Program Location

Main Campus

Brenda & Vernon Smith Center for Medical Education
Office: Room 217
Classroom/Lab: Room 223
772-462-7054
Program Director: Kathy Gelety R.N., CNOR, CST

email: kgelety@irsc.edu
This is to acknowledge that I have received, and read, my personal copy of the Surgical Technology Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations. I understand that this form needs to be submitted to the Nursing Department prior to the first week of school.

I agree to have my name, address, phone number, and educational records released to professional organizations/health care agencies requesting that information.

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

I understand that I may not participate in the ST Program until I have all my records on file in the Nursing Department (health, CPR, drug screen and background checks) and that these records must be kept updated or I could be withdrawn from the program.

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

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

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

Attendance is mandatory at the graduation ceremony, it is the completion date of the program.

I understand that policies of this handbook are subject to change related to the needs of the department and the affiliating health care agencies.

________________________________________
SIGNATURE

________________________________________
PRINT NAME

________________________________________
DATE
PREFACE

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

The Surgical Technology (ST) Program functions as a part of the Division of Health Sciences of Indian River State College, Fort Pierce, Florida 34981-5596 and is given direction by the State Department of Education. Graduates receive a certificate and are eligible to apply to take the National Certification Exam for Surgical Technologists.

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

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

This Handbook is reviewed annually, and ongoing as indicated. Updated Handbook will display last date of review or changes.

Date of Last Review: 5/2010
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STATEMENT OF PURPOSE

INDIAN RIVER STATE COLLEGE

Health Science Division Mission Statement

The Health Science Division supports the mission of IRSC. We prepare students to function effectively as members of the healthcare team by advancing healthcare through

- Innovative educational programs
- Excellence in teaching
- Clinical leadership
- Service to the community

Philosophy of the Surgical Technology Program

The philosophy of the Surgical Technology Program is consistent with those expressed in the Mission Statement of Indian River State College.

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

The focus of our care team is concern and awareness of the patient.

Statement of Ethics

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

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

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

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

Surgical Conscience includes specific aspects of professionalism.

**Professionalism**

All IRSC ST students are representatives of the Health Science Programs and are expected to consistently demonstrate qualities of professionalism both on campus and in the clinical setting. These qualities include professional appearance, honesty, respect for others, accountability (ownership), a non-judgmental attitude, trustworthiness, caring, confidentiality, tact, and teamwork. Students should conduct themselves in a professional manner. Problem solving should always be based on optimism and not destructive. (see Grievance/Complaint Procedure) Failure to consistently demonstrate qualities of professionalism will result in dismissal from the program. Refer to Student Handbook/Planner.

**Standards of Conduct**

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

Students will not under any circumstances discuss any patient, hospital, or staff information outside the confines of the classroom, clinical, or post-conference area and/or without the direction and guidance of the respective instructor or other nursing faculty or department director supervision. If at any time a student has a concern regarding an occurrence in the clinical setting, the student is to discuss the concerns with the clinical instructor, or the department director. Failure to comply with confidentiality policy will result in dismissal from the program and possible legal proceedings.

**Behavioral Expectations**

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

1. Conduct his/herself in a professional manner.
2. Respect the patient.
3. Refer to peers and all others respectfully.
4. Act polite toward all patients, physicians, students and other surgery staff.
5. Address instructors and professional staff as Mr./Ms./Miss./Mrs./Dr. until told differently.
6. Arrive on time.
7. Wear proper attire.
8. Accept the physician as the prime authority in the OR and act accordingly, having due recourse to the Director or the Clinical Director or Instructor of the OR.
9. Adhere to Sterile Technique.
10. Remain in the assigned areas unless excused or reassigned.
11. Be present and prepared for cases assigned in his/her room during clinical.
12. Confine smoking to designated areas and only during break periods. (most hospital campuses are smoke-free, which includes all the property i.e./parking lots).

Smoke smells are offensive to patients and peers.
13. Active participation in class activities and lab practices


15. Each student is expected to display professionalism by taking ownership in creating and supporting an atmosphere for learning; during classroom lecture, lab exercises, and at clinical sites.
This program provides the student with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in the operating room, outpatient surgery center, central sterile processing department, and other related positions. The Surgical Technology program provides the student with a strong foundation in the essentials of health care, anatomy, physiology, medical language, and pharmacology. Specialty didactic, laboratory and clinical courses in surgical technology prepare the student to become an entry-level surgical technologist.

