

SURGICAL TECHNOLOGY STUDENT HANDBOOK



Reviewed and Recommended by Standards Committee
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Approved by Dr. Leslie Kellogg
Provost and Vice President for the Learning Unit
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**SURGICAL TECHNOLOGY PROGRAM
STUDENT HANDBOOK
TABLE OF CONTENTS**

WELCOME	4
SECTION I – OVERVIEW OF THE PROGRAM	
Philosophy	5
Surgical Technology Program Goals/Outcomes	5-6
SECTION II--CURRICULUM	
Surgical Technology Program Curriculum	7
Accreditation	7
Course Requirements	7-9
Course Descriptions	10-12
Essential Functions for the Surgical Technology Student	12-14
Certified Surgical Technologist Job Description	14-16
Career Opportunities for Certified Surgical Technologists	16
National Certification Examination	16-17
SECTION III—CLINICAL POLICIES	
Clinical Experience Selection	17
Health Requirements	17-18
Communicable Disease Policy in the Clinical Setting	18
Pregnancy	18
Prolonged Illness	18
American Heart Association BLS Certification	18
Criminal Background Checks and Drug Testing	18-19
Surgical Technology Program Waiting Periods	19-20
Student Work Policy	20
Health Insurance	21
Clinical Incidents	21
Attendance and Grading Policies	21-22
Lab Competencies	22
Clinical Performance	22-23
Definition of Scrub Roles	23-24
Clinical Case Requirements	24-25
Clinical Attire/Dress Code	25
Dismissal from Clinical	25-26
Readmission	26
Social Networks—Confidentiality and Social Media	26-27
SECTION IV--REGULATIONS	
Attendance	27
Late or Missing Work/Make-up Exams	27
Program Withdrawal	27
Classroom/Laboratory Behavior	27
Surgical Laboratory Rules	28
Ethical Behavior	28
Tutorials	28
Grading Policy and Grading Scale	28
Failure or Dismissal from the Program	29
Title IX/Macomb Policies	29
Student/Office Receipt of Handbook	31-33



WELCOME

Welcome to the Macomb Community College Surgical Technology Program. We are excited about the opportunities for personal and career fulfillment that await you in the world of Surgical Technology.

You have chosen an exciting and rewarding career. Your academic preparation will be rigorous and demanding, but the rewards will be satisfying. The faculty of the Surgical Technology Program is committed to excellence in education and career preparation. The faculty is available to assist you in achieving your goals.

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Macomb Community College is committed to an environment of equal opportunity and non-discrimination. The Surgical Technology Program embraces this policy as consistent with the mission of the profession. The policies contained in this handbook are consistent with those of the Macomb Community College Student Code of Conduct. Students can access the Macomb Community College Student Code of Conduct, which includes the policies related to equal opportunity and affirmative action at: <https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>.

SECTION I OVERVIEW OF THE PROGRAM

PHILOSOPHY:

The Surgical Technology Program is committed to the belief that the high degree of responsibility expected of the Certified Surgical Technologist requires that they possess the knowledge, skills, and abilities to provide appropriate services in the operating room to the patient. Students are prepared in the cognitive, psychomotor, and affective learning domains. Students will develop a surgical conscience and essential critical thinking skills demonstrating not only what should be done, but why it should be done for the surgical patient. Our aim is to graduate individuals who will function as Certified Surgical Technologists.

The Surgical Technology Program recognizes the uniqueness of the occupation and is committed to the belief that learning is best accomplished through a combination of lecture, learning lab, and clinical experiences.

The purpose of the Surgical Technology Program is to develop and maintain a college level curriculum efficiently flexible to reflect the evolving educational needs of the community it serves. To fulfill these needs, the Surgical Technology Department plans and implements a program that prepares students for beginning staff Certified Surgical Technologist positions. Upon successful completion of the program, students will sit for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA, formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST)).

SURGICAL TECHNOLOGY PROGRAM GOALS/OUTCOMES:

The Macomb Community College Surgical Technology Program follows CDC guidelines and our community agencies' requirements to maintain the safety of students.

PROGRAM GOALS:

- Macomb Community College is committed to fostering a fair and equitable environment for individuals to study, learn and work, free from sexual harassment and retaliation. Sexual harassment is conduct on the basis of sex committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved, that is unwelcome as determined by a reasonable person to be so severe and pervasive, and objectively offensive, that effectively denies a person equal access to an educational program or activity in the College.
- To provide a supportive environment that will enhance students' knowledge and will facilitate and increase self-motivation. To encourage learners to always seek opportunities for obtaining additional knowledge and information to maintain employment in an evolving technology.
- To provide Surgical Technology theory and clinical practice to incorporate didactic learning with hands-on experience in order to provide the skills necessary to function as a critical member of the surgical team.
- To provide programmatic options for students pursuing a career in the surgical setting.
- To provide awareness of techniques critical for ensuring the safety of the surgical patient in the preoperative, inoperative, and postoperative phases.
- To instill an awareness and understanding of asepsis and aseptic technique.
- To formulate and maintain mutually beneficial clinical practicum partnerships with local health care facilities, including hospitals and ambulatory surgical centers (ASC's) where students will have the opportunity to develop technical skills learned in the laboratory setting.

- To provide students with an understanding of legal, ethical, and other regulatory requirements associated with the health care environment.
- To provide the didactic knowledge of specific surgical procedures so students will be able to function as a vital member of a surgical team.
- To provide students the opportunity to utilize the specific instrumentation and equipment located in a standard operating room, so they will be able to properly operate and troubleshoot the equipment and instrumentation.
- To form partnerships that will facilitate the transfer of students, who desire to further their education, to senior colleges and universities.
- To encourage students in a variety of community services and program activities that will foster personal growth, cultural enrichment, and provide benefit to their communities.
- To prepare students to satisfactorily perform on National Certification Examinations.

PROGRAM OUTCOMES:

Students will be able to:

- Describe critical components of surgical specialty procedures.
- Describe critical components of surgical pharmacology.
- Consistently demonstrate the appropriate use of aseptic technique.
- Consistently, and competently, perform the tasks required of a Surgical Technologist in the Scrub Role (STSR).
- Demonstrate in the college laboratory setting the responsibilities of a Surgical Technologist in the Circulator Role (STCR).
- Demonstrate the ability to set up and maintain surgical fields, prepare surgical instrumentation, assemble, and troubleshoot surgical equipment, identify and prepare medication, identify and prepare suture materials and wound dressings, and identify and correct breaks in aseptic technique.
- Employ critical-thinking skills and problem-solving skills.
- Demonstrate and employ a surgical conscience related to moral, legal, and ethical issues.
- Demonstrate safe surgical patient care in all actions.

SECTION II CURRICULUM

SURGICAL TECHNOLOGY PROGRAM CURRICULUM:

The Surgical Technology Program is set up in a clinical career-ladder fashion, providing students with employment opportunities and career growth while they work toward a degree in higher education. The first opportunity is the certificate in Central Processing Distribution Technician. The second opportunity for students accepted into the Surgical Technology Program is the Associate of Applied Science Degree in Surgical Technology.

The Associate of Applied Science Degree in Surgical Technology is a Selective Admissions program. Students must successfully complete all of the required prerequisite classes with a grade of C or higher; pass grade for SURG-1070, to be eligible to apply for the program. Students complete and submit the selective admissions application online and must also submit a resume and letter of intent to the program coordinator.

The goal of the Surgical Technology Program is to prepare students to pursue a baccalaureate degree in Allied Health or a related field and/or an entry-level position as a certified surgical technologist. This is accomplished through didactic and practice learning activities in the classroom, and practical skills learned in the lab on campus and at the clinical sites.

