



Surgical Technology Program
Student Handbook
2026–2027

Power By
The School of Health and Human Sciences

Indian River State College is an EA/EO educational institution.

Rev. 7/2026

Student Handbook Guidelines Attestation Form

This is an acknowledgment form confirming each student has read the Surgical Technology Program Student Handbook in its entirety and agrees to the following statements:

- 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.
- I consent to the release of information regarding my attendance and academic performance for financial aid purposes.
- I understand that I may not participate in the Surgical Technology Program until I have created a ComPilot account and achieved compliant status, including the Health and Human Sciences Physical and Immunization form, FDLE background check report, and drug screening report. I must remain compliant for the entire length of the program.
- I understand that attendance at clinical facility orientation is mandatory, and that absence for any reason will result in withdrawal from the course.
- I understand that information disclosed to me for a patient's privacy is protected by state and federal law, and that I am prohibited from disclosing medical information without proper consent or legal authorization.
- I understand I must successfully complete all program requirements to receive an Associate of Science in Surgical Services, and that it is my responsibility to communicate regularly with my advisor regarding my Academic Progress Report (APR).
- I acknowledge that participation in the Certified Surgical Technologist (CST) exam, administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), is mandatory upon completion of the program.
- 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.
- I understand that any student found guilty of cheating and/or plagiarism, including the unauthorized use of AI to complete assignments, may receive an "F" in the course and/or be dismissed from the program.
- I understand that changes may be made to the program or College guidelines at any time, and that I will be notified in writing of any such change.
- I give the College permission to use my photograph in social media posts by the School of Health and Human Sciences to promote Health Science programs and increase student engagement.

Student First and Last Name	Signature	SID	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 its 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 part of the School of Health and Human Sciences of Indian River State College, Fort Pierce, Florida 34981-5596, and is given direction by the Florida 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 Online Student Handbook.

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.

All students enrolled in the Surgical Technology Program must read this student handbook and abide by the rules. Acceptance of the regulations by the student will be indicated by a signed and dated statement at the beginning of the program.

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

Indian River State College Massey Campus • 3209 Virginia Avenue • Fort Pierce, FL 34981 • 772-462-7156

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 — 727-210-2350

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

Program Location

Massey Campus — Brenda & Vernon Smith Center for Medical Education

Office: Rooms 217, 216, and 215 — Classroom/Lab: Rooms 126/223/209 — 772-462-7054

Table of Contents

Student Handbook	1
Student Handbook Guidelines Attestation Form	1
Preface	3
EA/EO Statement	3
Accreditation.....	3
Program Location	3
PART I Introduction to the Surgical Technology Program	7
Vision Statement.....	7
Goals	7
Program Philosophy.....	7
Description of the Profession	7
PART II Curriculum.....	8
Surgical Technology Program Purpose Statement.....	8
Program Learning Outcomes	8
Program Curriculum and Rubric	8
Recommended Course Sequencing	9
PART III Program Guidelines	10
Application and Admission.....	10
Program Fees	10
Scholarships and Financial Aid	10
Statement of Ethics	10
Statement of Surgical Conscience	10
Statement of Professionalism	11
Statement of Conduct.....	11
Professional Integrity Standard.....	11
Plagiarism and AI Regulation.....	12
Email/Contact Information Regulation	12
Use of Electronics Regulation.....	12
Confidentiality Statement / Protected Health Information (PHI).....	12
Clinical Compliance in Complio	13
Substance Abuse Regulation.....	13
Post-Exposure Protocol.....	14
Statement of Complaint/Grievance Process	14
PART IV Performance Standards for Admission and Progression	15

Core Performance Standards for Admission and Progression	15
Academic Requirements	15
Professional Requirements	15
Technical Requirements.....	16
Grading Regulation	18
Disciplinary and Probation Regulation	19
Readmission/Transfer and Dismissal Regulation	20
Classroom and Clinical Regulation	20
Clinical Documentation and Evaluation	21
Dress Code/Professional Standards	23
Unsafe or Unprofessional Clinical Practice Regulation	24
PART V A.S. Surgical Technology.....	25
Introduction	25
Admission	25
Mandatory Health Requirements for Admission and Clinical Clearance.....	25
Dress Code	25
Supply List	26
Grading, Progression, and Completion	26
Graduation and Commencement	26
PART VI College Resources and General Information	28
Student Accessibility Services.....	28
Emergency Procedures	28
Student Activities	28
Financial Aid and Scholarships	28
APPENDICES	29
Core Performance Standards for Admission and Progression.....	30
Program Advisement Form	32
Program Progression Review	34
Student Counseling Form.....	36
Readmission/Transfer Request Form	38
Change of Health Status Form.....	40

PART I Introduction to the Surgical Technology Program

Vision Statement

The Surgical Technology Program aspires to be a model of excellence, transforming students into safe, skilled, and ethical surgical technologists who are ready to serve their communities from day one.

The Surgical Technology Program supports the mission of Indian River State College by preparing students 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.

Goals

- To foster communication and collaboration skills that support effective teamwork within the surgical team.
- To provide students with the essential knowledge and psychomotor skills required to deliver safe, effective, and compassionate patient care in the perioperative environment.
- To instill ethical behavior, patient advocacy, and surgical conscience in every graduate of the program.

Program Philosophy

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.

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, combining knowledge of human anatomy, surgical procedures, and instrumentation and technology to facilitate a physician's performance of invasive therapeutic and diagnostic procedure

PART II Curriculum

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 required 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 Technologists' (AST) most current Core Curriculum for Surgical Technology, through the successful completion of all course requirements within the program.

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 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 established by the Association of Surgical Technologists (AST) and supported by evidence-based practices for the operating room.

Program Curriculum and Rubric

The Surgical Technology Program curriculum requires successful completion of general education courses and major field required courses, as summarized below. Grades of "C" or higher are required in BSC 2085/2085L, BSC 2086/2086L, HSC 2531, MCB 2010/2010L, and all STS-prefix courses.

