SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

2025-2026

South Florida State College
Hardee Campus, Building B

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WELCOME:

Welcome to the Surgical Technology program. You have selected a very challenging yet rewarding field of study. We know the hard work that will be required to complete this program. The faculty are ready and willing to assist you in achieving your goals. We recognize that individuals have unique and varying needs, capabilities, and experiences.

Surgical Technologists are allied healthcare professionals who are integral to the team of medical practitioners providing surgical care to patients in various settings. The Surgical Technologist works under medical supervision to facilitate safe and effective care. The Surgical Technologist ensures that the operating room environment is safe, that equipment functions correctly, and that the operative procedure is conducted under conditions that maximize patient safety. A Surgical Technologist possesses expertise in the theory and application of sterile and aseptic techniques and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive, therapeutic, and diagnostic procedures.

The program is fifteen months and provides the learner with the knowledge and skills required to obtain an entry-level position as a Surgical Technologist.

During the pre-clinical phase of the program, emphasis is placed on classroom and laboratory instruction as preparation for participation in the clinical stage. Classroom instruction on campus includes anatomy and physiology, medical terminology, microbiology, patient care in surgery, sterile technique, surgical techniques, instrumentation, and surgical procedures.

The student's clinical experience is received at various medical facilities. The student functions under the instructor's supervision, staff Surgical Technologists, and registered nurses in performing as a member of the operating room team. The clinical phase includes further classroom instruction that will be scheduled, but the emphasis is placed on extensive clinical experience in actual surgical procedures.

Upon completion, the student will be eligible to take the NBSTSA (National Board of Surgical Technologists and Surgical Assistants) Certification Exam. The graduate will be conferred the professional title of Certified Surgical Technologist (CST) upon completing the exam.

ACCREDITATION:

South Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Florida State College. Other inquiries about South Florida State College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to the institution and not to the Commission's office.

South Florida State College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Awarded May 17, 2024.

COMMUNITY AFFILIATIONS:

The SFSC Surgical Technology program has affiliation agreements with the following clinical sites:

AdventHealth Sebring Hospital/AdventHealth Surgery Center
4200 Sun N Lake Boulevard
Sebring, FL 33872

AdventHealth Lake Wales Hospital
410 South 11th Street
Lake Wales, FL 33853

DeSoto Memorial Hospital
900 North Robert Avenue
Arcadia, FL 34266

HCA Florida Highlands Hospital
3600 South Highlands Avenue
Sebring, FL 33870

FACULTY AND STAFF:

Our faculty and staff welcome you to the program and wish you success in your endeavors. Department Contact Information:

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SURGICAL TECHNOLOGY PROGRAM MISSION, VISION, AND PHILOSOPHY:

Program's Mission is to produce Surgical Technologists who:

- Demonstrate cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as an entry-level Surgical Technologist.
- A surgical team member can function as a surgical technologist who provides and participates in patient care coordination.
- Demonstrates effective written, verbal, and nonverbal communication with patients/clients and peers.
- They will have a broad knowledge base and intellectual skills, enabling them to embrace lifelong learning.
- Demonstrate the ability to use problem-solving skills to provide safe and effective surgical outcomes.
- Demonstrates professional attributes by showing accountability for their actions and practicing within the ethical, legal, and regulatory framework.
- Pass the National Certification Exam for Surgical Technologists administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The Program's Vision is to provide students with opportunities for academic, economic, professional, social, and personal development and be prepared for employment and subsequent upward mobility. Our graduates are competent Surgical Technologists who are compassionate and ethical professionals who respond to the needs of the patient and the healthcare institution. The program is committed to the community by graduating qualified, well-educated, productive, and employable individuals who will enhance the profession of Surgical Technology.

Program Philosophy is to give the community knowledgeable, competent, and ethical professionals to provide quality assistance to surgeons, coworkers, and patients. SFSC's Surgical Technology Program will accomplish this with an educational approach to professional development. While the Surgical Technology Student's education is the program's primary mission, this endeavor alone does not fulfill our community's commitment. The program deems the student as a partner in the educational experience. Adequate flexibility for individual expression and achievement allows students to obtain personal and professional goals.

PROGRAM PATHWAY – DEGREE MAP:
Program Length: 64 Credit Hours

Pre-Degree Requirements / Recommendations for Success

A. Completed online SFSC College and Surgical Services Application

B. Demonstrate competency in English, Reading and Math as prescribed in the SFSC College Catalog

C. Submission of all official transcripts, including high school/GED transcript and official transcript from each college attended

D. Placement test scores from any one of the following tests: ACT, SAT I ®, PERT

E. Submission of three reference letters completed by the applicant's current or most recent employer, an instructor/professor, or a person of the applicant's choice that is not a relative. These must be received at the Health Sciences department in a sealed envelope.

F. Prior to final acceptance and enrollment, the applicant must submit:

   a. Record of physical health exam and immunizations from a licensed physician or nurse practitioner (forms will be provided after contingent acceptance into the program).

   b. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).

   c. Results of 10-Panel Drug Screen

Recommended Soft Skills

- Communication
- Compassion
- Critical Thinking
- Teamwork
- Commitment
- Integrity

Seq. #	Check when complete	Course Number	Title	Credit Hours	Prerequisites/Notes
1	☐	*^ENC1101	Freshmen English I	3	General Education Course
2	☐	+HSC1532	Medical Terminology	3	
3	☐	+BSC1085C	Human Anatomy and Physiology I	4	General Education Course Corequisite BSC1085L
4	☐	+STS1302	Introduction to Surgical Technology	2	
5	☐	SLS1106	First Year Experience Seminar	1	May opt out if meet criteria, see GPS Coach or Academic Advisor for details
+Pre-requisite courses				13	

Second Term					
Seq. #	**Check when complete**	**Course Number**	**Title**	**Credit Hours**	**Prerequisites/Notes**
1	☐	*BSC 1086C	Human Anatomy and Physiology II	4	General Education Course Corequisite BSC1086L
2	☐	STS 1303	Fundamentals of Surgical Technology	2	
3	☐	**^	Mathematics Core	3	General Education Course
4	☐	STS 1307	Surgical Equipment and Instrumentation	3	
5	☐	STS 1327L	Principles and Practices of Surgical Technology Lab	2	
				14	

Third Term					
Seq. #	**Check when complete**	**Course Number**	**Title**	**Credit Hours**	**Prerequisites/Notes**
1	☐	**^	Humanities Core	3	General Education Course
2	☐	STS 1304L	Operating Room Techniques Lab	3	
3	☐	STS 1323	Surgical Procedures I	3	
4	☐	STS 2944L	Surgical Clinical I	3	
				12	

Fourth Term					
Seq. #	**Check when complete**	**Course Number**	**Title**	**Credit Hours**	**Prerequisites/Notes**
1	☐	AMH 1020 **or** POS 1041	Introductory Survey Since 1877 **or** American Government	3	General Education Course; Must also pass the Florida Civic Literacy Exam (FCLE)
2	☐	PSY 2012	Introduction to Psychology	3	General Education Course
3	☐	STS 1308	Perioperative Patient Care Concepts	2	
4	☐	STS 2324	Surgical Procedures II	2	
5	☐	STS 2945L	Surgical Clinical II	3	
				13	

Fifth Term					
Seq. #	Check when complete	Course Number	Title	Credit Hours	Prerequisites/Notes
1	☐	STS 2340	Surgical Pharmacology	2	
2	☐	STS 2360	Professional Skills for the Surgical Technologist	2	
3	☐	STS 1931	Surgical Technology Special Topics Seminar	3	
4	☐	STS 2179	Surgical Biomedical Fundamentals	2	
5	☐	STS 2946L	Surgical Clinical III	3	
				12	
Total Program Credits				**64**	

* Check the course description for prerequisites.
** It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
+ Prerequisite program application requirement.