ACCREDITATION:

The Associate of Applied Science Degree in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113TH Street, N, #7709. Seminole, FL., 33775-7709, 727-210-2350 on recommendation of the Accreditation Review Council on Education in Surgical Technology, 19751 East Mainstreet, Suite #339, Parker, CO 80138, 303.694.9262.

COURSE REQUIREMENTS:

The Surgical Technology Program is considered a full-time program. A minimum of 70 credit hours is required for the Associate of Applied Science Degree in Surgical Technology. Students who have taken courses at another college are encouraged to obtain an unofficial transcript and meet with a counselor or an advisor at Macomb to determine if any of the classes they have completed will satisfy some of the program prerequisite and/or general education courses. Central Processing Distribution Technician and Surgical Technology courses taken at another college **ARE NOT** eligible for transfer.

ALL courses must be completed with a grade of C or higher; Pass grade if course is graded on a Pass/Fail basis.

PREREQUISITE COURSES				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
HHSC-1700	Medical Terminology	N/A	N/A	3.0
Group I Course: ENGL-1180 –OR– ENGL-1210	Communications 1	Placement, or ENGL-0055 or EAPP-1500	N/A	3.0
	–OR– Composition 1			4.0
Group II Course: BIOL-2400 –OR– BIOL-2730 –AND– BIOL-2710	General Microbiology	BIOL-1000	N/A	4.0
	–OR– Pathogenic Microbiology	N/A		4.0
	–AND– Human Physiological Anatomy	N/A		6.0
SEMESTER 1				
The courses with the SURG prefix must be taken at Macomb.				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
SURG-1050	Introduction to Surgical Technology	BIOL-2400 or BIOL-2730, HHSC-1700	SURG-1060 SURG-1070	2.0
SURG-1060	Orientation to Central Processing Distribution Technician	BIOL-2400 or BIOL-2730, HHSC-1700	SURG-1050 SURG-1070	4.0
SURG-1070	Central Processing Distribution Technician Clinical	BIOL-2400 or BIOL-2730, HHSC-1700	SURG-1050 SURG-1060	8.0
SEMESTER 2				
Proof of current American Heart Association (AHA) BLS Health Care Provider Certification must be obtained prior to starting the program and must be maintained for the duration of the program.				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
SURG-1055	Introduction to Surgical Patient Care Techniques	Admission into the Surgical Technology Program, and ENGL-1180 or ENGL-1210; BIOL-2400 or BIOL-2730; BIOL-2710, HHSC-1700, SURG-1050, SURG-1060, SURG-1070	SURG-1200 SURG-1250 SURG-1265	3.0
SURG-1200	Surgical Clinical 1	Admission into the Surgical Technology Program, and ENGL-1180 or ENGL-1210; BIOL-2400 or BIOL-2730; BIOL-2710, HHSC-1700, SURG-1050, SURG-1060, SURG-1070	SURG-1055 SURG-1250 SURG-1265	8.0
SURG-1250	Surgical Specialties 1	Admission into the Surgical Technology Program, and ENGL-1180 or ENGL-1210; BIOL-2400 or BIOL-2730; BIOL-2710, HHSC-1700, SURG-1050, SURG-1060, SURG-1070	SURG-1055 SURG-1200 SURG-1265	4.0
SURG-1265	Surgical Pharmacology	Admission into the Surgical Technology Program, and ENGL-1180 or ENGL-1210; BIOL-2400 or BIOL-2730; BIOL-2710, HHSC-1700, SURG-1050, SURG-1060, SURG-1070	SURG-1055 SURG-1200 SURG-1250	2.0

SEMESTER 3				
COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
SURG-1300	Surgical Clinical 2	Admission into the Surgical Technology Program, and ENGL-1180 or ENGL-1210; BIOL-2400 or BIOL-2730; BIOL-2710, HHSC-1700, SURG-1050, SURG-1060, SURG-1070, SURG-1055, SURG-1200, SURG-1250, SURG-1265	SURG-1350 SURG-1360	8.0
SURG-1350	Surgical Specialties 2	Admission into the Surgical Technology Program, and ENGL-1180 or ENGL-1210; BIOL-2400 or BIOL-2730; BIOL-2710, HHSC-1700, SURG-1050, SURG-1060, SURG-1070, SURG-1055, SURG-1200, SURG-1250, SURG-1265	SURG-1300 SURG-1360	4.0
SURG-1360	Surgical Seminar	Admission into the Surgical Technology Program, and ENGL-1180 or ENGL-1210; BIOL-2400 or BIOL-2730; BIOL-2710, HHSC-1700, SURG-1050, SURG-1060, SURG-1070, SURG-1055, SURG-1200, SURG-1250, SURG-1265	SURG-1300 SURG-1350	3.0

SEMESTER 4

The following courses may be taken before or during the Surgical Technology Program.

COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS
Group III Course: PSYC-1010	Introductory Psychology	–	–	4.0
Group IV Course: PHIL-2100 –OR– HUMN-1700	Introduction to Ethics –OR– Comparative Religions	–	–	3.0

Notes:

- Courses with the SURG prefix must be taken at Macomb and in sequence.
- It is highly recommended that students take PSYC-1010 and HUMN-1700 or PHIL-2100 before or early in the program due to extensive coursework throughout the program.
- The courses listed below must be completed with a grade of C or higher:

GENERAL EDUCATION COURSES	SURGICAL TECHNOLOGY COURSES
HHSC-1700	SURG-1050
BIOL-2400 or BIOL-2730	SURG-1055
BIOL-2710	SURG-1060
ENGL-1180 or ENGL-1210	SURG-1250
PSYC-1010	SURG-1265
HUMN-1700 or PHIL-2100	SURG-1350
	SURG-1360

- The courses listed below are clinical courses and must be completed with a “Pass” grade:

SURG-1070	SURG-1200	SURG-1300
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COURSE DESCRIPTIONS:

SURG-1050 - Introduction to Surgical Technology – 2.00 Credit Hours

Prerequisites: BIOL-2400 OR BIOL-2730 and HHSC-1700

Corequisites: SURG-1060, SURG-1070

This course provides an introduction to the allied health profession of surgical technology. Students will learn about the history, professional associations related to, and the role and responsibilities of the surgical technologist. Additional topics include an introduction to the patient including the biopsychosocial needs of the patient, and death and dying. Ethical, moral, and legal issues will be explored and examined. Students will learn about regulatory agencies, health care facilities, as well as departmental organization and management within the facilities. The physical environment of the operating room will be introduced, and students will learn about various emergency situations and all hazard preparation in the health care setting. (2 contact hrs) Center Campus.

SURG-1055 - Introduction to Surgical Patient Care Techniques – 3.00 Credit Hours

Prerequisites: Admission to the Surgical Technology Program and ENGL-1180 or ENGL-1210, BIOL-2710, BIOL-2400 or BIOL-2730, HHSC-1700, SURG-1050, SURG-1060, and SURG-1070

Corequisites: SURG-1200, SURG-1250, SURG-1265

SURG-1055 introduces students to the environment of the operating room with an emphasis on patient safety and on the standards of care required for the surgical patient. This course includes pre-surgical testing and basic and special diagnostic and laboratory studies performed to determine patient diagnosis. Students will be introduced to special equipment used in the operating room. Additional topics include preoperative preparation of the patient, transport, transfer, positioning, catheterization, routine skin preparation, and draping. Types of surgical incisions, exposure, hemostasis, wound closure techniques, sutures, needles, stapling devices, tissue replacement materials, wound management, factors influencing wound healing, dressings and drains will be identified. (3 contact hrs) Center Campus.