General Education Courses (20 credits)

Course	Title	Credits
BSC 2085 / 2085L	Anatomy & Physiology I / Lab	4
BSC 2086 / 2086L	Anatomy & Physiology II / Lab	4
ENC 1101	English Composition I	3
MGF 1130 (or equivalent)	Mathematical Thinking	3
PHI 1010 (or equivalent)	Introduction to Philosophy	3
POS 1041 (or equivalent)	American Government	3

Major Field Required Courses (44 credits)

Course	Title	Credits
HSC 2531	Medical Terminology	3
MCB 2010 / 2010L	Microbiology for Health Sciences / Lab	4
PSY 2012	Introduction to Psychology	3
STS 1302	Introduction to Surgical Technology	3

STS 1340C	Pharmacology and Anesthesia	3
STS 1380C	Central Service Fundamentals	3
STS 1947L	Surgical Services Clinical I	2
STS 1177C	Surgical Techniques and Procedures	3
STS 2323C	Surgical Specialties & Procedures I	3
STS 2324C	Surgical Specialties & Procedures II	3
STS 2944L	Surgical Specialties & Procedures Clinical I	5
STS 2945L	Surgical Specialties & Procedures Clinical II	5
STS 2365C	Professionalism in Surgical Services	3
STS 2930	Surgical Services Seminar	1

Recommended Course Sequencing

Required Pre-Requisites* Before Admission and Recommended General Education Course Selection		
STS 2085*	Anatomy & Physiology I	3 credits
STS 2085L*	Anatomy & Physiology I Lab	1 credit
STS 2086*	Anatomy & Physiology II	3 credits
STS 2086L*	Anatomy & Physiology II Lab	1 credit
STS 2531*	Medical Terminology	3 credits
STS 2010*	Microbiology for Health Science	3 credits
STS 2010L*	Microbiology for Health Science Lab	1 credit
PSY 2012	Introduction to Psychology	3 credits
ENC 1101	English Composition I	3 credits
MGF 1130	Mathematical Thinking	3 credits
PHI 1010	Introduction to Philosophy	3 credits
POS 1041	American Government	3 credits
Course Sequence After Admission		
STS 1302	Introduction to Surgical Technology	3 credits
STS 1177C	Surgical Techniques and Procedures	3 credits
STS 1340C	Pharmacology and Anesthesia	3 credits
STS 1380C	Central Service Fundamentals	3 credits
STS 1947L	Surgical Services Clinical I	2 credits
STS 2323C	Surgical Specialties & Procedures I	3 credits
STS 2365C	Professionalism in Surgical Services	3 credits
STS 2324C	Surgical Specialties & Procedures II	3 credits
STS2944L	Surgical Specialties & Procedures Clinical I	5 credits
STS 2930	Surgical Services Seminar	1 credit
STS 2945L	Surgical Specialties & Procedures Clinical II	5 credits
		64 credits

PART III Program Guidelines

Application and Admission

Students must be provisionally accepted into the Surgical Technology Program and achieve compliant status in ComPilot before beginning program activities. Provisional admission requirements include the Health and Human Sciences Physical and Immunization form, FDLE Level II background check report, and drug screening report. Students must remain 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.

Program Fees

Program fee information is available on the Surgical Technology program webpage and in the College Catalog. In addition to tuition and fees, students should budget for uniforms, supplies, transportation, and clinical case volume and attendance tracking software costs. Students will create an account with Complio (American Data Bank) which is used to store medical records and manage clinical compliance while in the program.

Scholarships and Financial Aid

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. The College and the Indian River State College Foundation make available a variety of scholarships, grants, work opportunities, and loans; applying for these opportunities is strongly encouraged. Visit www.irscfoundation.org and www.irsc.edu/admissions/financial-assistance/ for deadlines and applications.

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 healthcare 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 profession's 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. See the Association of Surgical Technologists (AST) Code of Ethics.

Statement of Surgical Conscience

All surgical team members must strictly adhere to the principles of asepsis and the practice of sterile technique at all times, regardless of supervision or observation. This is a fundamental and non-negotiable expectation of the surgical technology profession and this program. Surgical conscience is defined as the individual's internalized sense of honesty, integrity, and moral responsibility that compels adherence to aseptic principles even in the absence of external oversight. It is the ethical foundation upon which the safety of the surgical patient depends.

Students are required to demonstrate the ability to recognize and correct breaks in sterile technique, whether committed by themselves or observed in others, and regardless of whether the break occurs

while working independently or in the presence of faculty, preceptors, or peers.

When a break in sterile technique occurs, students are expected to:

- Immediately communicate the break to the appropriate team member(s)
- Initiate corrective action without delay
- Prioritize patient safety above all other considerations, including personal embarrassment or concern about disrupting the procedure

The safety and well-being of the patient take precedence over all other concerns. Any lapse in sterile technique may place the patient at risk for a surgical site infection (SSI), which can result in serious complications, extended recovery, additional surgical intervention, or death.

Disciplinary Consideration

Failure to acknowledge, hesitation in reporting, or refusal to correct a known or observed break in sterile technique constitutes a serious violation of surgical conscience and professional accountability. Such conduct may result in disciplinary action, up to and including dismissal from the program, in accordance with the program's disciplinary policies and procedures.

Demonstrated surgical conscience is considered an essential professional competency and is evaluated as part of the student's overall laboratory and clinical performance, exacting readiness for entry into professional practice.

Statement of Professionalism

As a representative of the School of Health and Human Sciences, Surgical Technology students are expected to consistently demonstrate qualities of professionalism both on campus and in the clinical setting. 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.

Statement of Conduct

The District Board of Trustees, faculty, and staff of the College are determined that the campus be a place of learning, safety, shared responsibility, and harmony. Students enrolled in the Surgical Technology Program are expected to be familiar with and abide by the IRSC Student Code of Conduct, which addresses matters including academic dishonesty, forgery or misuse of College records, disruption of College activities, damage to or theft of property, unauthorized use of facilities, substance use or possession, disorderly or lewd conduct, failure to follow directions of College officials, conduct that adversely affects suitability as a member of the academic community, sexual misconduct, and misuse of technology credentials. Violations are subject to disciplinary action up to and including dismissal.

Professional Integrity Standard

Unprofessional behavior includes inappropriate boundaries, lack of accountability, emotional outbursts, unprofessional communication, and inappropriate use of technology. This includes any behavior or interaction that becomes disruptive, escalates, is unsafe, is uncivil, or is hostile.