**Description of The Profession**

The Surgical Technologist is an integral member of the surgical team who works closely with surgeons, anesthesiologists, nurse anesthetists, registered nurses, and other surgical personnel delivering patient care before, during, and after surgery. Scrub, circulation and second assisting surgical technologists have primary responsibility for maintaining the sterile field and being constantly vigilant that all members adhere to aseptic technique.

**The Surgical Technology Advisory Committee**

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

**Objectives of the ST Program at IRSC are to provide:**

- A safe and caring environment, in which the student, working as a part of the surgical team, can assist in providing an optimal outcome for the patient.
- An environment which encourages individual motivation and growth.
- Stimulation of technical, behavioral, and critical thinking for situational actions and reactions.
- Identification, encouragement, and demonstration of best practices in all related areas of healthcare, and especially in the surgical setting.
- Instill ownership for continuing education and best practices performance.
- Stimulation of leadership and professional qualities and abilities.
Program outcomes:

Students will be able to:
- Demonstrate knowledge of anatomy and physiology, patient care concepts, aseptic technique and environmental control, supplies and equipment, surgical procedures, and communications skills.
- Demonstrate a “surgical conscience.”
- Demonstrate the principles of aseptic technique.
- Demonstrate knowledge and skills in the roles of a team member working as “circulator” and “scrub” person.
- Demonstrates knowledge of proper procedures for patient care in the pre/inter/post operative phases.
- Demonstrate effective communication utilizing appropriate medical terminology.
- Advocate for surgical best practices and be knowledgeable of resources for research of best practices.
- Recognize patient, equipment, and facility safety issues related to surgical services.
- Demonstrates healthcare cost consciousness, when using supplies and caring for equipment.

Expenditures

The following is a list of approximate costs and are subject to change. In addition to these costs, the student provides their own room, board, transportation, personal living expenses, and pre-clinical physical examination

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Science Application fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Health Science Reasoning Test (HSRT)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Health Form, Drug Screen, FDLE Check</td>
<td>$200.00</td>
</tr>
<tr>
<td>Tuition (Florida resident rate)</td>
<td>$2770.00</td>
</tr>
<tr>
<td>Laboratory Fees, including Malpractice and Accident Insurance</td>
<td>$270.00</td>
</tr>
<tr>
<td>Books, uniforms, and supplies</td>
<td>$600.00</td>
</tr>
<tr>
<td>Professional Membership (AST)</td>
<td>$45.00</td>
</tr>
<tr>
<td>CST National exam fees (member)</td>
<td>$199.00</td>
</tr>
<tr>
<td><strong>Total (approximate)</strong></td>
<td><strong>$4124.00</strong></td>
</tr>
</tbody>
</table>

Supplies

Textbooks and any required supplies are required on the first day of class.
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION*

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

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

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

<table>
<thead>
<tr>
<th>Performance Standards</th>
<th>Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/ Coping ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations, synthesize, integrate, and prioritize all aspects of patient care in a prompt, timely fashion; display good coping mechanisms; ability to make fast decisions in stressful situations in a professional manner with a high degree of flexibility.</td>
</tr>
<tr>
<td>Interpersonal Skills sufficient to interact with individuals, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish professional rapport with patients. Display respect for colleagues and others; demonstrate sensitivity to individual differences.</td>
</tr>
<tr>
<td>Communication abilities sufficient for interaction with others in verbal and written form with clear and effective use of English.</td>
<td>Give directions and explanations to patients, explain procedures to colleagues, initiate physician preferences, document, interpret, and implement plans to include patient responses in a timely professional manner.</td>
</tr>
<tr>
<td>Mobility sufficient to move from room to room and within the operating room; to be able to lift heavy objects.</td>
<td>Stand at operating room table during a case; move around in the operating room with ease; administer cardiopulmonary resuscitation.</td>
</tr>
<tr>
<td>Gross and fine motor skills sufficient to provide safe and effective nursing care.</td>
<td>Position patients; pass surgical instruments; use equipment, safely and in timely manner per AST standards.</td>
</tr>
<tr>
<td>Auditory ability sufficient to assess needs.</td>
<td>Hear blood pressure accurately; hear emergency alarms, accurately hear instructions in a noisy environment</td>
</tr>
<tr>
<td><strong>Visual ability</strong> sufficient for observation and assessment necessary to maintain a surgical field.</td>
<td>Read and administer medications accurately; differentiate colors on the surgical field.</td>
</tr>
<tr>
<td><strong>Manipulative / Tactile skills</strong> sufficient to feel for assessment of task being performed.</td>
<td>Turn dials; press keyboards; operate special equipment; feel temperature changes; insert catheter; handle small sutures.</td>
</tr>
<tr>
<td><strong>Strength/Stamina</strong> sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hours).</td>
<td>Adapt to shift work. Lift, without restrictions, from standing position; stand for long periods of time; administer cardiopulmonary resuscitation.</td>
</tr>
<tr>
<td><strong>Respect for Others:</strong> Interactions are appropriate</td>
<td>Interacts with respect, consideration, and tolerance. Resolves conflicts appropriately. Demonstrates ability to cope with anger, fear, or hostility of others as well as differing opinions in a calm and professional manner.</td>
</tr>
</tbody>
</table>
PREREQUISITE COURSES REQUIRED:

HSC V003  INTRODUCTION TO HEALTHCARE  (O)  82 HOURS
This course teaches the knowledge and skills necessary for entry into a course of study in the healthcare field. It includes knowledge of the health care delivery system, health occupations, and communication skills. Safety, health promotion, and legal/ethical issues are also presented. This course also fulfills the state mandatory four-hour blood borne pathogens (HIV/AIDS) requirement.
Pre/corequisites: HSC V405.

PRN  V022  BODY STRUCTURES AND FUNCTION  (O)  60 HOURS
This course provides instruction on the structure and function of the normal human body.

HSC V405  CARDIOPULMONARY RESUSCITATION  (CPR)  (O)  8 HOURS
This course teaches the skills of CPR for victims of all ages. It is intended for participants who provide health care to patients in a wide variety of settings.

HSC V530C  CONCEPTS OF MEDICAL LANGUAGE  35 HOURS
This course teaches the language of health care, medical terminology, as well as the ability to read and comprehend fundamental terminology used in a variety of medical records and reports. This course focuses on definition, spelling, and pronunciation of medical terms relating to the human body and disease.

AFTER ACCEPTANCE INTO THE PROGRAM:

STS V008  PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST  60 HOURS
This course teaches general pharmacological concepts and principles in the management of patient care. Effective administration of therapeutic drugs, indications, and contraindications are discussed, including effects of medications on body system. Drug classifications and their principal action are reviewed. Dosage calculation is emphasized. Acceptance to the surgical technology program required. Prerequisite: HSC V405, HSC V003, PRN V022, HSC V530C.
Corequisite: STS V003

STS V003  INTRODUCTION TO SURGICAL TECHNOLOGY  120 HOURS
This course teaches operating room theory and the role of the surgical technologist in the operating room, delivery room, and related areas. Principles of pathology, reaction to injury and basic concepts of microbiology are studied as they apply to the practice of surgery. Acceptance into the Surgical Technology program required.
Corequisite: STS V008. Prerequisite: HSC V405, HSC V003, PRN V022
Pre/Corequisite: HSC V530C
STS V155C  SURGICAL TECHNIQUES AND PROCEDURES  210 HOURS
This course teaches the knowledge and skills necessary to function as a surgical technologist on the operating room, including principles of aseptic techniques, correct posture for scrubbing, gowning and gloving, draping, handling of specimens, care and counting of sponges, sharps and instruments. **Acceptance into the Surgical Technology program required.**
Prerequisites: STS V008, STS V003

STS V255L  SURGICAL PROCEDURES CLINICAL  225 HOURS
This course teaches clinical procedures of surgical procedures through observation and participation under professional supervision. **Acceptance into the Surgical Technology program required.**
Corequisite: STS V155C Pre-requisites: STS V003

STS V120  SURGICAL SPECIALTIES  230 HOURS
This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties, including robotic surgery. The perioperative care of the individual patient is included. **Acceptance into the Surgical Technology program required.**
Prerequisites: STS V003, STS V155C, STS V255L

STS V256L  SURGICAL SPECIALTIES CLINICAL  300 HOURS
This course teaches clinical techniques of surgical procedures through observation and participation under professional supervision in selected specialty surgical procedures. **Acceptance into the Surgical Technology program required.** Prerequisites: STS V003, STS V155C, STS V255L
Admission to the Program

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

Attendance of a Surgical Technology Information Session is required before applying to the program. ST information sessions are held every 4th Tuesday of each month, unless the college is closed. Sessions are held at 4:00 p.m. in the ST classroom/lab in the Brenda & Vernon Smith Center for Medical Education building, Main campus, second floor, room 223.

Prerequisite courses must be completed by the end of Spring semester to be considered for program admission in Summer II.

Health Requirements

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

2. The assurance shall be from a licensed physician or A.R.N.P. who conducts a physical examination and reports his/her findings on the Student Health Record. The physical exam must be dated no earlier than six months prior to the start of classes and must be on file in the nursing department by the required deadline. Falsification of any document would be grounds for dismissal from the program. Physical and TB are required to be updated every year and must not expire within the semester they are registering for.