SURG-1060 – Orientation to Central Processing Distribution Technician – 4.00 Credit Hours

Prerequisites: BIOL-2400 OR BIOL-2730 and HHSC-1700

Corequisites: SURG-1070, SURG-1050

This course introduces students to the Central Sterile Processing Department and the role and responsibilities of the central processing distribution technician. Topics include infection control, decontamination, disinfection, assembly, inspection, preparation and packaging of instruments and other items for sterilization. Students will also learn about the principles of sterile storage, distribution, inventory control, and information technology.
(4 contact hrs) Center Campus

SURG-1070 – Central Processing Distribution Technician Clinical – 8.00 Credit Hours

Prerequisites: BIOL-2400 OR BIOL-2730 and HHSC-1700

Corequisites: SURG-1050, SURG-1060

In the lab and clinical setting, SURG 1070 students are exposed to all areas of the central service department and actively participate as a member of the central service department. Students will perform cleaning, decontamination, processing (inspection, assembly, and packaging). Students will learn operation of sterilizer, and distribution of patient care supplies and equipment. This clinical meets three eight-hour days per week. Students must provide their own transportation. This course is graded on a pass/fail basis. Students are required to pass this course to progress in the program.

SURG-1200 – Surgical Clinical 1 – 8.00 Credit Hours

Prerequisites: Admission into the Surgical Technology Program, ENGL-1180 or ENGL-1210, BIOL-2710, BIOL-2400 or BIOL-2730, HHSC-1700, SURG-1050, SURG-1060, and SURG-1070

Corequisites: SURG-1055, SURG-1250, SURG-1265

In this supervised lab and clinical course, students will learn, practice, and perform essential skills required in the surgical setting. Students will demonstrate preoperative operating room preparation, scrubbing, gowning, gloving, set up of the sterile field, and perform the functions of the surgical technologist in the sterile field using aseptic technique in the laboratory setting. Students perform in the role of the scrub and circulator on various surgical procedures. Upon successful completion of pre-clinical competencies, students are assigned in the hospital setting three days a week to gain clinical experience and acquire course competencies. Students are responsible for their own health insurance and transportation. (24 contact hrs per week for 16 wks.) Center Campus.

SURG-1250 – Surgical Specialties 1 – 4.00 Credit Hours

Prerequisites: Admission to the Surgical Technology Program and ENGL-1180 or ENGL-1210, BIOL-2710, BIOL-2400 or BIOL-2730, HHSC-1700, SURG-1050, SURG-1060, and SURG-1070

Corequisites: SURG-1055, SURG-1200, SURG-1265

This course is designed to focus on the perioperative care of surgical patients during endoscopic, general, robotic, obstetric and gynecologic, genitourinary, ophthalmic, otorhinolaryngology, oral, maxillofacial, plastic, and reconstructive procedures. Students will become familiar with the diagnostic exams, pathophysiology, procedural considerations, operative procedures and the instrumentation, supplies, and equipment for these specialties. (4 contact hrs) Center Campus.

SURG-1265 – Surgical Pharmacology – 2.00 Credit Hours

Prerequisites: Admission to the Surgical Technology Program and ENGL-1180 or ENGL-1210, BIOL-2710, BIOL-2400 or BIOL-2730, HHSC-1700, SURG-1050, SURG-1060, and SURG-1070

Corequisites: SURG-1055, SURG-1200, SURG-1250

This course introduces students to medications used in the operating room. An emphasis is placed on classification, administration, forms, methods, interactions, and desired effects of perioperative medications. This course also describes the surgical technologist's legal responsibilities. (2 contact hrs) Center Campus.

SURG-1300 – Surgical Clinical II – 8.00 Credit Hours

Prerequisites: SURG-1055, SURG-1200, SURG-1250, and SURG-1265

Corequisites: SURG-1350, SURG-1360

This course further develops clinical skills of students in the perioperative environment. Students continue to increase intraoperative skills anticipating the surgeon's needs during surgery. Students perfect their role as first scrub person, second scrub, and assistant to the circulating person on various surgical procedures as students prepare for employment. This clinical meets three, eight-hour days per week. Students are responsible for their own transportation. This course is graded on a pass/fail basis. Students are required to pass this course to progress in the program. (24 contact hrs per week for 16 wks) Center Campus.

SURG-1350 – Surgical Specialties II – 4.00 Credit Hours

Prerequisites: SURG-1055, SURG-1200, SURG-1250, and SURG-1265

Corequisites: SURG-1300, SURG-1360

This course is a continuation of surgical specialties and is designed to focus on the perioperative care of surgical patients during orthopedic, peripheral vascular, neurosurgery, pediatric, geriatric, and emergency trauma surgery. Students will become familiar with the diagnostic exams, pathophysiology, procedural considerations, operative procedures, and instrumentation supplies, and equipment for these specialties. (4 contact hrs) Center Campus.

SURG-1360 – Surgical Seminar –3.00 Credit Hours

Prerequisites: SURG-1055, SURG-1200, SURG-1250, and SURG-1265

Corequisites: SURG-1300, SURG-1350

This course includes preparation of the students for professional employment. Students will successfully complete a resume and develop skills in interviewing techniques. Students will further develop test-taking skills to prepare to take the National Certification Examination utilizing techniques and exercises and practice in successful writing of a standardized exam. (3 contact hrs) Center Campus.

ESSENTIAL FUNCTIONS FOR THE SURGICAL TECHNOLOGY STUDENT:

The Surgical Technology occupation is physically and intellectually demanding. Students are expected to fulfill all program requirements. The surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. The surgical technologist must employ the essential knowledge and ability to ensure quality care of the patient is administered during the operative procedure. The surgical technologist has the responsibility of being constantly on vigil for maintenance of the sterile field. Several functions have been identified as essential to the surgical technologist. Faculty reserves the right to evaluate and document the student's abilities to meet the demands of these essential functions as they relate to patient safety and the practice of a surgical technologist.

OBSERVATION SKILLS:

- Students must possess visual ability necessary to read surgeons' preference cards, identify supplies and equipment needed for surgical procedures.
- Students must be able to accurately read charts, small print, medication labels, syringes, and identify hand gestures.
- Students must possess auditory ability to accurately distinguish tonal differences and use a variety of communication devices, e.g., telephones, alarms, computer tones, suction, and surgeons' needs.
- Students must possess keen visual observation, ability to maintain asepsis, and identify and correct any breaks in aseptic technique.

COMMUNICATION SKILLS:

- Students must be able to communicate clearly, accurately, and appropriately in English, both verbally and in writing, utilizing accurate and appropriate terminology.
- Students must be able to utilize and respond to nonverbal communication.
- Students must be able to handle themselves in all types of stressful situations; be calm and quiet, yet responsive, and be able to exhibit respect, concern and compassion for peers, staff and patients.

MOTOR SKILLS:

- Students must demonstrate unassisted ability to safely lift, hold, and mobilize patients, and/or lift instrument trays or items of 50 pounds.
- Students must be able to push heavy equipment such as microscopes, c-arms, endoscopy towers, operating room tables.
- Students must be able to ambulate unassisted without use of canes, crutches or assistive devices.
- Students must be able to stand in one place for long periods of time, 4 hours or more.
- Students must be able to safely maneuver in small places.
- Students must demonstrate appropriate manual dexterity with both fingers and hands to accurately load sharps and needles, pass surgical instruments and manipulate equipment.
- Students must possess the ability to perform tasks of scrubbing, gowning, gloving, set up of sterile field and functions of the surgical technologist within the sterile field.

COGNITIVE AND INTELLECTUAL SKILLS:

- Students must be able to pass all surgical technology didactic courses with a “C” or better, and all clinical courses with a “PASS” grade; additionally, students must pass all skill competencies.
- Students must demonstrate critical thinking skills necessary for clinical decision making and problem solving for appropriate safety and proper care of the patient. This is demonstrated in academic, laboratory and clinical course work.
- Students must be able to follow directions accurately to the smallest detail.
- Students must be able to quickly make changes, sometimes without notice.
- Students must have ability to prioritize and organize work, rapidly and efficiently, under supervision.
- Students must be able to anticipate the surgeon’s needs; be one step ahead of the surgeon.