Note: Computer competency skills and speech communication general education requirements are covered within the Surgical Services curriculum for the associate degree.

Please always check online at College Catalog and meet with your academic advisor or program navigator to ensure that you are viewing the latest and most accurate information.

PROGRAM COST:

The College Catalog contains information regarding the Surgical Technology degree plan, graduation requirements, and other important information. Follow the link or access the College website at: https://catalog.southflorida.edu

Approximate Program Costs	
Admission fee	**$15**
Background check/drug screen/document manager	**$144**
Graduation fee	**$15**
Lab fees	**$2,600**
Medical costs (varies by provider)	**$500**
BLS	**$65**
Tuition	**$6,746.88**
Approximate Total =	**$7,036.88**
***Cost of textbooks/Online Computer Programs (BoardVitals, Trajecsys)**	**$587**

PROGRAM GOALS AND OBJECTIVES:

The goal of our program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The objectives for the surgical technologist student are:

Cognitive Domains:

The surgical technologist student will be able:

- Demonstrate knowledge of the health care delivery system and health occupations
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of information technology applications in healthcare
- Demonstrate employability skills
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS
- Apply basic math and science skills
- Demonstrate language arts knowledge and skills
- Solve problems using critical thinking skills, creativity and innovation
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives
- Use communication and interpersonal skills as related to surgical technology
- Demonstrate an understanding of the basic sciences related to surgical technology
- Demonstrate knowledge of pharmacology and math calculation principles related to the surgical environment
- Demonstrate knowledge of the skills necessary to function safely and effectively

Psychomotor:

The surgical technologist student will be able:

- Recognize and practice safety and security procedures
- Recognize and respond to emergency situations
- Recognize and practice infection control procedures
- Demonstrate central supply skills
- Describe and practice safety measures in the surgical environment
- Assist the RN circulator with patient care procedures related to the surgical environment and describe methods for meeting patient's needs
- Demonstrate knowledge of and assist with surgical procedures

Affective Domains:

- To maintain the highest standards of professional conduct and patient care
- To hold in confidence with respect to the patient’s beliefs, all personal matters
- To respect and protect the patient’s legal and moral rights to quality patient care
- To not knowingly cause injury or any injustice to those entrusted to our care
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care

- To always follow the principles of asepsis
- To maintain a high degree of efficiency through continuing education
- To maintain and practice surgical technology willingly, with pride and dignity
- To report any unethical conduct or practice to the proper authority
- To adhere to the Code of Ethics at all times in relationship to all members of the health care team

AST CODE OF ETHICS:

The Association of Surgical Technologists (AST) established a "Code of Ethics" as a guideline for surgical technologists. The motto of the AST is "*Aeger Primo* – The Patient First".

VALUES OF THE SURGICAL TECHNOLOGY PROGRAM:

We acknowledge these values as general guidelines for our choices and actions:

Respect. We respect individual autonomy. People have the right to be treated with respect. They have the right to informed consent before treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality. We respect the confidentiality of client information and relationships as a demonstration of our value for individual autonomy. We acknowledge our obligations to justify any violation of confidence.

Society Trust. We value client trust and understand that public confidence in our profession is based on our actions and behavior.

No Maleficence. We accept our fundamental obligation to provide services that protect all clients and minimize harm to them and others involved in their treatment.

Beneficence. We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness. We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high-quality, affordable health care. We accept our obligations, tell the truth, and assume that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

Ethics. Ethics are the general standards of right and wrong that guide behavior within society; as generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community. This principle expresses our concern for the general bond between individuals, the community, and society. It leads us to preserve natural resources and inspires us to show respect for the global environment.

Responsibility. Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We take the consequences of our actions or the failure to act and are willing to make moral choices and publicly affirm them.

Education. The interactive processes and experiences occurring between instructor and learner facilitate education. A focus on critical thinking and problem-solving are essential. Theory, laboratory, and clinical experiences allow the learner to integrate knowledge and skills.

Learning. Learning is an active, self-directed process influenced by the individual's past experiences, needs, values, and beliefs. Individuals must become responsible for their learning, moving from a novice state of relative dependence toward mastery and consequent greater independence in preparation for the professional role. Essential components are life-long professional growth and the acquisition of lifelong learning patterns.

GRADUATION COMPETENCIES:

- Use oral and written communication
- Demonstrate knowledge of human structure, function, and pathology
- Anticipate and provide primary patient care and comfort
- Apply principles of body mechanics
- Perform essential mathematical functions and some algebraic proficiency
- Operate surgical-specific equipment and accessory devices
- Position patient for surgical intervention
- Model standard procedures to accommodate for patient's condition and other variables
- Demonstrate knowledge and practice of basic patient care concepts
- Demonstrates the principles of asepsis for optimal patient care in the OR
- Demonstrate essential surgical case preparation
- Demonstrate the ability to perform the role of the first scrub on all primary surgical cases
- Demonstrate responsible behavior as a healthcare professional
- Recognize emergency patient conditions and initiate first aid and essential life support
- Demonstrate knowledge and skills relating to quality assurance
- Exercise independent judgment and discretion in the technical performance of surgical procedures
- Use critical thinking skills to evaluate situations and practices that deviate from the norm
- Complete the required clinical competencies

GRADUATION REQUIREMENTS:

A student will be eligible to graduate from the Surgical Technology program at South Florida State College after the following have been accomplished:

- An overall average of at least 78% or better in each course-specific level
- A passing score on each competency evaluation (skills evaluation)
- Satisfactory clinic performance
- Attendance within the prescribed boundaries
- Adherence to the SFSC rules and regulations
- Demonstration of professional attitude and performance
- Completion of financial aid requirements
- Return any loaned items in good condition
- Successful completion of all clinical and graduation competencies
- Completing required General Education courses with a grade of "C" or higher

STUDENT RIGHTS AND RESPONSIBILITIES:

When you are admitted to SFSC, you are subject to the jurisdiction of the College during your enrollment. As a member of the College community, you are expected to act responsibly in all areas of personal and social conduct. You are responsible for the observance of all SFSC District Board of Trustees' policies and procedures as published in the College Catalog, the Student Handbook, and other College information bulletins. Violation of any of these rules may lead to disciplinary action in accordance with prescribed procedures for the handling of disciplinary cases and may range from reprimand to expulsion from the College.

The disciplinary function at SFSC is an integral part of the educational mission of the College. Discipline is seen as a tool for guiding and teaching rather than punishment. Unacceptable behavior is often symptomatic of attitudes, misconceptions, and emotional crises; the treatment of these symptoms through education and rehabilitative activities is an essential element of the disciplinary process. Severe disciplinary action against a student, such as suspension or expulsion, is considered and invoked only when other remedies fail. Even in the case of irrevocable expulsion for misconduct, the process will not be considered punitive in the criminal sense but rather the determination that the student is unqualified to continue as a member of the College community.