The behaviors and examples described in this guideline are intended to illustrate common forms of unprofessional conduct and are not exhaustive. The College and its programs reserve the authority to determine whether a student's conduct is inconsistent with professional, ethical, or behavioral

Standards expected of students preparing to enter a profession that serves the public.

The School of Health and Human Sciences strives to ensure students are practice-ready, aware, and able to interpret and apply professional standards in alignment with institutional policies, applicable laws, and professional practice expectations. Additional behaviors may be considered unprofessional conduct when they compromise safety, violate ethical principles, disrupt the learning environment, undermine students' ability to attain or maintain competencies, or are inconsistent with professional role expectations.

Plagiarism and AI Regulation

Plagiarism is an act of academic dishonesty under IRSC Board Policy Manual 5000, Student Standards of Conduct. Surgical Technology students are expected to familiarize themselves with the Plagiarism Guide provided by the IRSC Library.

Original work, viewpoints, and application of critical thinking skills are required to complete assignments in the program. Submitting AI-generated work — including non-existent resources and references — is unethical, and students will not receive credit for AI-generated work.

Email/Contact Information Regulation

All students are required to activate and maintain the College email account provided upon admission. Emails must be professionally written with appropriate grammar, punctuation, correct spelling, and a signature.

Students must notify the Program Director and the College of any change in contact information, and must check RiverMail regularly, as it is used for all official communication.

Use of Electronics Regulation

Personal cell phone calls or responses to pagers may only be taken while on break from class, labs, or the clinical unit. Students using cell phones for personal calls or for taking pictures in the classroom, healthcare laboratory, or clinical unit (unless sanctioned by the Program Director) will face disciplinary action, which may include permanent dismissal. Under no circumstances are audio/visual recording devices or cameras to be used in the healthcare setting. All cell phones and other electronic devices, except laptop computers, are to be silenced or turned off and kept in a bag under the student's desk during class. Audio recording of lectures is permitted only with instructor approval.

Serious deficiencies may include, but are not limited to, harm or threat to any person; damage to or theft of property, including removal of patient-identifying documentation; academic dishonesty; conduct that endangers the integrity of the program or the relationship with clinical sites; unprofessional behavior; or illegal activity.

Social media use is subject to the same professional standards related to HIPAA, FERPA, and clinical affiliation confidentiality, and violations are subject to the same disciplinary action outlined above.

Confidentiality Statement / Protected Health Information (PHI)

The College is committed to protecting the privacy and access rights of students with respect to their education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Florida Statutes. Confidentiality of each student's record is a priority and is maintained by the School of Health and Human Sciences and the Program Director. Students do not have the right to examine other students' information, and family members are not allowed access to student files without a signed release.

Protected Health Information (PHI) is information created or received in the course of providing treatment or engaging in program activities, in any medium — spoken, written, or electronically stored. Students are expected to treat all patient information confidentially at all times. A violation of Federal PHI regulations can result in discipline, loss of student status, fines, or imprisonment, willful disclosure for personal gain can carry penalties as high as a \$250,000 fine and 10 years imprisonment.

Students will not discuss any patient, hospital, or staff information outside the confines of the classroom, clinical, or debrief area without the direction of program faculty, staff, the Clinical Coordinator, or the Program Director. Failure to comply with confidentiality policy will result in dismissal from the program and possible legal proceedings. Social media sites are subject to the same professional standards related to HIPAA, FERPA, and clinical affiliation confidentiality.

Clinical Compliance in Complio

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.

FDLE Background Check Regulation

Refer to the Indian River State College website (www.irsc.edu): Programs → Surgical Technology → Background Check and Drug Screening Requirements.

Health Requirements

Refer to the Indian River State College website (www.irsc.edu): Programs → Surgical Technology → School of Health and Human Sciences Handbook, Health Requirements section.

Health Insurance

All students must have personal health insurance coverage at all times while in the program. Coverage may be obtained at the student's own expense through the American Association of Community Colleges; information is available through the IRSC Health and Wellness Center. Students must provide proof of insurance to the Program Director prior to entering the program and must always have proof of insurance readily available. Failure to provide immediate proof of 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 online. Refer to the Indian River State College website (www.irsc.edu): Programs → Surgical Technology → Liability/Accident Insurance Coverage.

Substance Abuse Regulation

Refer to the Indian River State College website (www.irsc.edu): Programs → Surgical Technology → Background Check and Drug Screening Requirements.

Post-Exposure Protocol

If a student experiences a needle stick or sharps injury, or is exposed to blood or other body fluid during class, laboratory, or clinical coursework, the student must:

1. Notify the appropriate instructor or supervisor immediately.
2. Complete an FCSRMC Accident-Incident Report form and an AG Student Accident Claim Form (available from the clinical instructor).
3. Forward the original forms to the IRSC Office of Facilities-Risk Management, with copies to the student and Program Director.
4. Obtain emergency treatment at the hospital, clinical site, or designated site immediately.

The personal healthcare insurance will be billed as primary payment for care received; student accident coverage provided by the College may provide secondary payment, which is not guaranteed. Further treatment, which may include HIV/HBV/HCV screening and post-exposure prophylaxis, will be determined by the healthcare provider. The exposed person and, where applicable, the source person may be requested to submit to baseline testing for HBV, HIV, PPD, and RPR as appropriate.

Statement of Complaint/Grievance Process

A student should always first discuss a concern with the parties involved (e.g., Instructor, Program Director) before contacting the Dean of the School of Health and Human Sciences. Academic and disciplinary decisions may be appealed. All College students may request a formal review of their complaint following the “Student Grievance Procedure” outlined in the College Student Handbook, available on the College website.

PART IV Performance Standards for Admission and Progression

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. These standards are defined by the program's professional organization (AST), accreditation bodies, and are reviewed upon admission and throughout progression in the program; students are expected to maintain proficiency, not regress.

See Appendix A for the full Core Performance Standards Form.

Academic Requirements

All Surgical Technology students must obtain a 'C' or better in all STS courses. In the event a student earns below a "C" (76%), the student will be required to withdraw and follow the readmission procedure, if eligible.