BEHAVIORAL AND SOCIAL SKILLS:

- Students must be able to interact effectively with individuals of all ages, races, genders, socioeconomic and cultural backgrounds with respect for individual differences.
- Students must be able to cope with demands of supervision, productivity, and heavy workloads with respect for duty.
- Students must be able to exhibit respect, concern and compassion for peers, staff, and patients.
- Students must be able to adhere to the Macomb Community College Student Code of Conduct.
- Students must be able to adhere to the Code of Ethics established by the Association of Surgical Technologists.
- Students must demonstrate social responsibility and accountability.
- Students must be diligent when performing tasks; being careless or reckless could cost a patient’s life.
- Students must possess the capacity to be creative, adaptable, and resourceful, as well as believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust, and professionalism.
- Students must be willing to work toward becoming the best possible surgical technologist.

If a student believes that they need accommodations to perform these essential performance standards, the student should contact the Office of Special Services and speak to a Special Services Counselor. Students receiving special services will need to provide documentation (certification by a physician, licensed psychologist, or public school district) in order to receive services. Students requiring accommodations will be required to meet the same standards as other students in the program. The student must be physically capable of performing all of the responsibilities and functions of a surgical technologist.

If accommodations are recommended for a student, the Special Services Counselor will give the student a letter indicating the necessary accommodations. It is the student's responsibility to present the letter to the course instructor within one week of the course start date.

CERTIFIED SURGICAL TECHNOLOGIST JOB DESCRIPTION:

DEFINITION:

A primary function of the surgical technologist practitioner is as the "scrub technologist" in the surgical suite and other clinical areas. The surgical technologist practitioner may be assigned other functions as permitted by the hospital and/or employer policy. The performance of these functions should be according to the experience and scope of educational preparation of the individual surgical technologist and applicable legal guidelines. Students must possess the following:

JOB KNOWLEDGE:

- Principles of asepsis and sterile technique
- Anatomy and physiology
- Medical terminology
- Microbiology
- Pathology: care and handling of specimens/body fluids
- Procedures in OR; special positioning of patients
- Environmental safety (e.g., electrical hazards, radiation, and laser precautions)
- Manual dexterity
- Professional ethics
- Cost containment
- Complications of surgical procedures
- Pharmacology: anesthetics, drugs, and solutions used in surgery
- Wound healing and wound complications
- Preoperative preparation of patients—identification, consents, appropriate attire, transportation, etc.
- Preoperative skin preparation
- Preparation and care of surgical supplies and equipment
- Establishment and maintenance of a sterile field
- Appropriate instrumentation, suturing materials, needles, prosthetic devices, and other supplies
- Appropriate counts of sponges, needles, instruments, etc.
- Drainage mechanisms and wound dressings
- Emergency procedures, including cardiopulmonary resuscitation
- Legal, moral, and ethical responsibilities

SURGERY KNOWLEDGE:

- General surgery
- Obstetric and gynecological surgery
- Ophthalmic surgery
- Ear, nose, and throat surgery

- Oral surgery
- Plastic and reconstructive surgery
- Urologic surgery
- Orthopedic surgery
- Neurosurgery
- Thoracic surgery
- Cardiovascular surgery
- Peripheral vascular surgery
- Transplant surgery
- Procurement surgery
- Endoscopic and robotic surgery

EQUIPMENT KNOWLEDGE:

- Sterilizers
- Operating room tables
- Surgical lights
- Electro-surgical units
- Suction apparatus
- Electrically powered equipment
- Air-powered equipment
- Endoscopes
- Fiberoptic equipment
- Operating microscopes
- Pneumatic tourniquets
- Pacemaker equipment
- Laser equipment
- Monitoring and emergency equipment, such as EKG monitors, portable oxygen tanks and defibrillators

SCRUB TECHNOLOGIST:

The surgical technologist/CST acting as a scrub technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. They understand the procedure being performed and anticipate the needs of the surgeon. They have the necessary knowledge and ability to ensure quality patient care during the operative procedure and are constantly vigilant for maintenance of the sterile field.

DUTIES:

- Checks supplies and equipment needed for the surgical procedure.
- Scrubs, gowns, and gloves.
- Sets up sterile table with instruments, supplies, equipment, and medications and solutions needed for procedure.
- Performs appropriate surgical counts with circulator.
- Gowns and gloves surgeon and assistants.
- Assists in draping sterile field.
- Passes instruments, etc., to surgeon during procedure.
- Maintains highest standard of sterile technique during procedure.
- Handle specimens.
- Prepares wound drainage devices and sterile dressings.
- Cleans and prepares instruments for terminal sterilization.
- Assists other members of the team with terminal cleaning of the room.
- Assists in preparing room for the next patient.

CIRCULATING TECHNOLOGIST:

The CST acting as a circulator obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. They monitor conditions in the operating room and constantly assess the needs of the patient and surgical team.

DUTIES:

- Obtains appropriate sterile and unsterile items needed for procedure.
- Opens sterile supplies.
- Checks patient's chart, identifies patient, verifies surgery to be performed with consent forms, and brings patient to assigned operating room.
- Transfers patient to operating room table.
- Assesses comfort and safety measures and provides verbal and tactile reassurance to the patient.
- Assists anesthesia personnel.
- Positions patient, using proper equipment.
- Applies electro-surgical grounding pads, tourniquets, monitors, etc., before procedure begins.
- Prepares the patient's skin prior to draping by surgical team.
- Performs appropriate counts with scrub technologist prior to surgery and at other designated closing counts during the procedure and at the close of the procedure.
- Anticipates additional supplies needed during the procedure.
- Keeps accurate records throughout the procedure.
- Properly cares for specimens.
- Secures dressings after incision closure.
- Helps transport patient to recovery room.
- Assists in cleaning of room and preparing for next patient.

CAREER OPPORTUNITIES FOR CERTIFIED SURGICAL TECHNOLOGISTS:

Many surgical technologists, because of their broad educational background, may work in areas other than the operating room, such as:

- Labor and delivery
- Cast rooms
- Emergency departments
- Ambulatory surgery
- Cardiac catheterization laboratories
- Surgeons' offices private scrub
- Ophthalmologists' offices
- Physicians' offices
- Dentists' offices
- Clinics
- Surgicenters
- Veterinary hospitals
- Medical sales
- Material managers
- Purchasing agents
- Surgery schedulers

NATIONAL CERTIFICATION EXAMINATION:

The Certified Surgical Technologist (CST) examination is administered and coordinated by the National Board of Surgical Technology and Surgical Assistant (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST). Students will sit for the national certification

examination for surgical technology on the last day of the program. Students are responsible for payment for the certification examination. Students earn the credential of CST—Certified Surgical Technologist--when they successfully pass the certification exam.

SECTION III CLINICAL POLICIES

CLINICAL EXPERIENCE SELECTION:

Clinical sites will be assigned by the program coordinator. Clinical placements are made according to clinical site availability for the program in the tri-county area. Students must provide their own transportation and be willing to travel to their assigned clinical site.

HEALTH REQUIREMENTS:

All students must submit their health requirements to the Health and Human Services Department prior to starting the program; requirements include the following:

- Physical examination, including allergies, medications, and restrictions
- Up-to-date immunizations or titers indicating immunity (see table below). Titers must be done, and lab results submitted if an immunization record is not available. If titer results are negative/do not show immunity, the student must receive the immunizations.