3. Upon entrance to the surgical technology students must have records on file verifying:
   a. evidence of a negative tuberculin test
   b. documentation of two MMR immunization or of a MMR titer greater than 1:8.
   c. documentation of or signed declination for Hepatitis B vaccine.
   d. documentation of varicella status.
e. documentation of Tetanus immunization within past 8 years.

f. documentation of medications/drugs taken, dosage and route.

g. recommendations for unlimited physical activity.

h. evidence of negative drug screen.

4. The medical examination tests and immunizations will be conducted at the student’s expense.

5. Proof of negative TB results, proof of Tetanus vaccine within eight years and CPR certification must be valid from the first day of a course to the end of the course. Students not in compliance with this policy will be dropped from the program and will not be able to register for classes.

6. Changes in medical condition and/or drug regimen should be promptly reported in writing to the nursing department office, failure to do so may result in dismissal from the program.

7. The IRSC ST department recognizes that a student who is not physically or mentally well can pose a threat to patient safety and/or the functioning of the health care team.

a. Students who have a change in health status while enrolled in the program will be expected to report the nature of the change in status to the instructor and/or the ST Director.

b. Any student who exhibits symptoms of illness, which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the class or clinical area and will be referred to their private physician. IRSC guidelines will be followed as outlined in the Substance Use/Abuse Policy, included in this handbook.

c. After any change in health status, the student must submit a statement from his/her physician to the effect that his/her condition is not detrimental to the safety or health of himself/herself nor patients before returning to the program.

d. In cases where absences caused by a change in health status interfere with student’s progress, students will be asked to withdraw from the program.

e. Students who withdraw from the program due to a change in health status may apply to re-enter the program after resolution of the health problem and submission of an updated health record.
8. Students who become pregnant while enrolled in the program are expected to:

a. notify the instructor and ST Director when the diagnosis is confirmed.

b. provide to the instructor and ST Director a statement from a health care provider at intervals during the pregnancy and post partum as to the advisability of continuing the program. The statements should be provided following the typical prenatal visit schedule:

   (1) every four weeks for the first 28 weeks then,

   (2) every two weeks until 36th week then,

   (3) every week until delivery and

   (4) following delivery.

c. inform each instructor and ST Director of the expected dates of maternity leave.

d. plan a maternity leave as needed prior to delivery and consider a leave of four to six weeks following delivery. Students may take more maternity leave if desired or as recommended by the health care provider.

e. see the health care provider if complications should arise anytime during pregnancy or during the post partum period, and submit a statement from the health care provider as to the advisability of continuing in the program.

f. at the completion of maternity leave, the student must seek advice from the ST Program Director regarding re-entry into the program. (See readmission policy in this handbook).

Student Disability Services

Indian River State College strives to provide all possible forms of assistance to students with disabilities. Self-identified students with documented disabilities may wish to visit the Student Disability Services office located in Crews Hall (W-143) on the Main Campus. A counselor or advisor will determine the type and level of accommodations the student may require for academic success. Services, auxiliary aids, and academic accommodations include note takers, readers, scribes, sign language interpreters, testing accommodations, textbooks on CD, and assistive technology. Students may contact either Rhoda Brant (462-7782 / rbrant@irsc.edu) or Terry Valencia (462-7808 / tvalenci@irsc.edu) for further information.
**Accidents/Incidents**

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room supervisor should be notified immediately as well as the supervising clinical instructor. Clinical instructor must notify Program Director immediately following incident. Hospital procedures will be followed with respect to Incident/Occurrence/Accident reports. A copy of all such reports should be given to the Surgical Technology Program Director to be placed in the student’s file. The IRSC Accident/Incident form should also be completed and submitted to the Program Director.

At IRSC Health Science Division Infectious Disease policy exists concerning contact with bodily fluids. This policy will be reviewed in detail during Introduction to Surgical Technology. Students are expected to know and to follow these policies and procedures in the clinical areas. If a student is injured, she/he may be treated by her/his own private physician or in the hospital emergency room. The student is responsible for seeking treatment. Report injury to instructor immediately and follow the protocol of the agency within two hours of injury. Student must contact the IRSC Health and Wellness Center 772-462-7825 within 24 hours after the incident.