Responsibilities:

- Oversee their learning; we are committed to learning theory and practice by any means necessary.
- Be aware of personal strengths as a learner and learn to live with or overcome weaknesses.
- Be an active participant in all learning experiences. Learn from the expertise and knowledge of the faculty.

- Be prepared for all classes and clinical experiences, and submit all assignments as scheduled. Attend class promptly and regularly.
- Be attentive to classroom activities, avoid talking out of turn, conversing with friends, and sleeping during classroom presentations.
- Follow accepted standards of behavior for health professionals and the SFSC codes and standards for behavior on and off campus.
- Be prompt and responsible for all assignments and activities.
- Remember that students are guests at the clinical site and demonstrate appropriate social manners.
- Learn and abide by the clinical site's clinical policies and procedures.
- Allow sufficient time for the faculty to grade assignments with fairness and thoughtfulness.
- Make appointments with faculty to discuss grades, issues, and concerns, and avoid interrupting faculty during meetings with other students.
- Push and control a patient's gurney or ward bed.
- Hold a hand-held surgical retractor in place for extended periods.
- Have excellent vision (see very fine suture to load needles) with or without corrective lenses.
- Hear and understand muffled communication without visualizing the speaker's mouth or lips.
- Have the ability to respond quickly to verbal orders. Compensate for any range of motion limitations.
- Have excellent dexterity.
- Quickly and efficiently pass surgical instruments, supplies, and equipment. Assemble and handle delicate equipment.
- Maintain a sterile field. Note: excessive sweating, infections, coughing, and inability to don a sterile gown/glove may affect the ability to maintain a sterile field. Evaluations will be made individually with input from the clinical site.
- Demonstrate good peripheral vision to anticipate and function in sterile surgical environments.
- Hear activation/warning signals on equipment.
- Detect odors sufficient to maintain environmental safety and patient needs.
- Communicate and understand fluent English, both verbal and written.
- Be free of reportable communicable diseases and chemical abuse. Demonstrate immunity to rubella, tuberculosis, and hepatitis B, be vaccinated against these diseases, or be willing to sign a waiver of release of liability concerning these diseases.
- Possess short and long-term memory sufficient to perform tasks.
- Tracking surgical supplies and performing anticipation skills.
- Make appropriate judgment decisions.
- Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially in emergencies.
- Exhibit positive interpersonal skills in patient, staff, and faculty interactions outside office hours unless invited.

PROFESSIONAL EXPECTATIONS IN THE CLASSROOM, LAB, AND CLINICAL SITES: These objectives foster the spirit of professionalism, cooperation, and courtesy within our program and hospital. Achievement of these objectives will enhance the effectiveness of the learning experience of all students. Each student will:

- Professionally conduct his/herself
- Respect the patient
- Refer to peers and all others respectfully
- Act politely toward all patients, physicians, students, and other surgery staff
- Address instructors and professional staff as Mr./Ms./Miss./Mrs./Dr.
- Arrive on time. Early is on time, on time is late, and late is unacceptable
- Wear proper uniform attire to either class or clinical site
- Accept the physician as the prime authority in the OR and act accordingly, having due recourse to the Clinical Instructor, Charge Nurse, or Program Director
- Adhere to the "Sterile Technique"
- Remain in the assigned areas unless excused or reassigned
- Be present and prepared for cases assigned in their room during clinical
- No smoking - SFSC and hospital campuses are smoke-free
- Active participation in class activities and lab practices
- Assure that personal communication devices do not interrupt classes and clinical sessions
- Social media sites such as Facebook, Instagram, Twitter, etc., are subject to the same professional standards related to HIPAA, FERPA, and clinical affiliation confidentiality. Violations of this nature will be subject to disciplinary action.
- Each student is expected to display professionalism by taking ownership in creating and supporting an atmosphere for learning within classroom, lab, and clinical sites.

GRADING SCALE AND POLICY:

Satisfactory completion of all courses requires at least 78% (C). Since the Surgical Technology program is progressive, courses in one semester must be completed before entering the following semester. All students will receive the grade report each semester. An average of grades will determine course grades for hourly examinations, quizzes, assignments, and final examinations. The instructor will announce the distribution of the various components at the beginning of each session. The instructor will announce all examination dates in advance; quizzes may or may not be published. When students have trouble mastering any course's competencies, they are expected to seek extra help from the instructor. Students should contact the instructor if they have any questions concerning their progress.

Percentage Score	Grade
90-100%	**A**
80-89%	**B**
70-79%	**C**

Students will be formally notified of their averages at midterm and final course grades at the end of each semester. Grading is simply a method of quantifying the degree of a student's competency development.

The program's hope and intent are that each student will excel. As the Surgical Technology program is progressive, courses in one semester must be completed before entering the following semester.

ACADEMIC INTEGRITY:

Students are expected to submit their work. Evidence of plagiarism, copying, or any other form of cheating will constitute a forfeiture of the grade for the work or formal disciplinary action. The student will be referred to as the school's administration.

Honesty in all communication is expected. Dismissal from the Program may result if a student violates academic honesty policies, comes to class/lab/clinical under the influence of alcohol or controlled substances, or inappropriately uses social media (including remarks about patients or sharing patient information). If a student is suspected of being influenced by drugs or alcohol, they may be required to submit to a drug and alcohol screening.

Academic dishonesty includes but is not limited to cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, paraphrasing or direct quotations of another person's published or unpublished work without full and clear acknowledgment. This behavior will result in a zero or "F" for the course at the discretion of the instructor/director of the program.

COMPUTER COMPETENCY EXPECTATIONS:

All students must have computer access and be proficient in word processing, email, file transfer, and literary searches. Specifically, the student must be able to:

- Access course and program material through Panther Central, Brightspace, and selected publishers' sites.
- Email and post assignments to course discussion forums and Dropbox, and complete, send, and receive assignments from faculty or other students through Brightspace.
- Read/print emails and attachments/files from students, staff, and faculty.
- Use the SFSC Library online services for research and complete course assignments at the Hardee Campus or Highlands Campus.
- Create and upload PowerPoint presentations.
- Use appropriate software for the course/department (standard Microsoft products include MS Word, MS Excel, and MS PowerPoint).
- Submit Word documents in the following file formats ONLY: .doc, .docx, .pdf, and .rtf
- Use an appropriate antivirus application to ensure the files transmitted and received are virus-free. Microsoft does provide this service for free.

PANTHER CENTRAL AND BRIGHTSPACE:

Panther Central is the web portal for SFSC. With a single sign-on, you get access to information that is relevant to you. As a student, you will have immediate access to each of your classes and email to faculty and classmates. You will also be able to access club information, financial aid, registration tools, the Library, the Student Handbook, and other resources. You will also receive campuswide and personal announcements.

Please use the training available for Panther Central, and if your password is not working, please call 863-784-7405 or email admissions@southflorida.edu. You can access Panther Central at http://panthercentral.southflorida.edu or the SFSC website at southflorida.edu and choose the "Panther Central" link on the right. Your username is your SFSC student email address. You may access your course resources from the "My Courses" tab in Panther Central.