Tuberculosis (TB) Skin Test OR TB Blood tests OR Chest X-ray (CXR)	<ul style="list-style-type: none"> • Valid written documentation of negative PPD skin results must be recorded in millimeters; OR negative blood test (IGRA); must be done annually • CXR done every five years; valid radiology report must be submitted
MMR—Measles/Mumps/Rubella	<ul style="list-style-type: none"> • Valid written documentation of 2 doses SC over 28 days apart
Varicella (Chicken Pox)	<ul style="list-style-type: none"> • Valid written documentation of 2 doses SC 4 – 8 weeks apart
Hepatitis B	<ul style="list-style-type: none"> • Valid written documentation of 2 doses 4 weeks apart; third dose 5 months after second dose • Titer is only valid 1 – 2 months after vaccination
Tdap	<ul style="list-style-type: none"> • Valid written documentation of dose given within the last 10 years.
COVID-19	<p>Written documentation of completed vaccination series of one of the following:</p> <ul style="list-style-type: none"> • Pfizer-BioNTech--2 doses; 2nd dose 3 - 8 weeks after 1st dose • Moderna--2 doses; 2nd dose 4 - 8 weeks after 1st dose; • Johnson and Johnson--1 dose <p>https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19.html</p> <p>Please note that some clinical sites require the COVID-19 booster.</p>
Flu Shot	<ul style="list-style-type: none"> • Valid written documentation of flu shot given by October 15 each year.

NOTES:

- A flu vaccine is now available that is not grown in eggs; students who are hypersensitive to eggs can now receive the flu shot.
- The MMR series should not be administered to pregnant people or people who plan to become pregnant.
- Valid written documentation of the first two doses of Hepatitis B must be submitted prior to students starting their clinical assignments. Students must submit proof of the third/final dose of Hepatitis B after they receive it.
- For more information regarding TB testing: https://www.cdc.gov/tb/publications/factsheets/testing/tb_testing.htm

COMMUNICABLE DISEASE POLICY IN THE CLINICAL SETTING:

The Macomb Community College Surgical Technology Program follows CDC guidelines and our community agencies' requirements to maintain the safety of students.

During the clinical experience, students may encounter patients in their care who have communicable diseases. Provision of health care carries with it an inherent risk to the provider that can be rationalized when proper infection control measures are observed. This risk should be accepted as an unalterable aspect of the health professions, and as such, can never be justifiably used as a basis for refusing to treat a patient. The Surgical Technology Program policy is that no student will be excused from administering therapy to an assigned patient on the basis that the patient has a communicable disease, except when exposure to disease presents risk to an unborn fetus. Proper observance of infection control policies and procedures will always be enforced, thus minimizing the possibility of any student acquiring a communicable disease from a patient. These guidelines may include, but are not limited to, protective tight-fitting mask, gloves, gowns, and protective eyewear. Students who refuse to treat assigned patients may be subject to dismissal from the program and will be advised to consider other careers.

PREGNANCY:

Students who are pregnant/considering getting pregnant during the Surgical Technology Program need to be aware of the Motor Skills outlined on page 13 of this handbook and the Communicable Disease Policy in the Clinical Setting section above.

PROLONGED ILLNESS:

Students who experience a prolonged illness (greater than three consecutive clinical days) or a major change in their health status must have a clearance form to return to classes and clinical rotation from their health care provider. Another physical exam is required before resuming clinical experiences when there is a change in the students' health status. Students are to inform the program coordinator at the time of health changes. Students are required to make up all missed assignments and clinical time.

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT (BLS) FOR HEALTH CARE PROVIDERS:

Prior to the start of the Surgical Technology Program, students are required to have current **American Heart Association** Basic Life Support (BLS) for Health Care Providers certification. **Certification must be maintained throughout the program.** Students must be prepared to show evidence of current BLS certification anytime they are in the clinical facilities. BLS certifications must be renewed before they expire, and a copy submitted to the Health and Human Services Department.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING:

Macomb Community College's clinical partners require that all students complete a criminal background check and a 10-panel drug screen. The criminal background check and 10-panel drug screen are performed through CastleBranch-- <https://macomb.castlebranch.com/MN09>. Students must complete both prior to beginning the Surgical Technology Program and are responsible for the cost.

A student must be free of alcohol or drug abuse to maintain enrollment in the Surgical Technology Program. If there is reasonable suspicion that a student is suspected of being under the influence of drugs or alcohol while in class or in the clinical setting, the student will be referred to the Associate Dean, Health and Human Services. The Associate Dean of Health and Human Services reserves the right to mandate another drug/alcohol diagnostic test at the student's expense. A positive drug/alcohol test may result in the student's dismissal from the program.

SURGICAL TECHNOLOGY PROGRAM WAITING PERIODS*

Students are required to disclose any and all federal, state (including states other than Michigan) or local crimes for which the student has been convicted to the Associate Dean for the program the student wishes to enter. Convictions occurring after acceptance into the program must be reported to the Associate Dean immediately. A student is not eligible for admission to the Surgical Technology Program for a period of years following completion of all terms and conditions of sentencing for conviction of certain crimes. The precise number of years a student must wait following conviction depends upon the nature of the offense. Generally speaking, the more serious the offense, the longer the students must wait before eligibility is restored. Macomb Community College has adopted the waiting periods specified in MCL 330.1134a. If a student has been convicted of a crime, the student should consult "Surgical Technology Program Waiting Periods" BEFORE seeking admission to the Surgical Technology Program to determine the specific waiting period, if any, applicable to that conviction. Failure to disclose conviction of a crime listed in MCL 330.1134a is grounds for immediate dismissal from the Surgical Technology Program. If a student is convicted of a crime listed in MCL 330.1134a while in the Surgical Technology Program, the student will be immediately dismissed from the program.

Waiting Period	Type of Crime
Lifetime Ban	Felonies related to neglect or abuse of a patient in connection with the delivery of health care Felonies relating to health care fraud Felonies related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance if the conviction was entered on or after August 21, 1996 Adulteration of drugs or medicine injurious to health Selling, distributing, delivering or furnishing product containing ephedrine or pseudoephedrine
15 years <i>following completion of all terms and conditions of sentencing</i>	A felony involving intent to cause death or serious impairment of a body function A felony resulting in death or serious impairment of a body function A felony involving the use of force or violence A felony involving the threat of the use of force or violence A felony involving cruelty or torture A felony involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult A felony involving criminal sexual conduct A felony involving abuse or neglect A felony involving the use of a firearm or dangerous weapon

<p>10 years following completion of all terms and conditions of sentencing</p>	<p>Any other felony, or attempt or conspiracy to commit a felony</p>
<p>10 years following the date of conviction</p>	<p>A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure</p> <p>A misdemeanor involving the use of a firearm or dangerous weapon that results in a personal injury</p> <p>A misdemeanor involving the use of force or violence or the threat of the use of force or violence</p> <p>A misdemeanor involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult</p> <p>A misdemeanor involving criminal sexual conduct</p> <p>A misdemeanor involving cruelty or torture</p> <p>A misdemeanor involving abuse or neglect</p>
<p>5 years following the date of conviction</p>	<p>A misdemeanor involving cruelty if committed by someone who is less than 16 years of age</p> <p>A misdemeanor involving home invasion</p> <p>A misdemeanor involving embezzlement</p> <p>A misdemeanor involving negligent homicide</p> <p>A misdemeanor involving larceny</p> <p>A misdemeanor of retail fraud in the second degree</p> <p>Any other misdemeanor involving assault, fraud, theft, or the possession or delivery of a controlled substance</p>
<p>3 years following the date of conviction</p>	<p>A misdemeanor for assault if there was no use of a firearm or dangerous weapon and no intent to commit murder or great bodily injury</p> <p>A misdemeanor of retail fraud in the third degree</p> <p>A misdemeanor involving the creation, delivery, or possession with intent to manufacture a controlled substance</p>
<p>1 year following the date of conviction</p>	<p>A misdemeanor involving the creation, delivery, or possession with intent to manufacture a controlled substance if the individual was under 18 at the time of conviction</p> <p>A misdemeanor for larceny or retail fraud in the second or third degree if the individual, at the time of conviction, is under the age of 16</p>

Current as of May 2023.