**Readmission/Transfer Policy – Surgical Technology Program**

Written request to be readmitted/transferred into the Surgical Technology program should be addressed to the Surgical Technology Program Director. Students requesting readmission/transfer must complete the Surgical Technology Readmission/Transfer request form and submit along with the personal letter requesting readmission or transfer. Letters must be submitted by 60 days preceding the Academic year in which readmission/transfer is requested. Approval of readmission/transfer will be made by the Surgical Technology Program Director, based on the following:

1. Students who withdraw for personal/health reasons, or students who withdrew with an average grade below 76% or students who have failed a course will be readmitted/transferred subject to the following:

   a. Meeting of admission requirements for College and Surgical Technology Program.
   b. Submission of written request for readmission/transfer.
   c. Availability of space in the Surgical Technology program.
   d. All course prerequisites must be met.
   e. Demonstration of technical skills for all previous Surgical Technology courses.
   f. Redemonstration of theoretical knowledge.
   g. Clearance through Financial Aid Office.
   h. Updated health record, drug screen and FDLE on file with the Nursing Department.
   i. Starting at the beginning of the appropriate semester.
2. Repeat of the TABE test, or other testing may be required.

3. Students who have failed the clinical part of any Surgical Technology course by placing the health and safety of patients in jeopardy will not be readmitted into the Surgical Technology program.

4. Students who have UNSUCCESSFULLY repeated a Surgical Technology course will NOT be readmitted into the Surgical Technology program.

5. Any student who has been out of Surgical Technology classroom and/or clinical courses for 13 months, or who is unable to complete the total program within two program academic years must apply to the Surgical Technology program as a new student.

6. Final readmission/transfer decision will be made by the Program Director and Administrative Director of Nursing, and approved by the Associate Dean of Health Sciences.

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

Skills Documentation for Re-entry/Transfer Students

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

Retention Policy

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

The college has an active Retention Committee, which addresses student retention issues and needed resources on a college-wide basis.
Students in a professional healthcare program must take ownership for their educational progress and success. Faculty, open lab practices, and college support programs are allies and tools for your success. Identify any weakness early so that it can be addressed. If you find that your educational goals should change, or that you are not a “right fit” for your initial educational choice, please contact an Advisor.

**Uniform Dress Code**

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

1. All students must purchase the following:
   a. 1 pair of duty white shoes (no open toe or open heel shoes)
   b. Scrubs: at least 2 sets
   c. Eye Shields/protection-past classroom discussion
   d. White, to the knee (no exceptions), buttoned lab coat
   e. Support knee high socks, or hose (both men and women)-recommended
   f. Scrub (warm-up) jacket for cool days or classroom.

2. Students are expected to dress in a professional manner for all classes and any field trips.

3. The student will wear their scrubs and scrub jacket for lab and class. The student will wear a lab coat buttoned, going to and from the main operating room department.

4. Each clinical affiliate facility has its own dress code. Students will comply with the facility dress code requirements.

5. Best Practices for OR dress code, taught by the program will be followed by the student at all times.

6. Caps (head covers) are to be worn by anyone entering the O.R. These caps are discarded after use. **The cap must cover all hair at all times.** Students with beards must wear hoods.
Non-disposable cloth scrub hats can only be worn underneath a disposable hat. No exceptions.

7. Masks are worn in any area in which sterile supplies are opened. Masks are changed after each case. Masks are not to hang around the neck.

8. The IRSC name badge/student identification card will be worn and be visible at all times when the student is in class or clinical. Hospital name badge, if the facility requires one, must be worn.

9. Small pierced earrings are permitted if completely covered by the cap.

10. No necklaces are allowed.

11. a. Proper personal hygiene, including mouth care, must be practiced.
    b. Hair is to be neat and clean.
    c. Conservative make-up may be worn.
    d. No colognes or perfumes will be worn. Smoking odors should not be noticeable.

12. Scrub suits provided by the hospital for their surgery suite MUST NOT be worn out of the hospital.

13. During your clinical experience nails are to be kept short and clean. No polish is to be worn. No artificial nails, of any type, are permitted.

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

1. Grading practices and policies in Surgical Technology reflect the high level of competence required for the Certified Surgical Technologist.

2. Grading guidelines are the same throughout the program.

3. A grade of 76% or better is required in all theoretical course components and a satisfactory evaluation in clinical competencies are needed in order to progress to the next sequence of the Surgical Technology curriculum.

4. ST Department Grading System (Non-negotiable) the grades will be recorded on the IRSC Vocational Transcript. No rounding up or down of grades is done.
   - A = 91 - 100
   - B = 85 - 90
   - C = 76 - 84
   - F = 75 and below

5. Students with an unexcused absence are subject to a 10% deduction for late assignments or makeup tests.

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

6. Clinical grades are determined by competency based on progressive criteria and evaluations.

7. A minimum of one paper to be completed in APA format will be assigned.

8. During the progress of any course, a theory grade below 76% requires a conference with Program Director.

9. An unsatisfactory grade in clinical will require a conference with the Program Director and the Administrative Director of Nursing and may result in the student’s dismissal from the program.