Brightspace is the learning management system that includes your courses. After you have logged into Panther Central and have accessed your course in Brightspace. If you experience challenges navigating the system, don't hesitate to get in touch with the Office of Educational Technology at 863-784-7016 or email at brightspacesupport@southflorida.edu.

ATTENDANCE POLICY:

Regular and punctual class, lab, and clinical attendance is expected and essential to success in the Surgical Technology program. Attendance shall be governed by the following:

- Promptness is a virtue that every surgical team member must possess and reflects respect for the entire surgical team and the patient. A student is tardy five minutes after the scheduled lecture/lab/clinical start times. Three tardies constitute one unexcused absence. If a student is going to be late, the student must contact the program director as soon as possible.
- Two partial absences are equivalent to one day of absence. Partial absences include but are not limited to delay, early leaves, and sleeping in class.
- Students are required to attend all lectures, lab, and clinical sessions. Excused absences, as determined by the program director are:
    a) Serious illness, surgery, hospital confinement, or valid medical reason (Documentation from a healthcare provider verifying illness must be presented to the instructor for absences greater than two days.)
    b) Death in the immediate family: mother, father, spouse, child, brother, sister, grandparents, or significant other (Documentation must be provided.)
    c) Statutory governmental responsibilities, such as jury duty, court subpoena. (Documentation must be provided.)
- Students are expected to make all medical, dental, and personal appointments at a time that does not conflict with the lecture, lab, or clinical schedule.
- NO CALL-NO SHOW: The student must inform the program director/instructor if he/she is going to miss lecture, lab, or clinical. Failure to do so is grounds for disciplinary action (see Grounds for Dismissal). Professional and appropriate notification requires speaking to and reporting to a human. Emails, text messages, and voice messages are not professional or proper means of conveying an absence or tardiness.
- Attendance rules may be stricter for lab/clinical practicum than for lectures. ATTENDANCE IS MANDATORY TO FULFILL THE REQUIRED CASES AS SET FORTH BY THE ASSOCIATION OF SURGICAL TECHNOLOGY.
  NOTE: Students absent from the clinical area will receive a zero (0) for the day. The zero will be averaged in with the Professional Evaluation. The zero will be removed if a journal article is submitted within one week of the absence. The student's responsibility is to arrange the makeup time or journal article on a date with the instructor. All missed clinical days must be made up during final exam week.
- A student having accumulated three absences in a 16-week semester or two absences in a 12-week semester may be dismissed from the program. Students are NOT allowed to make up missed quizzes or exams. Students are responsible for all material presented in the lecture/lab/clinic during an absence. Students should seek out any missed announcements, assignments, handouts, etc., from their classmates.

OBSERVANCE OF RELIGIOUS HOLIDAYS:

If you miss any coursework to observe a religious holiday, you MUST notify the instructor at least seven days before the day(s) to be missed. You will have until the next class meeting after the observance/holiday to make up missed assignments.

LUNCH AND BREAKS:

Students are allowed 30 minutes for their lunch break when scheduled for all-day clinics. An assigned lunch break will not be made but may be taken when your assigned duties are completed or at the discretion of the assigned clinical preceptor. Also, one 10-minute break is allowed for every four hours of clinical.

NOTE: Situations arise from time to time when a break will not be allowed due to emergencies or other extenuating circumstances. However, every effort will be made to ensure that all students receive their break whenever possible. The flow of a case will not be interrupted for a 10-minute break.

INCLEMENT WEATHER POLICY:

Academic: If classes at the College are canceled due to inclement weather conditions, coursework will be reassigned as necessary.

Clinical: Due to the program's requirement, any missed clinical time due to inclement weather conditions should be made at the faculty's discretion. Do not come to clinical if you feel the weather conditions are hazardous or if the College is closed. (Please check website and local news for closure).

Students not reporting to clinicals because of bad weather are required to call the clinical instructor one hour before the start of the clinical shift.

DRESS CODE:

BASIC GROOMING - METICULOUS PERSONAL HYGIENE IS REQUIRED!

- Students must wear the required program uniform on campus during class/laboratory/ clinical settings.
- Uniforms should be cleaned, pressed, and replaced if they no longer fit appropriately.
- Students wear hospital-laundered scrubs only when in the OR setting.
- Students will wear approved, comfortable, slip-resistant shoes. No open-toe shoes: socks or hose must be worn with shoes at all times, and no ankles should be seen.
- Students must wear their College Campus ID badge when in the clinical facilities. The student will change into the clinical site's hospital laundered scrubs with an SFSC identification badge visible above the waist. Students will be sent home if the I.D. badge is not on the student's person.
- Hair - Hair must be clean, of natural color, neat and off the face. Conservative hair color and a professional style are required. Hair must be off the collar in patient care areas and completely covered in the operating suite.
- Nails - Fingernails must be kept short, trimmed, and clean. Nails should not be allowed to grow past the end of the finger. Nail polish is NOT permitted, also NO FALSE FINGERNAILS, including but not limited to gel nails, gel polish, shellac coatings, etc.
- Makeup - Allowed in minimal amounts. If excessive makeup is worn, you will receive one warning; after this, the individual will not be allowed to wear any makeup. NO FALSE EYELASHES.
- Fragrance - Cologne, perfume, or scented aftershave lotion is NOT permitted. Many patients have severe allergic reactions to these "triggers," while many other nauseated

patients experience worsening nausea when exposed to these offenders.

- TATTOOS MUST BE COVERED!
- Students will maintain proper personal appearance.
- The male student's sideburns must be no longer than the tip of the earlobe. Mustaches will be conservatively styled and neatly trimmed. The student must be neatly shaven daily.
- Beards - No longer than one inch, trimmed neatly. Faces must be clean-shaven unless wearing a beard. Beards must be wholly covered with a hood in the operating suite.
- Jewelry - Jewelry should not interfere with the ability to perform tasks. No earrings, necklaces, or bracelets are allowed! Jewelry for body piercing is NOT allowed! (Example: eye, nose, tongue, etc.)
- Rings - Wedding bands (smooth with no stones) are permitted in the area. You will not be scrubbing. Rings of any kind are not allowed to be worn by the scrub team.
- Watches - A watch with a second hand is required at all times during Same-Day Surgery. They are not permitted to be worn by the scrub team.
- The hospital and school will not be responsible for jewelry worn to the clinical area, left in lockers, or pinned to scrub attire. The best policy is to leave your jewelry at home.

*The clothes you wear to and from the clinical site will be the school uniform.

HEALTH AND SAFETY POLICY:

Students are required to have a pre-admission health examination and current immunizations to ensure student, staff, and patient safety. Clinical affiliates may require additional screening and immunizations.

- X-ray badges are to be kept updated and worn at all times. *If required by the facility.
- Hard candy and chewing gum are not allowed at the clinical site in the operating theatre.

EYE PROTECTION:

Students must wear eye protection at all times in the operating room. If you wear contacts to the O.R., then you must have glasses available. They will also be needed in other areas (e.g., central supply - decontamination area) where contact with body fluids is at risk. Students disregarding this rule are subject to disciplinary action and dismissal from the Surgical Technology program.