Students must also earn a grade of 'C' or better in Anatomy & Physiology I (BSC 2085), Anatomy & Physiology I Lab (BSC 2085L), Anatomy & Physiology II (BSC 2086), Anatomy & Physiology II Lab (BSC 2086L), Microbiology for Health Sciences (MCB 2010), Microbiology Lab for Health Sciences (MCB 2010L), Introduction to Psychology (PSY 2012), and Medical Terminology I (HSC 2531).

Didactic Assessment

Students are provided with one opportunity per course to remediate an unsuccessful attempt at a test or exam, excluding the course final exam. The student is required to contact the instructor within 24 hours to discuss the available options to improve scores and create a remediation plan.

Professional Requirements

Professional behavior is an essential component of the Surgical Technology Program at Indian River State College and reflects standards expected of future allied health professionals. Students will begin each semester with 100 Professionalism points to promote adherence to program expectations ethical conduct accountability communication attendance and professional demeanor. Points may be deducted for violations of Program Regulations and Guidelines as outlined in this handbook and course syllabi. Each course will have the final Professionalism score added as an Assessment to contribute to the overall grade for each course.

To uphold the integrity of the profession, promote patient safety, and support student success, individuals must consistently demonstrate professional behavior in all learning environments. Every skill application in the lab and clinical setting is assessed using the skill assessment standard as the basis of professional behavior during the activity or simulation. The standard is based on essential professional behaviors of the entry-level surgical technologist and include communication (including body language and tone), teamwork, surgical conscience, economy of motion, spatial awareness.

If, at any time, faculty evaluation consistently identifies deficiencies in a student's ability to maintain the required professional standards of the program, the student will be removed from the program regardless of academic performance.

Professionalism Point System Table

OFFENSE	DOCUMENTATION	POINT VALUE
Unprofessional Behavior *as defined by Division Professionalism and Behavioral Conduct Guidelines		
1st offense	Verbal warning	5 points
2nd offense	Counseling form (Official documentation)	10 points
3rd offense	Probation contract and meeting with Executive Dean of HHSc to review	30 points
e.g. Noncompliance: uniform, hygiene, or clinical standards; Incomplete Documentation, Surgical case log, etc.		
Tardies (or leaving early) *2 tardies = 1 absence		
1st Tardy	Verbal warning	2 points
2nd Tardy	Counseling form (Official documentation)	3 points
3rd Tardy	Probation contract and meeting with Executive Dean of HHSc	10 points
Absences (lab or clinical)		
1st Absence	Verbal warning	5 points
2nd Absence	Counseling form (Official documentation)	10 points
3rd Absence	Probation contract and meeting with Executive Dean of HHSc to review	30 points
No Call, No Show	Meeting with Executive Dean of HHSc	50 points
3+ Absences require doctor's approval to resume activities All Absences are unexcused, including sick, and student is responsible for all missed activities and assignments. Absences on days of Assessments will result in a 0 in gradebook and cannot be rescheduled.		

Technical Requirements

Skills Application and Competency Guideline

To ensure patient safety, clinical readiness, and compliance with program competency standards, students must successfully demonstrate all required Skill Applications and Competencies throughout the program. Competencies are cumulative in nature, and students are expected to retain, build upon, and consistently perform previously mastered skills as they progress from basic to intermediate and advanced surgical procedures.

Applicable Courses & Scaffolding

This guideline governs all Skill Applications and Competencies assessed within the following technical core courses, scaffolded across the program's three-semester sequence:

Course	Level	Semester	Description
STS1177C	B — Basic	First Semester (Fall)	Foundational skills and sterile technique
STS1380C	B — Basic	First Semester (Fall)	Foundational skills and sterile technique
STS2323C	I — Intermediate	Second Semester (Spring)	Building complexity; integration of basic skills into procedural sequences
STS2324C	A — Advanced	Third Semester (Summer)	Advanced practice and full mock surgical procedure simulation

**Course-to-semester mapping reflects the current catalog sequence; confirm against official course listings if the College's numbering is updated.*

Progression rule: Because competencies build sequentially, a student must satisfy all Skills Checkoff Eligibility Requirements (below) for Basic-level skills before progressing to Intermediate-level skill instruction, and must satisfy Intermediate-level requirements before progressing to Advanced-level instruction. Previously checked-off skills remain an active expectation — students may be reassessed on any previously mastered skill at any point in the program.

Practical Assessment

Before a student may attempt a formal Skills Checkoff Lab Assessment for any skill, the following sequence of eligibility requirements must be satisfactorily completed, in order:

1. Skills DEFINED Self-Study — Prior to hands-on lab instruction, the student completes the Skills DEFINED Self-Study worksheet for the assigned skill, addressing the skill's definition, required equipment, fundamental steps, indications, safety/sterile-technique notes, common errors, and a self-assessed readiness rating. Completed self-studies must be submitted by the instructor's posted deadline and serve as a prerequisite for participation in lab demonstration.
2. Skills DEFINED DEMO with Practice — The student observes an instructor demonstration of the skill, followed by structured, supervised practice repetitions in the lab setting. During and after practice repetitions, the student receives structured feedback from both peers and instructors, identifying strengths and areas needing correction prior to formal assessment; the student is expected to incorporate this feedback into subsequent practice attempts.
3. Skills Checkoff Lab Assessment — Once the self-study and supervised practice requirements are complete, the student may be scheduled for the formal Skills Checkoff Lab Assessment. This assessment is graded per the Grading Scale below and per the Skill Assessment Policy and Procedure. A student who has not completed Steps 1 and 2 is not eligible to attempt the formal Checkoff Assessment.

Grading Scale & Attempts

Students are provided two (2) attempts for each Skill Application and/or Competency, evaluated as follows:

S — Satisfactory (All)	NR — Needs Remediation (Most or Some)	U — Unsatisfactory (None)
Performs independently, safely, and consistently.	Requires additional instruction/practice before the 2nd attempt.	Unable to perform safely or meet competency.