STUDENT WORK POLICY:

Students are assigned to clinical sites to learn and are not to be substituted as paid employees during the clinical experience.

HEALTH INSURANCE:

Students are required to have health insurance coverage, as neither the clinical facility nor the college insures students against accidents or illness while the student is learning or performing tasks at the clinical site or in the lab on campus. **Students are responsible for all costs related to treatment of an injury sustained in the lab on campus or at a clinical facility.**

CLINICAL INCIDENTS:

If a student makes an error or sustains an injury while at the clinical site, they must notify the clinical instructor immediately and an incident report must be completed. In accordance with the affiliation agreement with most clinical sites, emergency treatment will be provided at the student's request, however, **the cost of that treatment is the responsibility of the student.**

Students must report injuries sustained during clinical placement or in the lab on campus to the program coordinator and the Macomb Community College Campus Police – Center Campus - within 24 hours of occurrence. **Students are responsible for the cost of any treatments resulting from injury to themselves in the clinical setting or in the lab on campus.** The program coordinator will adhere to the clinical facility and college protocols for such incidents.

Injuries that must be reported to the clinical instructor, program coordinator and Center Campus Police include, but are not limited to:

- A needle stick
- Blood to blood exposure
- Percutaneous and/or mucosal exposure to Hepatitis B
- Parental or mucus membrane exposure to HIV

ATTENDANCE AND GRADING POLICIES:

Successful clinical education is dependent upon students being exposed to and experiencing various situations. This requires dependable, consistent attendance.

The faculty acknowledges that true life emergencies do exist and will work with students in these situations if they arise and faculty is notified. Please note true life emergencies do NOT include:

- Scheduling work or vacation during class, clinical, or final exam and competency testing times.
- Missing class in order to work or study for an exam in another class is not an excused absence.
- Non-emergency doctor or dental appointments.
- Being fatigued or otherwise impaired due to your own actions.
- Planning "special" events that interfere with class, lab, or clinical time.

To assure that students maximize their time, the following attendance policies are in effect:

- Students must arrive 15 minutes before their scheduled clinical starting time.
- Students must contact their assigned clinical instructor and the program coordinator if they are going to be late.
- Students must attend clinical for the entire shift.
- Students must contact their assigned clinical instructor and the program coordinator at least 1/2 hour before their scheduled starting time if they are going to be absent for the day.
- Three tardies equal one absence.
- Failure to call the clinical instructor and program coordinator if going to be late—two incidents equal one absence.

There are **NO** excused absences in clinical. Students will be given a **Fail grade** if the above attendance requirements are not met.

Making up clinical time is mandatory. Missed clinical time will be made up at the discretion of the program coordinator and clinical facility. Missed clinical time will be handled individually between faculty and student.

- Clinical attendance is mandatory. Students must complete the make-up work within two weeks of the absence.
- Students will not be allowed to make up clinical time if their absences exceed two in the semester.
- Students who do not make up their missed clinical time will be dropped from the program and will receive a “Fail” grade for the clinical course.

Students must:

- Satisfactorily complete 100% of the weekly clinical validation verification forms
- Achieve a passing score of 80% or higher on all written exams
- Turn in the preceptor evaluations from the clinical site to the program coordinator weekly

LAB COMPETENCIES:

- Students must be able to demonstrate and perform the required principles of aseptic technique in the lab setting, as determined by the instructor, at a satisfactory performance rate prior to placement in the clinical setting.
- Students who fail to perform and progress at a satisfactory skill level will not be placed in a clinical setting.
- Students not performing at an acceptable rate and standard in the lab setting are subject to failing the course.

CLINICAL PERFORMANCE:

- The student must demonstrate satisfactory performance in each clinical course.
- The student will be evaluated by the clinical instructor relative to the student’s ability to meet course objectives and/or demonstrate responsible and safe behavior.
- Attendance in clinical is mandatory (this includes on-campus clinical lab). Clinical absences may jeopardize a student’s successful completion of a clinical course.
- A student who arrives for clinical practice unprepared and unable to perform an assigned task or procedure will be directed to leave the clinical and will be considered absent for that day.
- The instructor will inform the student as soon as possible when the student is observed performing or has performed unsatisfactorily in the clinical area:
 - The instructor will identify, verbally or in writing using a performance improvement plan, the specific behaviors that are unsatisfactory and what the student must do to correct the unsatisfactory behavior.
 - The student will be requested to read and sign the document, if applicable, to verify that they were informed of their unsatisfactory performance and the steps or ways it can be corrected.
 - The student will be counseled by their clinical instructor, verbally or in writing, regarding their progress in meeting the requirements of the performance improvement plan.
 - If the student continues to demonstrate unsatisfactory clinical performance, they will fail the clinical course
- A student whose work or conduct is deemed unsafe or detrimental to patients will not be permitted to continue with that clinical experience resulting in course failure. The program coordinator and appropriate faculty member will review the student circumstances and recommend the appropriate action to the Associate Dean of Health and Human Services. Appropriate action may include dismissal from the Surgical Technology Program.

- Consistent with agency affiliation agreements, the hospital or clinical agency shall have the right to request the college to withdraw any student from the agency whose work or conduct may be unsatisfactory to the hospital or clinical agency
- The clinical site or instructor may ask a student to leave the clinical site if, for any reason, they do not feel confident of the student's ability to perform assigned tasks. Reasons may include, but are not limited to:
 - Illness
 - Excessive fatigue
 - Emotional instability
 - Behavior suggestive of intoxication or drug use
- A student must be free of alcohol or drug abuse to maintain enrollment in the Surgical Technology Program. If there is reasonable suspicion that a student is suspected of being under the influence of drugs or alcohol while in class or in the clinical setting, the student will be referred to the Associate Dean of Health and Human Services. The Associate Dean of Health and Human Services reserves the right to mandate another drug/alcohol diagnostic test at the student's expense. A positive drug/alcohol test may result in the student's dismissal from the program.
- Students must remain at the clinical facility during breaks.
- Students may be dismissed, at the discretion of their instructor, if they pose an infectious risk to the people with whom they are working or to patients.
- If students are absent from clinical due to illness, they should provide verification of the illness from their physician to the program coordinator.
- Students may not use department phones for personal calls during their clinical shift. Cellular phones **ARE NOT** allowed at the clinical sites in the department and should only be used when the student is on break in approved areas.

DEFINITION OF SCRUB ROLES:

FIRST SCRUB ROLE:

The surgical technology student shall perform the following duties during any given surgical procedure with proficiency in order to document the case in the first scrub role. A student who does not meet the five criteria below cannot count the case in the first scrub role and must document the case in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s), and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognizing breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SECOND SCRUB ROLE:

The surgical technology student in the second scrub role is defined as the student who is at the sterile field but has not met all the criteria for the first scrub role. The surgical technology student in the second scrub role actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting sutures
- Holding retractors
- Manipulating endoscopic camera

OBSERVATION ROLE:

The surgical technology student in the observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program coordinator on the student's clinical records.