All students must have a pre-admission health examination to ensure students, staff, and patients' safety and well-being. Clinical affiliates may require additional screening and immunizations.

PERSONAL PROTECTIVE EQUIPMENT:

Student's responsibility to wear and use the following protective clothing and gear when carrying out clinical duties:

Gloves, face masks/shields, lab coats, goggles, disposable gowns, fluid-resistant clothing, head coverings, shoe coverings, lead aprons, and laser goggles

STUDENT INJURY - EXPOSURE TO BLOOD OR BODY FLUID:

If a student becomes ill or injured at the clinical site, they must immediately report to the clinical instructor or preceptor. They may have the student report to the Surgical Technology program director, the employee health nurse, or the emergency room. The student must fill out an incident

report at the school in the event of an injury as soon as possible.

Infectious Diseases information and protocols on Standard Precautions are expected of all students. The program's clinical affiliate policies regarding infection control will be observed. The student is responsible for notifying the program faculty and disability specialist at SFSC Highlands Campus of any limiting disability or condition requiring continuing medical treatment as it is known to the student.

Procedures for Accidental Exposure to Blood or Body Fluid should be followed for every facility. All contaminated needle sticks or bloody body fluid splashes to the mucous membrane or open skin should be treated as a potential risk of pathogen exposure. If a student sustains a puncture, they should:

- Withdraw the needle or other object immediately
- Immediately wash hands/area of puncture wound using soap and water; follow the application of povidone-iodine or alcohol
- Encourage increased bleeding for a few seconds and gentle pressure at the puncture site
- Wipe away any blood

If a student receives a spray of a splash of body fluids:

- To eyes, nose, or mouth - irrigate with a large amount of water
- To a break in the skin, follow the procedure for a puncture wound (above)

The student will report the incident immediately to the clinical instructor and program faculty.

The student must complete an exposure form according to the policy of the clinical facility.

The student must report to the instructor, director of the Surgical Technologist program and follow the guidelines of the SFSC institution.

FIRE PREVENTION AND PROTECTION POLICY:

- Know procedures in the event of a fire.
- Know fire alarms and equipment locations in the school and the Surgical Technology department.
- Know how to use fire extinguishers and which to use for various fires. NOTE: ABC extinguishers are located throughout the departments and can be used for any fire.
- Never endanger yourself, or your patient should a fire exist.
- Report fire and electrical hazards to the supervisor.

PREGNANCY POLICY:

A student who becomes pregnant at any time during the program should declare the fact to the program director as soon as possible, but is not required to do so. This is so safety measures can be instituted immediately. Due to the sensitivity of the unborn child to radiation and bone cement, it is necessary to inform female students of the possible health risks involved because of the occupational exposure during pregnancy. All Pregnancy forms and related documentation will be kept in the student’s file located in the program director’s office.

TECHNICAL STANDARDS FOR SURGICAL TECHNOLOGISTS:

Surgical Technology is a discipline with cognitive, sensory, affective, and psychomotor performance requirements. Patient safety depends on the student's ability to meet the following performance standards. These standards are a part of each course. Every applicant must meet these standards to engage in learning activities that will not endanger patients, students, or faculty.

- Talk and hear muffled sounds over medical equipment and through surgical masks
- Stand, reach with hands and arms, and use hands and fingers to hold instrumentation of all sizes
- Communicate effectively
- Possess excellent finger dexterity and good "hand-eye" coordination
- Read small print/numbers, sometimes in dim lighting
- Be able to wear a 20-pound lead apron for long periods
- Occasionally lift patients requiring 50 pounds of force
- Occasionally push equipment and patient transport carts
- Occasionally be able to remain in one position for up to six hours at a time
- Interact compassionately and effectively with the sick and injured
- Function without nourishment for six to eight hours
- Function without a bathroom break for six to eight hours

ESSENTIAL PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION:

Surgical Technology is a discipline with cognitive, sensory, affective, and psychomotor performance requirements. Patient safety depends on the student's ability to meet the Essential Performance Standards (EPS). These standards are a part of each course. Every applicant must meet these standards to engage in learning activities that will not endanger patients, students, or faculty. *Required EPS form to be signed by student and primary care provider.

CLASSROOM AND LABORATORY RULES:

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

- NO food is allowed in the classroom. Clear drinks ONLY. This is a privilege. Prompt and regular attendance is expected on all class and clinical days.
- Orientation to all clinical facilities is mandatory.
- Only students enrolled in the class are permitted in the classroom. No children are allowed in class or clinical facilities.
- All cellphones and devices are to be on vibrate only. Cellphones are allowed for emergency contact only. Breaks are given, and personal calls are to be made then. Class disruptions due to cell phones will be cause for (l) a warning, (2) probation, and (3) dismissal from the program.
- Audio recording devices may only be used in the classroom with the instructor's permission. Under no circumstances are visual devices or cameras to be used in the classroom or clinical setting.
- Students must notify their Surgical Technology instructor at least one hour before their absence from class.
- Student communication boards are located in the Surgical Technology lab. Students are responsible for reading all notices.
- Students are requested to provide appropriate family members, friends, schools, babysitters, etc., with a detailed accounting of their schedules, including course names, room numbers, hospitals assigned units, etc., in case of an emergency.
  The Surgical Technology Department cannot and will not handle routine calls and messages for students. Direct family members, etc. are not to call the College except for an actual emergency.
- Students wearing inappropriate attire will be counseled and will enter the disciplinary process.
- No smoking - SFSC and hospital campuses are smoke-free.
- Leave the classroom neat and clean at the end of each class day.
- All students are required to participate in lab clean-up. All students are responsible for maintaining the organization of the classroom/lab.
- OPEN LAB hours are posted each semester. Students are expected to take ownership of their educational opportunities and sign up for the practice of lab skills as needed. You can request a specific skill to be reviewed with you by an instructor. You may also use OPEN LAB hours to practice skills independently. OPEN LAB time is provided as a tool for you to use to help you succeed. Skills request forms and in/out time forms are provided.
- Cellphones are not permitted to complete online assignments, tests, or quizzes. The devices are unreliable, and the formatting is of poor quality.

SURGICAL TECH SKILLS/SIMULATION LAB RULES:

- No student is allowed to perform procedures with sharp instruments and needles without the presence and permission of the instructor/lab supervisor.
- No lab equipment may be checked out or removed from lab/school grounds.
- The use of all lab equipment must follow professional standards and guidelines.
- All surgical instruments must be used following the current AORN standards and guidelines.
- Proper body mechanics are to be observed and used when performing procedures.
- Lead aprons must be worn appropriately when X-ray imaging is being performed.
- Lead aprons must be stored adequately following lab experiences.
- Any injury, including needle sticks, must be reported to the instructor/lab supervisor immediately.
- Safety glasses must be worn at all times when handling fluids or sharp instruments.
- Exam gloves must be worn at all times when handling fluids.
- Surgical scrubs must be worn during class, scheduled, or open lab experiences.
- No sleeves or collars of an undershirt should be visible under the scrub top.
- Students may wear scrub jackets or lab coats over their scrubs; however, sweatshirts and other jackets are not allowed.
- No open-toed shoes, or shoes with holes in them, may be worn at any time during lab or lab practice.
- Hair should be clean and well-kept. Long hair must be controlled and pulled up during lab practice and class times.
- Body odor or smoke odor should not be detectable. Perfume and cologne should not be worn during lab experiences.
- No finger polish is to be worn during lab practice.
- Fingernails are to be kept short. No false nails are to be worn during lab times.
- Dangling necklaces and earrings are not to be worn during lab times.
- Tattoos should be covered if/when possible.
- Body piercings should be covered.
- No facial piercing or ear gauging is allowed in the lab environment.
- No false eyelashes.
- Cell phone use is not permitted during lab sessions.
- Children are not allowed in the lab at any time.
- All lab activities and interactions should be considered patient and hospital appropriate.
- The student needs to inform the instructor of latex allergies or any allergies that the student may be exposed to.

