higher</i>				
BSC 2085	Anatomy & Physiology I	<i>PREREQ</i>	A B C	3
BSC 2085L	Anatomy & Physiology I Lab	<i>PREREQ</i>	A B C	1
BSC 2086	Anatomy & Physiology II Lab	<i>PREREQ</i>	A B C	3
BSC 286L	Anatomy & Physiology II Lab	<i>PREREQ</i>	A B C	1
ENC 1101	English Composition I		A B C	3
MGF 1130	Mathematical Thinking Or MAC1105, MAC2311, or STA2023		A B C	3
PHI 1010	Introduction to Philosophy Or ARH1000, HUM1020, LIT1000, MUL2010, THE1000		A B C	3
POS 1041	American Government Or AMH2020, AMH 2010		A B C	3
<input type="checkbox"/> Florida Civic Literacy Competency Exam <i>Florida Rule 6A-10.02413, Civic Literacy Competency</i> <input type="checkbox"/> Exemption: _____				
Major Field Required Courses (44 credits):				
HSC 2531	Medical Terminology	<i>PREREQ</i>	A B C	3
MCB 2010	Microbiology for Health Sciences	<i>PREREQ</i>	A B C	3
MCB 2010L	Microbiology for Health Sciences Lab	<i>PREREQ</i>	A B C	1
PSY 2012	Introduction to Psychology		A B C	3
STS 1302	Introduction to Surgical Technology		A B C	3
STS 1340C	Pharmacology and Anesthesia		A B C	3
STS 1380C	Central Service Fundamentals		A B C	3
STS 1947L	Surgical Services Clinical I		A B C	2
STS 1177C	Surgical Techniques and Procedures		A B C	3
STS 2323C	Surgical Specialties & Procedures I		A B C	3
STS 2324C	Surgical Specialties & Procedures II		A B C	3
STS 2944L	Surgical Specialties & Procedures Clinical I		A B C	5
STS 2945L	Surgical Specialties & Procedures Clinical II		A B C	5
STS 2365C	Professionalism in Surgical Services		A B C	3
STS 2930	Surgical Services Seminar		A B C	1

<p>Surgical Technology Program Clinical Manual</p> <p>COMPLETE/ INCOMPLETE</p>	<p>Contents:</p> <ul style="list-style-type: none"> ✓ Skill Assessment & Competency Profile: <i>Evaluates theory, skill, and function competencies as they relate to the principles and practice of surgical technology.</i> <i>Continuous throughout program to document progression and/or retention. Methods of Evaluation include Self-assessment, Skill Assessment Rubric, and Group Project Rubric.</i> ✓ Fall Ancillary Clinical Rotation Learning Outcomes <i>The 8-week fall clinical rotation provides the student an opportunity to gain experience through observation and guided participation in the daily operations and overall flow of the surgical services unit. Each student will be assigned to a specified area to engage with various</i> <i>healthcare professionals and support staff to prepare for their clinical rotations in the spring and summer semesters.</i> ✓ Skill Assessments and Quizzes ✓ Program Rubric for Program Completion Exit Interview
<p>Demonstrates PROFESSIONALISM in all environments throughout the program: classroom, lab, and clinical.</p>	<ul style="list-style-type: none"> ✓ Instructional Research Session <i>IRSC Librarians - LibGuides</i> ✓ Career & Transfer Services <i>Career Ready Certificate</i> ✓ Professionalism <i>≥76% Professionalism Grade in each STS course</i> <i>No incident of "No call, no show."</i> <p>Students demonstrate Ethical, Fortright, Honest, Effective Communication, Collaborative, Teamwork-oriented, Hygienic, Organized, Task-Oriented behaviors and commitment to providing the highest quality patient care.</p>

Surgical Rotation Case Requirements**:

A student must complete a minimum of 120 cases as delineated below in the diagram.



Surgical Specialties include general, obstetrics, gynecology, genitourinary, orthopedics, ophthalmic, otolaryngology, plastics, peripheral vascular, cardiothoracic, neuro, and oral/maxillofacial

PASS/FAIL

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 (O)

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.