If a student receives a Needs Remediation (NR) evaluation on the initial assessment:

1. The assessment is stopped, and the student receives immediate instructor feedback regarding deficiencies in performance, technique, knowledge, or safety.
2. A formal remediation plan is developed by the Program Director and reviewed with the student, identifying required corrective actions, learning activities, performance expectations, and a completion deadline.
3. A second and final assessment attempt is scheduled during the remediation conference.

A student who receives an Unsatisfactory (U) evaluation on the second attempt is considered unable to meet the program's required technical and clinical competency standards; and may be subject to failure of the associated course/lab/clinical component, removal from clinical assignments, ineligibility to progress, and/or dismissal from the program.

For complete grading, remediation, and dismissal provisions, refer to Part IV of this handbook.

Cumulative Competency Expectations

Skill checkoffs are not isolated events. Once a skill has been satisfactorily checked off, the student is expected to retain and consistently perform that skill for the remainder of the program, including in subsequent, more advanced procedural contexts. Regression in a previously achieved competency, or an inability to safely integrate a foundational skill into an intermediate or advanced procedure, is addressed under the same Grading Scale and remediation process described above and may carry the same range of consequences up to and including program dismissal, regardless of prior satisfactory performance.

Roles & Responsibilities

Student Responsibilities	Faculty Responsibilities
• Complete the Skills DEFINED Self-Study by the posted deadline for each assigned skill. • Attend and actively participate in DEMO and supervised practice sessions. • Incorporate peer and instructor feedback into subsequent practice before requesting checkoff. • Arrive at the Skills Checkoff Lab Assessment prepared to perform the skill independently.	• Deliver a clear, standardized skill demonstration for each assigned skill. • Supervise practice repetitions and provide timely, specific, actionable feedback. • Confirm eligibility (Steps 1 and 2 complete) before administering the formal Checkoff Assessment. • Document assessment results and administer remediation per the Skill Assessment Policy and Procedure.

Documentation & Surgical Counts

1. Skills DEFINED Self-Study — completed form uploaded to the Canvas course Module assignment as listed on the course Schedule of Activities.
2. Skills DEFINED Practice — peer evaluation documented in Surgical Counts; instructor evaluation documented in Surgical Counts.
3. Skills Checkoff Lab Assessment — documented in Surgical Counts.

The Skills Checkoff List in Surgical Counts is organized by semester, and results are maintained in each student's competency record for the duration of the program. These records serve as evidence of skill attainment for program accreditation, clinical site eligibility, and progression review purposes.

Grading Regulation

The course grading scale for all STS courses is as follows:

Grade	Range
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 required for completion of the program. Grades are not rounded under any circumstance. A student must achieve the 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.

Disciplinary and Probation Regulation

Students are expected to comply with all Surgical Technology Program, Health Science Division, and College regulations, policies, standards, and professional expectations. Violations will be addressed through a progressive disciplinary process designed to promote student success, accountability, and professional development.

Step 1: Verbal Warning (Documented by Email)

Upon the first occurrence of a violation, the student will receive a verbal warning documented through an official program email. The email will identify the specific Program, Division, or College regulation or policy that was violated and will serve as formal notification of the concern. Expectations for future compliance will be clearly communicated.

Step 2: Counseling Form

If the violation is repeated or if the severity of the concern warrants additional intervention, a Counseling Form will be issued. The Counseling Form will document the violation, identify the applicable policy or regulation, outline required corrective actions, and establish a timeline for completion. The student may be required to participate in remediation, educational activities, or other corrective measures as determined by program faculty.

Step 3: Probation Contract

Continued violations, failure to complete required corrective actions, or serious concerns regarding academic performance, professionalism, safety, or compliance may result in placement on program probation. A Probation Contract will be developed and reviewed with the student. The contract will specify the conditions of probation, required remediation activities, performance expectations, deadlines, and consequences for failure to comply. All remediation plans and probation requirements are subject to approval by the Program Director and will become part of the student's permanent program file.

Failure to successfully complete the requirements outlined in a Counseling Form or Probation Contract, or any subsequent violation of Program, Division, or College policies, may result in additional disciplinary action up to and including dismissal from the Surgical Technology Program.

Probation is based on the student's performance in relationship to course outcomes and expected behaviors and attitudes consistent with those of a professional surgical technologist. Persistent behaviors related to unprofessional conduct may result in clinical probation for one or more of the following actions:

- Initiating interventions or actions without appropriate supervision or approval of the supervisor.
- Absence from mandatory clinical or course meetings
- Consistent difficulties in applying theory/best practices to the clinical setting
- Incomplete clinical assignments or logs
- Negligence in patient care
- Unprofessional behavior

- Unsatisfactory performance
- Personal conduct which adversely affects the work environment
- No call/no show for clinical shift
- Initiating clinical experiences without a contract
- Failure to follow College and/or Health and Human Sciences, Surgical Technology program regulations
- Incivility to faculty, peers, and/or others
- Inability to function adequately with members of the healthcare team
- Fraudulent surgical case documentation

Readmission/Transfer and Dismissal Regulation

Readmission/transfer into the Surgical Technology Program is at the discretion of the Program Director and requires the steps outlined in this policy. Students who have failed an STS course due to a medical error, patient safety issue, or unprofessional behavior are not eligible for readmission or transfer.

Students requesting readmission or transfer must:

1. Submit a letter of request to the Program Director (Readmission/Transfer Request form)
2. Meet all program admission criteria;
3. Document a cumulative GPA above 2.5;
4. Complete all course prerequisites with a "C" or better;
5. Clear Financial Aid;
6. Complete or maintain clinical compliance in Complio; and
7. Demonstrate required skills and competencies via Skill Checkoff Review and assessment.

Students who have not taken STS courses within the last year, or who cannot complete the program within one academic year, must reapply as new students. Courses eligible for transfer credit must carry a minimum grade of "C," have been completed within the past two years, and contain content parallel to the corresponding Indian River State College course.

Classroom and Clinical Regulation

Attendance and Punctuality

Regular and prompt attendance is a fundamental expectation. In keeping with the program's standard:

Early is on time, on time is late, and late is unacceptable.

Students are expected to be prepared and on time for every session. Attendance is documented through the Surgical Counts system. A no call, no show for class or clinical may result in immediate dismissal from the program.