Failure to abide by these rules may result in discipline allowed by the student handbook. Violating any of these rules may result in you not attending the lab session and losing any assignment points associated with the course.

CLINICAL ROTATION/EXPERIENCE STANDARDS:

Students will be assigned clinical rotations to area healthcare facilities within Hardee, Highlands, and DeSoto Counties. The convenience of a clinical site will be given when possible. However, clinical experience is vital in the completion of the program objectives. The Program Director will make final decisions on clinical placement.

- In courses that contain a clinical component, students must receive a passing grade in both theory and clinical to pass either course.
- Students unable to demonstrate competency in skills assessments in the lab will not be eligible to attend clinical courses until they have successfully remediated and received clearance from the program director. Students will be responsible for booking time in the lab with an instructor for remediation.
- A student may be given a failing grade in a clinical component if he/she does not meet the course competencies.
- Students are expected to exhibit conduct following the established qualities of professionalism. A student may be given a failing grade in a clinical component if the student does not meet the course competencies.
- Students are required to adhere to the policies and procedures of each institution according to the contractual agreement between the College and healthcare institution.
- Students are required to utilize course packets, specify their learning objectives and actively participate in self-evaluation. Written objectives for the clinical courses are shared with agency staff. The instructor may confer with the health care agency staff on each student's progress.
- Attendance is mandatory at all clinical facility orientations. Student must notify the instructor of an absence from clinical at least one hour before scheduled arrival time. A “No Call-No Show” will result in disciplinary action. **See Attendance Policy.
- The clinical instructor will make clinical assignments. Students are expected to prepare thoroughly before the clinical experience.
- Students may be required to drive more than one hour to get to the assigned clinical site. It is the student’s responsibility to provide transportation, gas, tolls, etc.
- Students are not permitted patient contact except as assigned by the clinical instructor. This rule applies to students going to the hospital for assignments or other reasons.
- Students are expected to arrive 15 minutes before the assigned start time. Students must check in with their instructor (preceptor) on arrival and report to their assigned nurse and instructor when leaving the floor for any reason. The instructor (preceptor) may designate breaks (10 minutes) and lunch (30 minutes) times.
- Written evaluations are discussed with and signed by each student at the end of each week's rotation. The instructor will conduct clinical assessments at other times as deemed appropriate. All Professional Evaluations are kept in the student's file in the SFSC Surgical Technology office.
- Makeup work for absences will be assigned at the discretion of the clinical instructor. The cost of the additional instructional time, if required, will be the responsibility of the student.
- Only emergency phone calls are permitted. Cellphones and devices are not permitted while on duty.
- Students are requested to take as little money, keys, notebooks, purses, wallets, etc., into the agency and store things at the agency in the designated place.
- A student involved in an accident or injury to self or a patient must notify the instructor

immediately.
- SFSC students WILL double glove for ALL procedures that they scrub in on.
- The Surgical Technology student will scrub for surgical procedures only under the direct supervision of the staff technologist (preceptor). The student may be the primary scrub as long as the staff technologist (preceptor) is nearby. The staff technologist must not leave the department when students are the quick scrub. At no time may the surgical technology student be utilized as "staff" to meet staffing standards.

The program director must be informed of any/every incident involving a student ASAP.

STUDENT WORK POLICY DURING CLINICAL ROTATION:

Students are to be well-rested before beginning a clinical shift, as fatigue can impair a person's ability to learn or cause mistakes/compromise patient safety. Hence, students working in a hospital or other 24-hour facility should not work shifts from 11 p.m. to 6 a.m. before an assigned clinical. Students will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE IS DEFINED AS:

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

- PHYSICAL SAFETY: Inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper patient protection, which potentates fall, lacerations, fractures, burns, etc.
- UNSAFE MEDICATION USE PRACTICES and COMPETENCIES.
- BIOLOGICAL SAFETY: Fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.
- EMOTIONAL SAFETY: Threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable dynamic behavior

UNPROFESSIONAL PRACTICE shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interaction. This includes verbal or non-verbal language, actions, or voice inflection that compromises rapport or working relationships within the program and hospital.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT:

Students are allowed access to patient medical records, and with this privilege comes the responsibility for maintaining **PATIENT CONFIDENTIALITY**. Students must adhere to confidentiality regarding the patients and their records. Medical Records may NOT be removed from a nursing station or the Medical Records Department at any time. Information about patients may not be shared with other persons or staff who are not assigned to their cases. Medical records may NOT be reproduced at any time or for any purpose. Patient or hospital records may not be photocopied. Students are not allowed access to patients' records other than those of assigned patients. HIPAA regulations and "need to know only" are enforced.

BREACH OF CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM.

CLINICAL ASSESSMENT:

During the coursework phase, the student gains knowledge on which the remainder of their performance is based. Therefore, the student must demonstrate, in clinical practice, a good command of the basic concepts. The clinical rotations provide the student with in-depth knowledge and application of operative procedures. Faculty offers the student guidance in acquiring skills in performing nursing functions during the preoperative, intraoperative, and postoperative phases of patient care.

During the student's clinical education, the staff of Surgical Technologists, clinical instructors, and program directors will evaluate their performance on an ongoing basis. The student is assessed on specific surgical technologist duties as well as on their overall performance. The clinical instructor and the Surgical Technologist evaluate a student's overall performance during each clinical rotation and at predetermined intervals.

Midterm conferences will be scheduled with the clinical instructor to review each semester's progress and standing. The clinical instructor or preceptor and program director will also plan discussions at the end of each semester.

COMPLETION OF STAFF EVALUATIONS:

The student must:
Request a Surgical Technologist evaluation daily (unless told differently by the program director). Before giving the evaluation form to the Surgical Technologist, fill in the following:

- Student Name
- Facility
- Date
- Type of procedure(s) performed

The student will be responsible for providing the Surgical Technologist with the filled-in form at least one hour before scheduled to leave the department.

The Staff Surgical Technologist will:
Score the student's performance by placing a check in the column appropriate to the task.
If the student's performance is unacceptable, a written comment is required.
The total number of points received on each staff evaluation will be added and then averaged.