**** as defined by the most current AST Core Curriculum for Surgical Technology. Program Director and Program Faculty are responsible for the final evaluation of required clinical and surgical rotation case requirements.**

Section 4.03 Program Completion Requirements and Commencement

To obtain the Associate of Science in Surgical Services, the student must successfully complete all program and degree requirements. All general education requirements, including the civic literacy assessment (), must be completed by the last day of the program to be awarded the degree and be eligible to sit for the national Certified Surgical Technologist exam administered PSI AMP on behalf of the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The College is an approved web-based testing (WBT) site for the CST exam. The exam is scheduled at the conclusion of the program, one – two weeks after conferral. Participation is mandatory.

Students who are on track to complete the program at the conclusion of Summer semester are invited to participate in Spring commencement ceremonies to celebrate the completion of the academic program. Students must apply and purchase regalia to participate in the ceremony. Attendance is mandatory.

Part V - College Resources and General Information

Section 5.01 Student Accessibility Services

Student Accessibility Services (SAS) provides auxiliary aid services, equipment, reasonable accommodations and academic advisement to students who self-identify as a person with a documented disability.

In addition to working with students and faculty campus-wide to provide reasonable accommodations, the office also coordinates with outside agencies to provide services and access resources for students. SAS also works with area high schools to assist prospective high school graduates in applying to IRSC.

To provide reasonable accommodations to students with disabilities, Indian River State College asks for voluntary self-identification of students with a documented disability. This information is kept confidential and is used to provide equal access to all programs, courses and facilities at IRSC. To ensure that services are available on the first day of classes, the student must:

1. Make contact with Student Accessibility Services (SAS) at accessibilityservices@irsc.edu.
2. Complete the Student Accessibility Services Application and the Voter Registration Form.
3. Submit required documentation and medical professional per diagnosis (within the past five years) on letterhead from a licensed or certified physician, psychologist, school psychologist, psychiatrist, audiologist or speech-language pathologist. This must include a diagnosis and reasonable assessment of the academic accommodations needed, based on the disability.
4. When requested, a verification letter from a state agency (i.e., Division of Vocational Rehabilitation or Division of Blind Services), indicating whether or not the student is a client and whether or not the agency will be responsible for providing the student with services and/or equipment.

It is the student's responsibility to discuss accommodations with the instructor to coordinate implementation. Accommodations are not retroactive, so it is very important to complete the process for accommodations as early as possible.

Services available to eligible students may include note takers, testing accommodations, use of equipment and assistive technology, readers and scribes, sign language interpreters and alternative text. The Indian River State College Student Accessibility Services Student Handbook provides information about the wide range of programs, facilities, services, accommodations and equipment available to students with disabilities.

Section 5.02 Emergency Procedures

The Emergency Procedures Quick Reference Guide explains what to do in emergencies. Adherence to the procedures in this manual enhances and maximizes the safety of students, employees and visitors at Indian River State College. Emergency situations include the following:

1. Emergency Notification and Contacts
2. Emergency Announcements
3. Emergency Plan for Fire
4. Evacuation Procedures
5. Accidental Spill of Hazardous Substance
6. Disruptive or Disorderly Conduct
7. Weapons on Campus
8. Bomb Threat Procedures
9. Severe Weather Alert
10. Medical Emergencies

The Department of Campus Safety and Security is made up of a diverse workforce of civilian security professionals, empowered to enforce Florida statutes and policies established by the Indian River State College District Board of Trustees.

Campus Safety and Security offices are located throughout Indian River State College campuses and sites, and are dedicated to preserving the highest standard of public safety for our students, employees and guests.

Please know that our security personnel are available to you should you need assistance. Additionally, every student should be reminded: ***if you see something, say something***. By reporting suspicious behavior, people, and situations, campus safety and security can provide a safer and more secure environment at Indian River State College.