CLINICAL CASE REQUIREMENTS:

- The student must complete a minimum of 120 cases.
- Students are required to complete 30 cases in General Surgery. A minimum of 20 of the cases MUST be in the First Scrub Role. The maximum number of Second Scrub Role Cases that can be applied toward the 30 cases is 10.
- Students are required to complete a minimum of 90 cases in various surgical specialties. A minimum of 60 cases must be in the First Scrub Role and must be evenly, but not necessarily equally, distributed among a minimum of 4 surgical specialties. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of 4 different specialties. The remaining 30 specialty cases may be performed in any surgical specialty in either the First Scrub or Second Scrub role.
- The maximum number of Second Scrub Role cases that can be applied toward the 90 cases is 30. Surgical specialties are as follows:
 - Obstetrics and Gynecology
 - Otorhinolaryngology
 - Genitourinary
 - Oral and Maxillofacial
 - Plastic and Reconstructive
 - Ophthalmic
 - Orthopedics
 - Neurosurgery
 - Peripheral
 - Vascular
 - Cardiothoracic
 - Procurement/Transplant
- The Surgical Technology Program is required to verify through the surgical rotation documentation of the students' progression in First and Second Scrubbing surgical procedures of increased complexity as the student moves toward entry-level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. Up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Diagnostic endoscopy procedures include the following:
 - Bronchoscopy
 - Colonoscopy
 - Cystoscopy
 - EGD
 - ERCP
 - Esophagoscopy
 - Laryngoscopy
 - Panendoscopy
 - Sinoscopy
 - Ureteroscopy
- Observation cases must be documented, but do not count toward the minimum 120 required cases.

- **Counting Cases:** Cases will be counted according to surgical specialty. For example:
 - A trauma patient requires a splenectomy and repair of a LeFort I fracture. **Two** cases can be counted and documented since the splenectomy is a general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
 - The patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; it is counted and documented as one procedure/one case.

NOTE: If the procedure is a mastectomy with TRAM flap, the procedure is counted as **two** procedures because the mastectomy is a general surgery procedure, and the TRAM flap is a plastic and reconstructive procedure.

CLINICAL ATTIRE/DRESS CODE:

Suitable dress is important to provide for the students' and patients' safety at the clinical facilities.

- Scrubs, masks, caps, and booties will be furnished by the clinical facilities.
 - Comfortable, sturdy shoes or athletic walking shoes must be worn. Canvas or mesh sneakers or sandals are not permitted
 - Students must wear socks.
 - Minimal jewelry:
 - 1 single post in the ear is permitted.
 - No facial jewelry permitted i.e., noses, eyebrows, tongues, etc.
 - Hair must be clean and well groomed.
 - Facial hair must be neatly trimmed and to the length of ½ inch.
 - Long hair must be secured away from the face.
 - Chest hair must be covered by undershirt or uniform.
 - Fingernails must not extend beyond the fingertips.
 - Nail polish, artificial or acrylic nails are prohibited at the clinical facilities
 - False eyelashes are prohibited at the clinical sites as they can be a source of cross contamination.
 - Students must be free of disagreeable odors including overpowering cologne/perfume, body odor and bad breath.
 - Students must abide by any appropriate dress codes imposed by a clinical facility. Students may be asked to leave the clinical facility if attire is not according to the hospital dress code. **This will directly impact the student regarding attendance policy.**
- NOTE:** Hospital dress codes may differ from what is published in the student handbook. Students must abide by the dress code enforced by the clinical facility to which they are assigned.
- Eating, drinking or gum chewing is not permitted in the clinical area.
 - Smoking; vaping; e-cigarettes are prohibited at the clinical facility.

DISMISSAL FROM CLINICAL:

A clinical instructor may dismiss a student from clinical for any reason, including, but not limited to:

- The student's failure to comply with any college, program, or clinical site policies.
- Insubordination toward any faculty or professional in the clinical setting.
- Inappropriate actions toward anyone present at the clinical site.
- No call/no show—students must notify their clinical instructor and the program coordinator if they are going to be absent.
- Failure to demonstrate an awareness of the surgical environment.

The clinical instructor must inform the program coordinator within 24 hours of a student's dismissal from a clinical site.

READMISSION:

Students dismissed from the Surgical Technology Program for failure of a clinical course for reasons identified by faculty or the clinical site as failure or inability to perform aseptic technique or duties safely that may pose risk to the patient, or a manner considered unsafe for the patient, are permanently ineligible for readmission to the Surgical Technology Program.

A student may reapply for the Surgical Technology Program once if they are in good standing and have taken a "stop out" for a medical leave due to an unforeseen medical reason/illness or pregnancy.

Any student requesting readmission to the Surgical Technology Program must submit their request in writing at least three (3) months prior to the start of the semester. Readmission will be considered if the following conditions are met:

- A letter has been received by the program coordinator at least three (3) months prior to the start of the semester. The letter must include an action plan and steps that will demonstrate the student's desire and ability to return to the program.
- Space is available in the program, returning semester requested; clinical space is limited, and requests will be granted on a space-available basis.
- The student has discussed with the program coordinator steps taken to ensure success in readmission and continuing in the program.
- Faculty reserves the right to subject the student to competency testing of skills in order to ensure the student's knowledge base, skill development, and client safety techniques are still present. This may occur prior to readmission and/or clinical placement.
- If the student is readmitted to the Surgical Technology Program, the following must be completed and submitted to the program coordinator prior to starting the clinical rotation:
 - Criminal background check and drug screen
 - Physical examination, including current immunizations, and TB test.
 - Current American Heart Association Basic Life Support (BLS) for Health Care Providers certification; must be maintained for the remainder of the academic course work and clinical rotations.

SOCIAL NETWORKS—CONFIDENTIALITY AND SOCIAL MEDIA:

Students must maintain the confidentiality of all patient information and strictly comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times, including when working online or engaged in social networking. Students must also comply with any confidentiality requirements, policies, and procedures established by the clinical site. By way of example:

- Students shall not publish, discuss, post, text, email, tweet or otherwise disclose any patient's name, or any information that may lead to the identification of any patient's identity or status, except for the purpose of providing direct patient care, without express written consent of the patient.
- Students shall not videotape, photograph or make audio recordings of themselves or any patient, employee, student, or instructor during clinical rotation(s).
- Students shall not copy, download, transmit or remove any portion of a patient's medical record from a health care facility.
- Students shall not post online, publish, tweet, email, transmit or disseminate any portion of a patient's medical record or printed patient information.

Limiting access to postings through privacy settings is not sufficient to ensure privacy.

Students must promptly report any actual or suspected violations of HIPAA or this policy.

Students who disclose restricted patient information may face serious consequences. Students found in violation of this policy may be subject to disciplinary action, up to and including immediate suspension or dismissal from the clinical experience and/or College. Under federal law, students who misuse protected patient information for commercial advantage or malicious harm may be subject to fines up to \$250,000 and imprisonment up to 10 years. Students may also face professionalism sanctions for posting material that is defamatory, profane, threatening, harassing, hateful or humiliating to patients, students, teachers, or clinical staff.

SECTION IV REGULATIONS

ATTENDANCE:

Attendance is mandatory in all components of the program. Students are expected to attend all theory classes and lab sessions due to the high volume of learning materials that must be covered. Generally, a different learning module is presented in each class or lab session. The mastery of material from the previous module is a prerequisite to the learning taught in the new module. Students put themselves at risk each time a class or lab session is not attended. If circumstances prohibit a student from attending a class or lab session, it is recommended that they discuss the absence with the instructor. Excessive absences will result in a failing course grade; tardiness will result in the reduction of the course grade. Refer to instructors' first day handouts for attendance policies.

LATE OR MISSING WORK/MAKE-UP EXAMS:

All class assignments are due as specified by the instructor. Students are advised to contact their instructor(s) in advance if they are going to be absent for a class and discuss the policy to make up missed assignments.