MIDTERM PROFESSIONAL DEVELOPMENT:

The surgical technologist student will be graded on the following:

- Student's Comprehension of Procedures - Understanding information, responsibilities, procedures, materials, equipment, and techniques required to complete the process
- Quality of Work - Accurate, thorough, and neat
- Organization of Work - The ability to use constructively and productively.
- Quantity of Work - The volume of work accomplished
- Performance Under Pressure - The ability to handle pressure and remain calm in complex situations/emergencies
- Interpersonal Relationships - The ability to communicate, interact, and deal effectively with supervisors, peers, patients, and other employees
- Initiative - The energy and motivation displayed in starting and completing tasks

- Judgment - The ability to reason, interpret and use discretion in assignments
- Personal Appearance - Grooming, cleanliness, and appropriateness of dress
- Professional Ethics - Integrity, loyalty, and impressions the student makes on professional judgment

SURGICAL ROTATION CASE REQUIREMENTS:

Learner Objectives:

- Describe the purpose of the observation role.
- Develop professional competency by performing in the scrub role during an arranged clinical experience.
- Evaluate the development of professionalism throughout clinical experience using various methods.
- Utilize sufficient documentation for verifying cases and roles performed.
- Demonstrate procedural proficiency by completing a minimum of 120 surgical cases.

Role definitions:

I. First Scrub Role (F.S.)

- To document a case in the F.S. role, the student shall perform the following duties during any given surgical procedure with proficiency:
    a) Verify supplies and equipment
    b) Set up the sterile field
        - Instruments
        - Medication
        - Supplies
    c) Perform required operative counts
        - AST Guidelines
        - Facility policy
    d) Pass instruments and supplies
        - Anticipate needs
    e) Maintain a sterile technique
        - Recognize sterility breaks
        - Correct sterility breaks
        - Document as needed

II. Second Scrub Role (S.S.)

- The S.S. role is defined as a student who has not met all criteria for the F.S. role but actively participates in the surgical procedure in its entirety by completing any of the following:
    a) Assistance with a diagnostic endoscopy
    b) Assistance with vaginal delivery
    c) Cutting suture
    d) Providing camera assistance
    e) Retracting
    f) Sponging
    g) Suctioning

III. Observation Role (O)

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

Case Requirements – A student must complete a minimum of 120 cases as delineated below:

General Surgery

- Student must complete a minimum of 30 cases in General Surgery.
  a) 20 of these cases must be performed in the F.S. role.
  b) The remaining 10 cases may be performed in either the F.S. or S.S. role.

Specialty Surgery

- Student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
  a) A minimum of 60 cases must be performed in the F.S. role and distributed amongst a minimum of four surgical specialties.
     - A minimum of ten cases in four different specialties must be completed in the F.S. role (40 cases total).
     - The additional 20 cases in the F.S. role may be distributed amongst any one surgical specialty or multiple surgical specialties.
     - The remaining 30 cases may be performed in any surgical specialty in the F.S. or S.S. role.
- Surgical specialties (excluding General Surgery)
  a) Cardiothoracic
  b) Genitourinary
  c) Neurologic
  d) Obstetric and gynecologic
  e) Orthopedic
  f) Otorhinolaryngologic
  g) Ophthalmologic
  h) Oral Maxillofacial
  i) Peripheral vascular
  j) Plastics and reconstructive
  k) Procurement and transplant

Counting Cases

- Cases may be counted according to surgical specialty as defined in the core curriculum.
  a) One pathology is counted as one procedure
  b) Counting more than one case on the same patient
  c) Diagnostic vs. operative endoscopy cases
     - An endoscopy classified as a semi-critical procedure is considered a diagnostic case
     - An endoscopy classified as a critical procedure is considered an operative case
     - Diagnostic and operative cases will be counted according to specialty
     - Diagnostic cases are counted in the S.S. role up to a total of 10 of

the required 120 cases

- Vaginal delivery cases are counted in the S.S. role of the OB/GYN specialty, up to a total of five of the required 120

Documentation

- Case performed
- Role performed
- Performance evaluations
- Verification by the program director

GROUNDS FOR PROGRAM DISMISSAL:

A student may be dismissed from the program for any of the following reasons:

- Excessive absences
- Failure to maintain an academic average of 78% or unsatisfactory clinical progress
- Failure to display professional conduct and ethical behavior
- Breach of confidentiality
- Any falsification of records
- Inability to follow policies/procedures in the lab or clinical setting
- Cheating in related or professional course
- Insubordination to faculty members or personnel in any clinical rotation site
- The conviction and distribution of, usage, or possession of illegal drugs or controlled substances
- The usage and possession of alcohol or chemical substances on campus or in the clinical sites

WITHDRAWAL FROM THE PROGRAM:

It is recommended that any student contemplating withdrawal should discuss their decision with the program director before actual program withdrawal. A student in good standing, who withdraws from the program due to circumstances of extreme hardship, may re-apply and be considered for possible readmission to the program. In the event of a withdrawal, please contact the Financial Aid Office regarding financial obligations.

STUDENT GRIEVANCE AND APPEALS:

The purpose of a grievance is to provide the student with a way to channel complaints. Students must adhere to the following chain of command for all complaints:

- Speak directly with the persons involved (student, faculty, or staff).
- If unresolved, take your complaint to your instructor.
- If still unresolved after steps one and two, take your complaint to the program director.

*Please see the SFSC Student Handbook for the Grievance/Appeal Guidelines.

STUDENTS WITH DISABILITIES:

In keeping with the College's open-door philosophy and following the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, SFSC provides reasonable accommodations to educational and training opportunities for otherwise qualified individuals with documented disabilities. It is the responsibility of the student or prospective student to self-identify with the Disabilities Specialist and provide appropriate documentation. Individuals who

choose not to self-identify may be ineligible for services and accommodations. Services include but are not limited to admission and registration assistance, orientation, note-taking, tutoring, test accommodations, readers, audiobooks, course substitutions, and assistive technology. For more information, contact the disabilities specialist through the SFSC website at southflorida.edu; by email at disabilities.specialist@southflorida.edu; 863-784-7131; voice/TDD 863-453-6661 ext. 7331; or in person at Building B, The Advising and Counseling Center, Room 153, Highlands Campus.

THE ENVIRONMENT OF PROFESSION FOR SURGICAL TECHNOLOGISTS:

Surgical technologists are trained to maintain a sterile field, preventing the risk of infection during surgery. Surgical technologists wear scrubs, sterile gowns, gloves, caps, and masks while in the operating room. Their work may be physically demanding, requiring them to be on their feet for long periods. Surgical technologists also may need to help move patients or lift heavy trays of medical supplies. They may be exposed to communicable diseases, unpleasant sights, odors, and materials. The work schedules of surgical technologists consist of full-time. Hospital surgical technologists may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than eight hours.

U.S. Bureau of Labor Statistics Surgical Assistants and Technologists website: https://www.bls.gov/ooh/healthcare/surgical-technologists.htm

RISKS AND WORK CONDITIONS FOR SURGICAL TECHNOLOGISTS:

In this setting, hazards can be classified as:

Physical
- Exposure to ionizing radiation
- Working with electricity-producing and discharging equipment
- Bodily injury due to lifting, retracting

Biological
- Exposure to blood and body fluids
- Exposure to bacteria, viruses, and other microorganisms

Chemical
- Exposure and administration of medications
- Use of solvents, acidic and alkaline material with specimen preparations
- Exposure to anesthetic gases
- Exposure to harsh cleansing agents

Ergonomic
- Lifting in awkward positions
- Working in odd spaces
- Lifting over 50 pounds
- Prolonged time standing during procedures

Psychological
- Dealing with crises
- Dealing with patient death
- Emotional stress
- Changing shift work (due to call and weekend requirements)

CLINICAL REQUIREMENTS, BACKGROUND CHECK, DRUG TESTING:

Before entering the Surgical Technologist Program, the student must complete a background check, a drug test, provide proof of current immunization status, and have a health physical performed by a primary care provider. The student must also provide evidence of current BLS certification.