Section 5.03 Student Activities

Make friends. Create memories. Sharpen your leadership skills. Indian River State College is home to 50+ student groups and a jam-packed calendar of events and activities.

Whether you want to perform, play, lead, serve or relax, there's a group or space for you. Get started by exploring RiverLife, our online database. From there, you can connect with others and find ways to get involved.

Build personal, leadership and career skills needed by healthcare workers through our active chapter of Health Occupation Students of America (HOSA)

Section 5.04 Financial Aid and Scholarships

The Surgical Technology program is financial aid eligible. It is the student's responsibility to establish and maintain the required forms and documentation to ensure timely processing, availability, and disbursement of funds. Students are advised to check with that office for a more complete listing and for deadline dates.

Satisfactory Academic Progress (SAP) ensures that financial aid recipients are moving through their academic program of study at a reasonable rate and are making progress toward their degree. Federal regulations require that the student meet basic standards of academic progress to receive federal student aid. This policy applies to all applicants/recipients of federal student aid.

Learn how to apply for grants, scholarships, loans and more to make your education affordable. Find out if you are eligible, when you need to apply, how to apply, and more.

Indian River State College provides scholarships for students based on factors such as academic excellence, artistic talent, athletic skills, community service, or a commitment to a specific career path. Visit [Indian River State College Scholarships](#) for more information on the Foundation and Internal scholarships available, including steps to apply. The website also provides contact details for some of the many external scholarships for which our students can apply.

To apply for scholarships, log into the [Indian River State College Foundation Awarded](#) .

Appendix













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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 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	Icon	Definition
Critical Thinking		Ability to analyze clinical situations, make sound judgments quickly, and adapt under stress.
Retention		Consistently applies and builds upon previously acquired knowledge in academic and clinical settings.
Interpersonal Skills		Establishes respectful, professional relationships and demonstrates sensitivity to diverse backgrounds.
Communication		Conveys information clearly and effectively in verbal and written English.
Mobility		Moves freely within clinical environments and performs essential tasks such as lifting and emergency procedures.
Gross and Fine Motor Skills		Performs precise and safe clinical tasks including handling instruments and positioning patients.
Auditory Ability		Hears and interprets sounds accurately to assess patient needs and respond appropriately.
Visual Ability		Observes and assesses the surgical field and patient conditions to ensure safety and precision.
Tactile Skills		Uses sense of touch and manual dexterity to perform assessments and tasks with precision.
Strength/Stamina		Has endurance and strength to provide continuous patient care over extended periods.
Respect for Others		Engages in professional, respectful interactions honoring diverse perspectives and backgrounds.
Accountability		The responsibility to uphold professional standards, follow through on commitments, and take ownership of actions and outcomes in clinical and academic settings.

Student Name

Signature

Date

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READMISSION/TRANSFER REQUEST FORM

Readmission/transfer into the Surgical Services (Technology) program is based on the **Surgical Services Readmission/Transfer Guideline** and program maximum enrollment capacity (MEC). It is the student's responsibility to complete this form and submit all necessary documents by email to the Program Director and Health Sciences Admissions Coordinator. Students will be notified of their status once the request has been reviewed and MEC status of the program evaluated.

TRANSFER requests require previous transcripts for evaluation. Please send official transcripts via FASTER or other electronic delivery services like Parchment or the National Student Clearinghouse.

Section 1: READMISSION and TRANSFER (R/T) requests:

Student Name _____ Current Student ☐ Yes ☐ No

SID _____ RiverMail _____@mail.irsc.edu ☐ N/A

Permanent Address _____
Street Address City, State, Zip code

Primary Phone (____) _____ Personal Email _____

Reason for Readmission or Transfer Request ☐ Withdrawal ☐ Failure ☐ Dismissal

Date Admitted into Program _____ Date Last Attended _____

R/T Request Academic Year/Semester _____

Surgical Technology (STS) Course(s) ☐ STS1302 ☐ STS1177C ☐ STS1340C ☐ STS1380C
☐ STS2323C ☐ STS2365C ☐ STS2324C ☐ STS2930 ☐ STS1947L ☐ STS2944L ☐ STS2945L