Students must also contact their instructor(s) in advance if they are going to be absent for a class during which an exam is scheduled to obtain approval to miss the exam. Make-up exams will be given at the discretion of the instructor(s). Students who are unable to attend class on a day an exam is scheduled due to illness or other valid reason must contact their instructor and the program coordinator **prior to the scheduled time of the exam. Students must inform their instructor of the reason for the absence.**

STUDENTS WHO DID NOT OBTAIN APPROVAL IN ADVANCE FROM THEIR INSTRUCTOR TO MISS AN EXAM WILL NOT BE PERMITTED TO MAKE UP THE EXAM.

PROGRAM WITHDRAWAL:

Students who wish to withdraw from the Surgical Technology Program must inform the program coordinator prior to withdrawing from classes. Students are encouraged to contact the Registration Department if they have questions about the withdrawal process.

CLASSROOM/ LABORATORY BEHAVIOR:

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of instruction. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Cellular telephones in the classroom, laboratory or clinical sites are unacceptable. Instructors have the right to remove offending students from the class or clinical. Repetition of the offense may result in expulsion from the course and program.

Each student is expected to participate fully in the learning process with the instructor. This requires periodic self-evaluation of progress and development of an action plan that fosters improvement and success. Students are to prepare for each class session by reading the assigned materials prior to class. A strong emphasis is placed on inquiry.

SURGICAL LABORATORY RULES:

- Smoking, vaping, e-cigarettes are prohibited.
- No food or beverages are allowed.
- All instruments and equipment must be handled properly and carefully.
- All instruments and equipment must be returned to their proper place at the end of the laboratory class.
- No instruments or equipment may be “borrowed” or removed from the lab.
- All drapes, trash, etc., must be disposed of in proper containers at the end of the laboratory class.
- Students are responsible for cleaning the areas in which they worked.
- Furniture must be returned to its proper place.
- Negligent use of needles, sharps, etc., may result in an injury. All injuries must be reported to the instructor and MCC Center Campus Police.
- Negligent use of equipment may result in dismissal from the program and/or payment for said equipment.

ETHICAL BEHAVIOR:

Students are expected to operate within the ethical boundaries of the Surgical Technology profession. The philosophy of "Do No Harm" is expected when dealing with those entrusted into your care. Students are expected to exhibit professional communication and behavior during encounters with patients, staff, and college faculty in the clinical and classroom setting during the program.

The Association of Surgical Technologists (AST) Code of Ethics can be accessed via this link:

[AST Code of Ethics](#)

The AST Code of Conduct can be accessed via this link: [AST Professional Code of Conduct](#)

TUTORIALS:

Tutorials are available throughout the semester for students who desire additional work in a particular subject. Students are also encouraged to utilize the laboratory for skills practice. Students may make an appointment for additional assistance in the laboratory.

GRADING POLICY:

Grading is calculated on an absolute percentage and **NOT** on a curve. Student success tips are attainable via an open channel of communication with your instructor and use of Macomb Community College's Student Support Services.

GRADING SCALE:

A	94-100%
A-	92-93.99%
B+	90-91.99%
B	86-89.99%
B-	84-85.99%
C+	82-83.99%
C	78-81.99%
Not Passing	Below 78%

NOTE: Clinical courses are graded on a Pass/Fail basis.

FAILURE OR DISMISSAL FROM THE PROGRAM:

Students will be dismissed from the Surgical Technology Program for the following academic reasons:

- Failure to maintain minimum attendance standards in theory and clinical courses/facilities (see Attendance Policy above).
- Incompetence or failure to perform critical procedures at minimum standards as stated in the syllabus and performance objectives.
- Failure to achieve a minimum grade (see Grading Policy above).

Students may be immediately dismissed from the Surgical Technology Program, regardless of scholastic or clinical standing, for any of the following reasons, including but not limited to:

- Cheating.
- Leaving the clinical and lab area without permission of the clinical instructor or the Operating Room Educator or designee.
- Reporting for duty under the influence of alcohol or drugs and/or bringing alcoholic beverages or other chemical substances to the college or clinical facilities.
- Bringing guns, knives or other weapons to the college or clinical facilities.
- Falsifying or misrepresenting records in any manner.
- Behaving in a disrespectful manner toward supervisors and instructors.
- Fighting on the college premises or at the clinical facilities.
- Neglecting to follow the clinical facility's or Surgical Technology Program policies after receiving a written warning.
- Poor attendance or constantly late for clinical
- Sub-standard classroom or clinical performance.
- Disregard for personal appearance, hygiene, or dress code.
- Stealing property from the college or clinical facility and/or the personal property of others.
- No call/no show—failure to attend clinical and notify the clinical instructor and program coordinator of the absence.

TITLE IX:

Title IX is a federal law that prohibits sexual discrimination in any education program. Macomb Community College is committed to a non-discriminatory environment. All faculty and staff at Macomb Community College are required to share any information that you disclose to us in class discussion, papers, journals, meetings, or otherwise about your experiences of abuse, sexual assault, or sexual harassment to our Title IX coordinator. If you share information with the faculty about a recent sexual assault, the police will be notified. If you would like to discuss these issues in a confidential setting, please consider reaching out to Turning Point at 586-463-6990 or www.turningpointmacomb.org. For more information, please visit [Title IX \(macomb.edu\)](http://macomb.edu/title-ix)

To obtain information on Macomb Community College's policies on Equal Opportunity/Non-Discrimination, Anti-Harassment, Disability Accommodation, Anti-Fraud and the Non-Retaliation-Whistleblower Policy, you can visit:

<https://www.macomb.edu/about-macomb/college-policies/institutional/equal-opportunity-non-discrimination-anti-harassment-title-ix-disability-accommodation-anti-fraud-non-retaliation-whistleblower.html>.

NOTES

**MACOMB COMMUNITY COLLEGE
SURGICAL TECHNOLOGY STUDENT HANDBOOK**

I, THE UNDERSIGNED, HAVE THOROUGHLY READ AND UNDERSTAND THE RULES AND REGULATIONS CONTAINED IN THE SURGICAL TECHNOLOGY STUDENT HANDBOOK.

MY SIGNATURE INDICATES THAT I UNDERSTAND THE RULES AND/OR REQUIREMENTS FOR ALL OF THE FOLLOWING:

1. Welcome
2. Overview of the Program
3. Philosophy
4. Surgical Technology Program Goals/Outcomes
5. Surgical Technology Curriculum
6. Accreditation
7. Course Requirements
8. Course Descriptions
9. Essential Functions for the Surgical Technology Student
10. Certified Surgical Technologist Job Description
11. Career Opportunities for Certified Surgical Technologists
12. National Certification Examination
13. Clinical Experience Selection
14. Health Requirements
15. American Heart Association BLS Certification
16. Pregnancy
17. Prolonged Illness
18. Criminal Background Checks and Drug Testing
19. Surgical Technology Program Waiting Periods
20. Communicable Disease Policy in the Clinical Setting
21. Student Work Policy
22. Health Insurance
23. Clinical Incidents
24. Attendance and Grading Policies
25. Lab Competencies
26. Clinical Performance
27. Definition of Scrub Roles
28. Clinical Case Requirements
29. Clinical Attire/Dress Code
30. Dismissal from Clinical
31. Readmission
32. Social Networks—Confidentiality and Social Media
33. Attendance
34. Late or Missing Work/Make-up Exams
35. Program Withdrawal
36. Classroom/Laboratory Behavior
37. Surgical Laboratory Rules
38. Ethical Behavior
39. Tutorials
40. Grading Policy and Grading Scale
41. Failure or Dismissal from the Program
42. Title IX/Macomb Policies
43. Student Receipt of Handbook

PRINTED NAME _____

SIGNATURE _____ DATE _____

NOTE: This handbook should be considered as an addendum to the Macomb Community College Student Code of Conduct, which can be found at: <https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>

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