Students must notify the Program Director at least one hour prior to any absence by email. Illness lasting more than three consecutive days requires a doctor's note before returning to class.

See Table of Professionalism Point System for potential impact to grade and status in program.

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. Smoking is strictly prohibited on all IRSC campuses and affiliated hospital properties.

Technology Use and Communication

Cell phones must be silenced and may only be used during scheduled breaks. Unauthorized use during class or clinical hours will result in progressive disciplinary action. In clinical settings, cell phone use is strictly forbidden, and any violation will result in immediate dismissal.

Open Lab Participation

Open Lab hours are posted each semester. Students are required to complete all Skills DEFINED Practice to be eligible for Skills Checkoffs and Practicals. Skills DEFINED Practice - *peer and instructor feedback* - is documented in Surgical Counts.

Clinical Conduct and Expectations

Clinical site placements are assigned by the Program Director. All clinical facility onboarding and tours are mandatory. Students must arrive at clinical sites 15 minutes early, check in with their instructor/preceptor, and report when leaving the department.

Students must 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.

To be eligible for clinical placement, students must maintain compliance in Complio and successfully complete all lab skill application and competency assessments. During clinical assignments, students may only engage in direct patient care appropriate to their stage in the program and must always be supervised by a preceptor during all surgical procedures.

Double gloving is mandatory for all surgical cases.

Clinical Documentation and Evaluation

Clinical education is a critical component of the Surgical Technology Program and is designed to facilitate the progressive development of perioperative knowledge, technical skills, professional behaviors, and clinical judgment. Students are responsible for maintaining accurate and complete documentation of all clinical experiences and evaluations throughout the program.

All clinical experiences must be documented in Surgical Counts, the program's clinical tracking system. Documentation must be completed promptly and accurately to ensure compliance with program requirements and accreditation standards.

Clinical Experience Documentation

Surgical Counts: Log a Case

Students must record all clinical experiences according to their assigned role and rotation. Students are required to log all surgical procedures in which they participate, including:

- Observation (O): All observed surgical procedures.
- First Scrub (FS): Surgical procedures performed in the first scrub role.
- Second Scrub (SS): Surgical procedures performed in the second scrub role.

During Fall Ancillary Rotations, students must upload the completed Ancillary Rotation Record documenting the following experiences:

- Surgical Technologist Follow Rotation (4 days)
- Circulator Follow Rotation (1 day)
- Anesthesia Care Provider Follow Rotation (1 day)
- Patient Flow Rotation (1 day)

During Spring B Scrub Rotations and Summer Scrub Rotations, students must upload a completed Daily Preceptor Evaluation for each clinical day. Required documentation includes:

- Date of clinical experience
- List of surgical procedures performed
- Surgeon name
- Student role (FS or SS)
- Preceptor initials for each procedure
- Daily performance evaluation
- Student printed name and signature
- Preceptor printed name and signature

Surgical Counts: Non-Case Day:

Students assigned to non-case clinical experiences must document and upload the appropriate rotation records in Surgical Counts. These experiences include:

- Sterile Processing Department (4 days)
- Preoperative Care Unit/Post Anesthesia Care Unit (1 day)
- Operating Room Turnover Experience (2 days)

Weekly Clinical Journals

Students are required to complete and submit a Weekly Clinical Journal in Canvas for each clinical course. Journals provide an opportunity for reflection on clinical experiences, professional growth, strengths, challenges, and learning objectives. Weekly journal submissions are considered part of the clinical course requirements and contribute to ongoing faculty assessment of student development.

Clinical Experience Evaluation

Student performance is evaluated throughout each clinical course using multiple assessment methods designed to measure competency progression and readiness for advancement.

1. Daily Preceptor Evaluation

Clinical preceptors provide daily feedback regarding student performance, professionalism, technical skills, communication, preparation, and adherence to perioperative standards of practice. These evaluations assist faculty in monitoring student progress and identifying areas requiring improvement.

2. Instructor Evaluations

Program faculty conduct formal Instructor Evaluations during Weeks 2 and 6 of each clinical course. These evaluations involve direct observation of the student during a surgical procedure from beginning to end and assess perioperative skill application and competency attainment appropriate to the student's stage of development.

Evaluation expectations are based on the student's progression within the program:

- Fall Clinical Courses: Basic (B) Skill Development
- Spring B Clinical Courses: Intermediate (I) Skill Development
- Summer Clinical Courses: Advanced (A) Skill Development

3. Midterm and Final Clinical Evaluations

Faculty complete comprehensive clinical evaluations during Week 4 (Midterm) and Week 8 (Final) of each clinical course. These evaluations provide an overall assessment of the student's clinical performance, professional behavior, technical competency, critical thinking, communication, and readiness to progress within the program.

As with instructor evaluations, performance expectations are based on the student's stage of development:

- Basic (B): Fall Semester Clinical Rotations
- Intermediate (I): Spring B Clinical Rotations
- Advanced (A): Summer Clinical Rotations

Student Responsibility

Students are responsible for ensuring that all clinical documentation, evaluations, journals, signatures, and supporting records are submitted accurately and by established deadlines. Failure to maintain complete and accurate clinical records may result in delayed clinical progression, clinical course deficiencies, or inability to verify program completion requirements.

Dress Code/Professional Standards

Students 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; students may be denied entry to class or clinical sites if not properly attired.

- Personal hygiene must be maintained; hair clean, neatly styled, and secured away from the face and neck. Unnatural hair colors are not permitted.
- Facial hair is not permitted; students must be clean-shaven for all program components.
- Makeup should be conservative; strong fragrances should be avoided. Perfumes and colognes are not permitted in any learning environment.
- Fingernails must be clean, trimmed to no more than ½ inch, and free of polish or artificial enhancements. False eyelashes are not permitted.
- Jewelry is restricted to one pair of small post earrings. All other visible piercings, rings (including wedding bands), bracelets, and watches are prohibited during program activities.
- Tattoos and body art must be fully covered at all times.

- Students must wear the required uniform surgeon cap and bouffant in both the lab and clinical environment.
- Uniforms must not be worn where alcohol is being consumed, and smoking or tobacco use is strictly prohibited while in uniform.