10. Failure of any course during the program will result in dismissal from the program.

11. A course evaluation sheet must be completed at the end of EACH course before grades will be posted. Evaluation is required before course completion.
**Attendance**

1. An accurate record of attendance is kept for class and clinical.

2. Students are required to be in attendance in the classroom and/or clinical setting up to ten hours a day on assigned days except during posted holidays and vacations.

3. Students must notify the instructor or ST Program Director prior to absence from class or clinical. Students must notify the instructor and the healthcare facility of intended absence prior to clinical. A “NO CALL, NO SHOW” requires a conference with the faculty and may be grounds for clinical failure or dismissal.

4. Absence of more than three (3) successive days due to illness will require a Doctor's approval to return to class.

5. Absences due to a) mandated court appearance, b) college mandated meetings or c) death in the immediate family will be excused up to a 3 day limit with prior notification of faculty and verification of reason for absence. Absences will be reviewed on an individual basis with proper documentation.

6. Permission to make up absences must be discussed with the instructor. It is the student's responsibility to arrange for make-up time. All absences from clinical in specialty areas (e.g. neuro, ortho) must be made up, in that specialty. Make-up time will be arranged by the faculty for the student on a space available basis. The cost of the additional instructor, if required, will be the responsibility of the student.

7. All class absence make-ups will be approved by the classroom instructor. Make-up of absences must be done within each course.

8. All school work (information and assignments) missed will be the responsibility of the individual student.

9. Tardiness in excess of ten minutes will be considered as absent time. Tardiness of 3 or more times will result in a conference. Continued tardiness may result in dismissal from the program.

10. Leaving class early will be classified as absent time in the same manner as tardiness.
11. Excessive absences may be grounds for dismissal from the program. Individuals will be evaluated on their grades, clinical performance, attitude, reasons for absence as well as the total number of absent hours. The instructor will require a counseling session for any student absences. Twenty (20) hours of absence during any course will result in a failing grade for that course.

12. Tardiness and absences are cumulative throughout the program. Students who are absent 60 or more hours will be dismissed from the program, and are not eligible for readmission.

**Academic Integrity and Professional Conduct**

Academic integrity and professional conduct is vital in the college environment. Certain behavior is required of the student, staff and faculty at all times. Students should review the *Student Standards of Conduct found in the IRSC Student Handbook*. Students may be asked to sign a contract at the beginning of the program that outlines student responsibilities toward a common goal of student success. There will be repercussions for any student who violates academic integrity or exhibits unprofessional conduct. Students may discuss concerns with their instructor or the Program Director. Faculty and staff have the responsibility to counsel any student they have observed violating academic integrity or exhibiting unprofessional conduct or any violation considered unacceptable professional behavior could result in dismissal from the program.

- First occurrence – the unacceptable behavior will be explained to the student and a counseling form will be completed and placed in the students permanent file and remediation will be required.

- Second Occurrence – the unacceptable behavior will again be explained, a counseling form written will be completed and placed in the students permanent file, and the student will be placed on probation for the remainder of the program and the student will be required to discuss these occurrences with the Program Director and the Administrative Director of Nursing; and remediation will be required.

- Third Occurrence – if unacceptable behavior occurs for the third time, the student will be permanently dismissed from the program and will not be eligible for re-entry into the program.

- Plagiarism and cheating will result in immediate dismissal from the program and students will not be eligible for re-entry.
**Hurricanes/Disasters**

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

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

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

**Student Conferences**

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

**Probation Procedure**

Probation is a trial period in which the student must improve or be withdrawn from the program. Probation may begin only following a conference with the student. The conference may include the Surgical Technology Program Director, a clinical instructor and/or other IRSC staff. IRSC probation status forms will be filled out and signed by the parties attending the conference. A Surgical Technology student may be placed on probation for any of the following reasons, including but not limited to:

1. Academic failure.
2. Unsatisfactory performance in the clinical setting.
3. Unsafe or unprofessional practice.
4. Inability to maintain physical or mental health necessary to function in the program.
5. Inability to function adequately with members of health care and nursing teams.
7. Inappropriate behavior exhibited by the student.
8. No call, no show.

Classroom and On Campus Lab Standards
Note: Failure to adhere to any classroom, campus lab or clinical standards may result in dismissal from the program.