Background Check: Applicants to South Florida State College's Health Sciences programs that have affiliations with health care facilities must submit to a Level 2 Fingerprinting Background Check for compliance with Florida Statutes, Chapter 453. Students who qualify for admission to a program must be free of offenses that disqualify them from participating in clinical experiences in health care settings and must have their civil rights intact. Each applicant with disqualifying background information will be evaluated on a case-by-case basis. Please refer to Background Check Appeal Process: https://www.southflorida.edu/current-students/degrees-programs/academics/health-sciences/fingerprinting-background-check

Drug Test: Students will be drug tested as per clinical facility policy requirements, randomly, and repeated if any cause for testing is noted by faculty or staff.

A positive drug screen or refusal to submit to a drug screen will result in dismissal from the program.

TRAJECSYS is an online clinical management tool utilized by the Surgical Technology program to track progress in laboratory courses and clinical internship experiences. The student will be expected to purchase this online tool and will receive further instructions once in the program.

BoardVitals: Comprehensive test preparation to be purchased by Surgical Technology students. The material is taken from top medical universities, publishers, and individually practicing physicians and compiled into a review database that can be easily accessed from most electronic devices. It also provides the most up-to-date medical knowledge in its curriculum, ensuring users never review obsolete material. Board Vitals prepares students to pass the National Certifying Exam for Surgical Technologists. The student will gain access to over 1600 board review practice questions. Detailed answers are provided for correct and incorrect responses. The question bank follows the exam content outline for the National Board of Surgical Technology and Surgical Assisting (NBSTA) CST and CSFA exams.

Disclaimer Clause:

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the program in the Health Sciences Division of South Florida State College. The College, the Division, and the program reserve the right to make and designate the effective date of policy changes and other regulations at any time such changes are considered desirable or necessary. If changes in this handbook are required during the academic year, the student will be given notice and asked to verify by signature that the necessary changes were received and understood.

South Florida State College
Program Handbook Signature Page

Complete the form below and return to the designated processor. The signature page will be kept in each student's file.

I HAVE RECEIVED A COPY OF THE SURGICAL TECHNOLOGY STUDENT HANDBOOK AND I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION IT CONTAINS.

- I understand that the program of study includes a rigorous schedule of guided clinical experiences in the school or other facilities in the community. _____ (initial)
- I am aware that I must purchase Trajecsys and Board Vitals for education purposes. These programs assist with clinical, academic, and preparation for the certifying exam. _____ (initial)
- I agree to adhere to South Florida State College's policies, rules, and regulations related to the program. _____ (initial)
- I understand that the clinical facility's patient / former patient information is to be kept confidential and to be used only for clinical purposes within an education setting. A breach of confidentiality is grounds for dismissal from the program. _____ (initial)

Date _____

Signature _____

Printed Name _____

GID Number _____

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Surgical Technology Program

ESSENTIAL PERFORMANCE STANDARDS

for admission, progression, and graduation

Surgical Technology is a discipline with cognitive, sensory, affective, and psychomotor performance requirements. Patient safety depends on the student's ability to meet the following performance standards. These standards are a part of each course. Every applicant must meet these standards to engage in learning activities that will not endanger patients, students, or faculty.

STANDARD	GENERAL PERFORMANCE STATEMENT	ESSENTIAL FUNCTION
Critical Thinking	Critical thinking/coping ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations; analyze and develop a plan of activity within an allotted period. Synthesize, integrate, and prioritize all aspects of patient care in a prompt, timely fashion; display suitable coping mechanisms; ability to make fast decisions in stressful situations in a professional manner with a high degree of flexibility.
Communication	Communication abilities are sufficient for accurate and efficient interpretation and communication in English, both verbal and written, for interaction with others.	Explain procedures, respond to healthcare provider orders, and write legibly, and possess computerization access skills.
Interpersonal	Interpersonal abilities are sufficient to interact with individuals, families, and groups from various social, emotional, cultural, religious, and intellectual backgrounds.	Establish a professional rapport with patients, families, peers, and health team members. Display respect for colleagues and others; demonstrate sensitivity to individual differences. Performs effectively under stress.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, navigate stairwells and bend to retrieve items.	Lifting (at least 30 lbs.), positioning, and transporting patients. Moving efficiently to meet the needs of the patient and the surgical team. Participate in care in emergency and non-emergency situations. Have full manual dexterity of the upper extremities, including the neck and shoulders, unrestricted movement of the lower extremities, back, and hips and the ability to touch the floor, sit, bend, reach, walk and stand for most of the workday.

Motor Skills	Gross and fine motor abilities are sufficient to provide safe, effective, and skilled care.	Calibrate and use equipment, manipulating surgical instruments, sutures, and needles. Assembly of power equipment. Operating equipment and devices in emergencies.
Hearing	Auditory ability is sufficient to monitor and assess the needs of the surgical team.	React/respond to signal alarms and other displays indicating immediate needs. Hear team members communicate through the surgical mask.
Visual	Visual ability is sufficient for observation and assessment of the needs of the surgical team.	Observe pertinent data in the surgical environment that indicate activity for patient safety. Distinguish signs and indicators determining sterility and expiration dates.
Tactile	Tactile ability is sufficient for participation in fine skills required in the surgical field.	Perform required skills for participation in the surgical area, including manipulation of surgical needles and assembling complicated equipment.

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.

I, _____, (Student Signature) have read and understand the Essential Functions outlined above as performance standards necessary for being a student in the program and success as a Surgical Technologist after graduation.

Date: _____

Physical Activity: (NOTE: This section must be completed by a physician)

Student Name _____

Restrictions: _____ Yes _____ No

Provider Name (printed): _____ Provider License #: _____

Provider Address: _____ Provider Phone #: _____

Provider Signature: _____ Date: _____

South Florida State College
Surgical Technology Program
Pregnancy Policy

Complete the form below and return to the designated processor. The signature page will be kept in the student's file.

A student who becomes pregnant at any time during the program should declare the fact to the Program Director as soon as possible, but is not required to do so. This is to that appropriate safety measures may be instituted immediately.

If the student so decides, she may continue in the program and will not be treated any differently than a non-pregnant student. Course objectives, attendance, clinical rotations, etc., will be adhered to.

- The student will be required to read NRC appendix 8.13 which is "INSTRUCTIONS CONCERNING PRENATAL RADIATION EXPOSURE".

- The student shall wear an additional film badge at the waist level at all times while in clinical and laboratory situations.

- The student shall wear a wrap-around lead apron during exposures to radiation. Lead aprons of 0.5 mm lead equivalent are considered sufficient to attenuate 88% of the beam at 75 kVp. Above kVp aprons with 1.0 mm lead recommended.

- The student will be required to present monthly physician's statements stating that the student may continue in the program.

Date _____

Signature _____

Printed Name _____

GID Number _____