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

Unsafe or Unprofessional Clinical Practice Regulation

Unsafe clinical practice is any action or inaction that places a patient, peer, staff member, or the student at risk of harm, including failure to follow protocols, improper handling of sterile equipment, or engaging in clinical tasks without appropriate supervision or competency.

Unprofessional behavior includes breaches of confidentiality, disrespectful communication, insubordination, dishonesty, falsification of records, inappropriate attire, and failure to maintain composure in high-stress environments, as well as arriving late, leaving early or without permission, or appearing unprepared or fatigued for clinical assignments.

Any student 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. Consequences may include remediation, probation, or dismissal from the program. Reinstatement is not guaranteed and depends on a comprehensive review of the incident and the students' overall performance.

PART V A.S. Surgical Technology

Introduction

Attainment of the Associate of Science in Surgical Services requires 44 credits in major field surgical technology courses and 20 credits in general education courses. See the College Catalog for the complete list of degree requirements.

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.

Admission

Applicants should meet with Academic Advisor to determine if course prerequisites have been met. If general education courses are being transferred from another institution, it is the applicant's responsibility to ensure official transcripts are submitted to Student Records (records@irsc.edu) by the application deadline.

Once the drug screen and background check are accepted by the program, provisionally accepted applicants may begin uploading requirements to Complio, a third-party platform used to store student health records and manage clinical rotations. Instructions for creating a user account are included with the provisional acceptance letter.

Meeting admission criteria does not guarantee acceptance into the Surgical Technology Program. All application requirements must be received by the application deadline, or the application may not be considered.

A Program Advisement form is required to be completed by the Academic Advisor and returned to the Program Director on the first day of class.

Mandatory Health Requirements for Admission and Clinical Clearance

Details regarding required health documentation — including the annual physical and immunization form, FDLE Level II background check, and 10-panel drug screen — are provided at General Orientation for accepted students. Failure to submit any requirement may cause the applicant to forfeit their seat. Students may not participate in clinical experiences until all health requirements are on file with the program (see Part III, Clinical Compliance in Complio).

Dress Code

The personal hygiene and demeanor of Surgical Technology should reflect the College and program standards and are indicative of the student's interest and pride in the profession. Students are required to adhere to the uniform dress code standards described in Part IV for all classroom, lab, and clinical activities.

Required Uniform

- Program specific scrub top and pants, as specified by the Program Director
- Program-logo lab jacket
- Lab coat
- Solid white, black or gray (or program-approved) clinical shoes (no clogs, backless shoes, slingbacks, or sandals)

- Surgeon cap or bouffant, with embroidered program patch.

Optional Uniform Items

- White or program-color undershirt worn beneath the scrub top
- Compression socks

Supply List

Students should come to orientation prepared with the following, in addition to any items specified in individual course syllabi:

- Basic calculator
- Healthcare goggles or protective eyewear
- Laptop computer (for course-related assignments and examinations)

Grading, Progression, and Completion

The program uses the letter grading scale outlined in Part IV. A minimum grade of “C” (76%) is required in every STS core course, HSC 2531, MCB 2010, MCB 2010L, and PSY 2012 to progress to the next level of the program.

Surgical Rotation Case Requirements

Students must complete a minimum of 120 surgical cases across General and Specialty rotations (30 General / 90 Specialty), documented in the roles of First Scrub (FS), Second Scrub (SS), or Observation (O), as defined by the most current AST Core Curriculum for Surgical Technology. See Appendix F for the full case-requirement diagram and role definitions.

National Certification Exam

Participation in the Certified Surgical Technologist (CST) exam, administered by PSI on behalf of the National Board of Surgical Technology and Surgical Assisting (NBSTSA), is mandatory upon completion of the program. Indian River State College is an approved web-based testing (WBT) site; the exam is scheduled two weeks after conferral of degree.

Continuity of Operations

Should the College activate its Continuity of Organizational Operations (COOP) plan due to unforeseen circumstances, essential components such as hands-on skill development, simulation-based training, and clinical case volume requirements may be delayed, which could extend the anticipated graduation timeline. The program will communicate updates and revised timelines to all affected students in a timely manner.

Graduation and Commencement

To qualify for graduation, the Surgical Technology student must:

- Earn a minimum letter grade of “C” in all STS and prerequisite courses required for the A.S. Degree
- Successfully complete the A.S. degree requirements listed in the College Catalog, including the civic literacy assessment
- Submit the commencement application at <https://irsc.edu/students/graduation.html>

Upon graduation, the student will be granted an Associate of Science in Surgical Services from Indian River State College and will be eligible to sit for the national Certified Surgical Technologist (CST) exam. Students who are on track to complete the program at the conclusion of the summer semester are invited to participate in the Spring commencement ceremony; participation is mandatory, and students must apply and purchase regalia.

PART VI College Resources and General Information

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. To ensure services are available on the first day of class, students should contact SAS at accessibilityservices@irsc.edu, complete the Student Accessibility Services Application, and submit required documentation from a licensed provider within the past five years.

Accommodations are not retroactive, so it is important to begin the process as early as possible.

Clinical placement for students requiring accommodations, including service animals, requires approval from clinical facilities. Clinical partners have the right to refuse a student for any reason, and clinical placement is not guaranteed; accommodations for clinical rotations are reviewed individually.

Emergency Procedures

The Emergency Procedures Quick Reference Guide explains what to do in emergencies, including fire, evacuation, hazardous spills, disruptive conduct, weapons on campus, bomb threats, severe weather, and medical emergencies. The Department of Campus Safety and Security is available to assist students at all times. If you see something, say something.

Student Activities

Indian River State College is home to more than 50 student groups and a full calendar of events and activities. Surgical Technology students are encouraged to build leadership and career skills through Health Occupation Students of America (HOSA) and other campus organizations available through River Life.