1. NO food is allowed in the classroom. Clear drinks ONLY. This is a privilege.
2. Prompt and regular attendance is expected at all class and clinical days. Accurate records of attendance are kept for class and clinical laboratory. Orientation to clinical facilities is mandatory.
3. Only students enrolled in the class are permitted in the classroom. No children are allowed in class or clinical facilities.
4. All cell phones, PDA’s and any other type of technical equipment are to be in the vibrate only mode. This is allowed for emergency contact only. Breaks are given and personal calls are to be made then. Class disruptions due to cell phones will be cause for (1) warning, (2) probation.
5. Audio recording devices may be used in the classroom only with the instructor’s permission. Under no circumstances are visual devices or cameras to be used in the classroom or clinical setting.
6. Students are to notify their ST instructor by telephone (voice mail or beeper ) at least one hour prior to absence in class.
7. Student communication boards are located in the Surgical Technology lab. Students are responsible for reading all notices.
8. Students are requested to provide appropriate family members, friends, schools, baby sitters, etc., with a detailed accounting of their schedules, including course names, room numbers, hospitals assigned units, etc., in case of an emergency.

The Department of Surgical Technology cannot and will not handle routine calls and messages for students. Please direct family members, etc., not to call the College except for a true emergency.
9. Students wearing inappropriate attire will be counseled.
10. During class breaks and before and after class, students are asked to use the outside of the building or the specified student lounge areas as loitering in the hallways is disruptive to the other classes in session. No smoking is permitted in any college building or on any walkways.

11. Leave classroom neat and clean at the end of each class day.

12. All students are required to participate in lab clean up. All students are responsible to maintain the organization of the classroom/lab.

13. OPEN LAB hours are posted each semester. Students are expected to take ownership of their educational opportunities and sign up for practice of lab skills as needed. You can request a specific skill to be reviewed with you by an instructor. You may also use OPEN LAB hours to practice skills independently. OPEN LAB time is provided as a tool for you to use to help you succeed. A skills request form and in/out time form are provided.

14. Students must adhere to the concept of confidentiality regarding all tests/examinations. Information about the nature of or items on any exam may not be shared with other individuals.

15. Cheating is not permitted. Anyone found doing so will result in failure and removal from the program and ineligible for re-entry.

16. Students making poor progress in a course, or who have irregular attendance, will be given written notice of unsatisfactory progress and will be required to meet with the Program Director.

17. Students who fail to meet the course objectives due to absences or poor academic performance will be required to withdraw.

18. **Students may withdraw from any course and have a “W” recorded for that course provided certain conditions are met:** the withdrawal must occur before the deadline noted in the College Calendar and the withdrawal must be officially completed through the Educational Services Division. Students who simply do not attend class and who do not officially withdraw from the course will receive a failing grade.

19. Access on Indian River State College computer equipment of materials of a sexual or ethnically derogatory nature is a violation of the college policy on harassment, which assures a positive learning environment. Violation may result in disciplinary action or dismissal.
Clinical Rotation/Experience Standards

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

1. Students are expected to exhibit conduct in accordance with the established qualities of professionalism at all times. A student may be given a failing grade in a clinical component if the student does not meet the course competencies.

2. Students must adhere to the concept of confidentiality regarding the patients and their records. Information about patients may not be shared with other persons nor with staff who are not assigned to their case. Patient or hospital records may not be photocopied. Students are not allowed access to patients’ records other than those of assigned patients.

3. Students are required to adhere to the policies and procedures of each institution according to the contractual agreement between the College and health care institution.

4. In order to participate in clinicals, students must hold and maintain current CPR certification and must have current health records on file in the nursing department at all times. (CPR for Health Care Providers.)

5. Students are required to utilize course packets, specify their learning objectives, and actively participate in self-evaluation.

6. Attendance is mandatory at all clinical facility orientations.

7. Clinical assignments will be made by the clinical instructor. Students are expected to thoroughly prepare prior to the clinical experience.

8. Students are not permitted patient contact, except as assigned by the clinical instructor. This rule applies to students going to the hospital for assignments or for other reasons.

9. Students are expected to arrive 15 minutes prior to the assigned start time. Students are required to check in with their instructor on arrival and report to both their assigned nurse and instructor when leaving the floor for any reason. Break (15 minutes) and lunch (30 minutes) times may be designated by the instructor.