Additional Comments

Section 2: Transfer requests ONLY:

Previous Institution _____
Name City, State, Zip Code Website URL

Type of Program ☐ AAS ☐ AS ☐ Certificate Transcripts Requested ☐ Yes ☐ No

Program Director/Manager _____
Name Email

School Provost/Dean _____
Name Email

I hereby certify that all information provided on this form is true, accurate, and complete to the best of my knowledge. I understand that any false, misleading, or incomplete information may result in the denial of this request. I further acknowledge that if fraud is suspected, this request may be subject to investigation and could be denied.

Student Name _____ Signature _____ Date _____

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Student Conference Form

Date _____

Student Name _____ SID _____

Program ☐ Surgical Technology ☐ Central Service Technology Course

Reason for Conference:

☐ First offense ☐ Warning ☐ Probation ☐ Recommendation for Dismissal

Length of Conference: _____ Follow-up scheduled: _____

Date: _____ Time: _____

In Attendance: _____

Topics Discussed:

Plan of Action (POA) and Timeline:

DUE DATE for POA: _____ ☐ Complete _____ ☐ Extension _____

Date: _____ Date: _____

Circumstances for Extension: _____

Student Name

Signature

Date

Instructor Name	Signature
Date	

Instructor Name	Signature
Date	

Instructor Name	Signature
Date	

Program Director	Signature	Date
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Program Director	Signature	Date
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Program Director	Signature	Date
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NOTES _____

Change of Health Status

Date _____

Student Name _____ SID _____

The role of a surgical technologist requires physical stamina and endurance to perform in the clinical environment. They need strong manual dexterity to handle instruments accurately and mental focus to anticipate the surgical team's needs. The job demands quick decision-making, attention to detail, and the ability to stay calm under pressure, all while managing multiple tasks in high-stakes situations.

Due to the student's recent Change of Health Status, please review the following systems and the Physical Examination currently on file and affirm student can resume assignments and activities required in the didactic, lab, and clinical courses of the program.

Systems Reviewed	Normal Findings	
Blood Pressure	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you consider this person to be physically and emotionally capable of performing the essential tasks required of the program? <input type="checkbox"/> Yes <input type="checkbox"/> No
Temperature	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Height	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Weight	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vision	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hearing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ENT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you recommend that they continue in the enrolled program? <input type="checkbox"/> Yes <input type="checkbox"/> No
Respiratory	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cardiovascular	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Gastrointestinal	<input type="checkbox"/> Yes <input type="checkbox"/> No	
GU/Reproductive	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Neurological	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Skeletomuscular	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Endocrine	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Integumentary	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please indicate areas of Restrictions, *if applicable*:

☐ **N/A**

Clinical Education: ☐ Yes ☐ No

Didactic Education: ☐ Yes ☐ No

If yes, provide details for restrictions to be followed:

Initiate Restrictions: _____ Return to normal activities: _____

Date: _____

Date: _____

Examining Physician/Nurse Practitioner Name

Signature

Date

Practitioner/Facility Name and Address

Phone Number

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Program Progression Review

Date _____

Student Name _____ SID _____

The report represents the Program Director's assessment of your progress in the program for the indicated semester. It is intended to help you identify your review of the student's current performance status, strengths, areas of opportunity, and recommendations for improvement.

SEMESTER _____ ☐ MIDTERM ☐ FINAL ☐ Additional Date _____

Course _____	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	<input type="checkbox"/> Remediation Required
Course _____	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	<input type="checkbox"/> Remediation Required
Course _____	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	<input type="checkbox"/> Remediation Required
Course _____	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	<input type="checkbox"/> Remediation Required
Course _____	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	<input type="checkbox"/> Remediation Required

Strengths

Areas of Opportunity

Recommendations for Improvement

Student Comments

Student Name Signature Date

Program Director Name Signature Date

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