Financial Aid and Scholarships

The Surgical Technology Program is financial aid eligible. Satisfactory Academic Progress (SAP) ensures financial aid recipients are moving through their program of study at a reasonable rate, as required by federal regulation. Indian River State College and the IRSC Foundation offer scholarships based on academic excellence, artistic talent, athletic skill, community service, or commitment to a specific career path. Visit the IRSC Foundation website for scholarship deadlines and application steps

APPENDICES

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

Program Advisement Form

The purpose of this advisement form is to document and support a structured advising process that ensures each student enrolled in the Surgical Technology Program clearly understands all course and completion requirements. Through guided review and advisor-student discussion, this form serves to confirm that students are informed of curriculum sequencing, course prerequisites, clinical or practical obligations (if applicable) and program completion criteria.

Additionally, this form is intended to promote student accountability and compliance by providing a record of advisement, identifying any academic risks or barriers, and outlining recommended actions for successful program progression. Completion of this form helps ensure alignment between advisor guidance and student understanding, supports timely degree/certificate completion, and reinforces the program's commitment to student success and professional readiness.

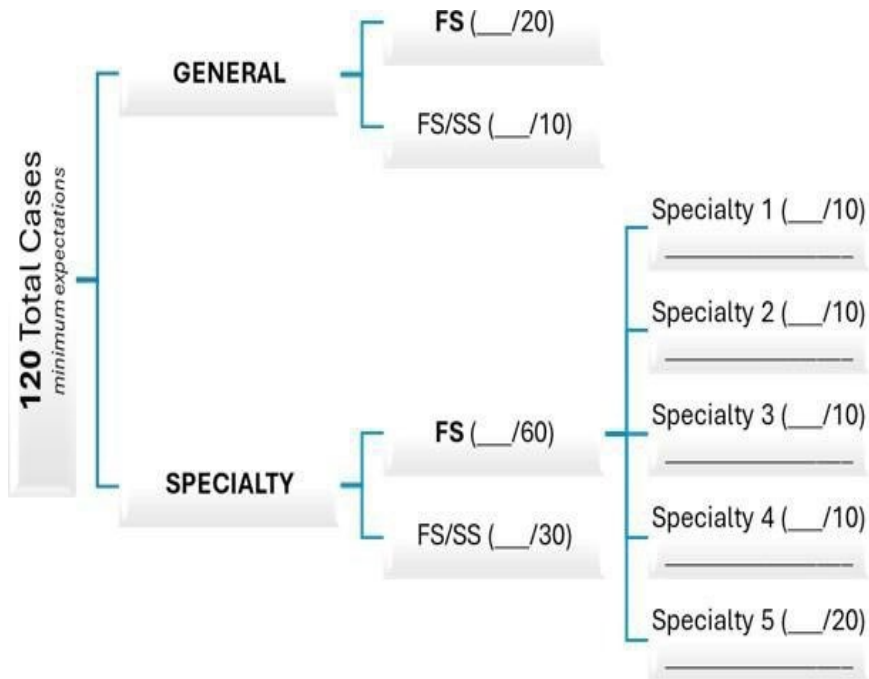
<i>Surgical Services Program Curriculum</i>			<i>Letter Grade</i>	<i>Credits</i>
General Education Courses (20 credits): <i>HSC 2531, MCB 2010, MCB 2010L, and all STS prefix courses require a grade of "C" or higher</i>				
BSC 2085	Anatomy & Physiology I	PREREQ	A B C	3
BSC 2085L	Anatomy & Physiology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



To be completed by Surgical Technology Program Director:

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

Notes

STUDENT NAME

SIGNATURE

DATE

ACADEMIC ADVISOR NAME

SIGNATURE

DATE

PROGRAM DIRECTOR NAME

SIGNATURE

DATE

Date _____

Program Progression Review

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 _____ ☐ A ☐ B ☐ C ☐ Remediation Required

Course _____ ☐ A ☐ B ☐ C ☐ Remediation Required

Course _____ ☐ A ☐ B ☐ C ☐ Remediation Required

Course _____ ☐ A ☐ B ☐ C ☐ Remediation Required

Course _____ ☐ A ☐ B ☐ C ☐ Remediation Required

Strengths

Areas of Opportunity

Recommendations for Improvement

Student Comments

Student Name _____ Signature _____ Date _____

Program Director Name _____ Signature _____ Date _____

Date _____

Student Counseling Form

Student Name _____ SID _____

Program ☐ Surgical Technology ☐ Central Service Technology

Course(s) _____

Reason for Conference

☐ Warning Email

☐ Counseling form

☐ Probation

☐ Alternative Recommendation _____

Administration/Faculty/Staff in attendance: _____

Topics Discussed

Remediation Plan Steps and Deadlines

Due Date _____

☐ Successful Completion

☐ Unsuccessful

☐ Recommendation _____

☐ Request for Extension reason _____ Extension Due Date _____

Student Name

Signature

Date

Program Director

Signature

Date

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Readmission/Transfer Request Form

Readmission or Transfer into the Surgical Technology program is based on the Program Readmission/Transfer Guideline and program maximum enrollment capacity (MEC).

Steps to initiate request:

1. Complete Readmission/Transfer Request Form
2. Email Program Director and Health and Human Sciences Division (HealthScience@irsc.edu) and submit form.
3. 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 to HealthScience@irsc.edu

Students will be notified once the request, records, and MEC status of the program are evaluated.

Section 1: READMISSION (R) and TRANSFER (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

Original Date of Admission _____ Date Last Attended _____

READMISSION TRANSFER Request for Academic Year/Semester _____(circle one)

Surgical Technology (STS) Course(s) ☐ STS1302 ☐ STS1177C ☐ STS1340C ☐ STS1380C

☐ STS2323C ☐ STS2365C ☐ STS2324C ☐ STS2930 ☐ STS1947L ☐ STS2944L ☐ STS2945L

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 certify this information is true and complete. False or fraudulent details may cause denial or investigation.

Student Name _____ Signature _____ Date _____

Change of Health Status Form

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. See Program Core Performance Standards for Admission and Progression.

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

Please indicate areas of Restrictions, *if applicable*:

☐ **N/A** ☐ **Clinical Environment** ☐ **Lab Environment**

According to learning environment, provide details for restrictions to be followed:

Date to Initiate Restrictions _____ Date to Return to normal activities _____

Examining Physician/Nurse Practitioner Name _____ Signature _____ Date _____

Practitioner/Facility Name and Address _____ Phone Number _____