10. Written objectives for the clinical courses are shared with agency staff. The instructor may confer with the health care agency staff on the progress of each student as necessary.
11. Students are to be well-rested prior to beginning a clinical shift as fatigue can impair a person's ability to learn, or can cause mistakes/compromise patient safety. Hence, students who work in a hospital or other 24-hour facility are not to work a shift 11:00 p.m. to 7:00 a.m. OR 7:00 a.m. to 3:00 p.m. prior to an assigned clinical. Students deemed to be unsafe will be dismissed from clinical.

12. Written evaluations are discussed with and signed by each student at the end of each week’s rotation. Clinical evaluations will be conducted at other times as deemed appropriate by the instructor. All Evaluations are kept in the student’s file in the IRSC nursing office.

13. Students are required to notify instructors of absence from clinical at least 30 minutes before scheduled time of arrival. “No call, no show” will result in probation; second offense, student will be dismissed.

14. Make-up work for absences will be assigned at the discretion of the clinical instructor. The cost of the additional instructional time, if required, will be the responsibility of the student.

15. Students will not be called from the unit to the telephone unless there is an emergency. Pagers and cell phones are not permitted while on duty.

16. Students are requested to take as little money, keys, notebooks, purses, wallets, etc. as possible into the agency, and to store things at the agency in the designated place.

17. In courses that contain a clinical component, students must receive a passing grade in both theory and clinical in order to pass the course.

18. Students not successful in return demonstration skills competencies in lab will not be eligible to attend clinical courses, resulting in dismissal from program.

19. A student involved in an accident or injury to self or to a patient must notify instructor immediately.

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

20. IRSC students WILL double glove for ALL procedure that they scrub 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 in close proximity. The staff technologist must not leave the department when students are the primary scrub. At no time may the surgical technology student be utilized as “staff” to meet staffing standards.
Unsafe And Unprofessional Clinical Practice Defined

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

Physical Safety: Inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, fractures, burns, etc.

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

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

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

Examples of unprofessional practice (not inclusive)—verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members, staff, physicians, or instructors, contractual agreements or with clinical affiliates, or constitutes violations of legal or ethical standards.

Disciplinary Process for Health Science Students

Health Science Division Programs student handbooks and programs/course orientations are designed to insure that the student understands the rules, standards, professional conduct and policies of Health Science Division Programs.

Disciplinary actions are conducted for failure to meet the established standards of the programs. The actions are taken to address the student’s behavior and to maintain the standards of the health profession and the operation of the Health Science Division Programs. The patient is the primary focus.
Disciplinary action may include:

1. Probation - a period of time in which increased monitoring of the student will be performed in relation to specific areas and goals.

2. Suspension- temporary separation from the Health Science Division Programs for a specific period of time. Student will be allowed to return to the program upon the completion of the suspension upon space availability and the satisfactory completion of any outlined remediation action. Readmission and/or arrangements for any work/assignments missed will be the responsibility of the student and will follow Surgical Technology Course Syllabi guidelines.

3. Dismissal - termination from the Health Science Division Program. Readmission will not be considered.

Upon receipt of any information that a student has violated any rules, standards, professional conduct or policies, the respective program faculty, or Program Director will conduct an immediate inquiry and determine the validity. If sufficient information exists to validate the violation occurred, a verbal counseling session will be held with the student to identify the areas of concern and the appropriate follow-up actions which may include disciplinary action. Written documentation of each counseling session signed by the college staff and the student is placed in the student’s file and a copy is given to the student.

Students who object to the decision of the department may request a Health Science Disciplinary Review. The student should submit a written request within ten calendar days to the Department Chair/ Director clearly stating the reasons for requesting a review. The request will be forwarded to the Dean of Health Sciences. The Health Science Division Discipline Review Committee composed of three faculty members from the Health Science Division and chaired by the Dean of Health Science will convene. The respective Health Science Division Program staff/faculty and the student may present any relevant information. Based on this information, the Health Science Disciplinary Review Committee will recommend appropriate action. The student will not be permitted to continue to attend class until the Review Committee reviews case. A student may appeal the decision of the Health Science Disciplinary Review Committee through the IRSC Appeals Committee. The appeal must be submitted within ten calendar days of the decision of the Health Science Disciplinary Review Committee and will follow the procedures as outlined in the current IRSC Student Handbook.

The ST Director may recommend the student withdraw from the program for reasons stated above if behavior is not corrected during probationary period or if the offense is of a serious nature. The Director can immediately withdraw the student.
**Liability/Accident Insurance**

Indian River State College provides blanket coverage to ST students for liability and accident insurance. This coverage applies only while a student is enrolled in the Surgical Technology program courses and is functioning as a student nurse. Students contribute approximately $23.00 per year for the coverage through the course registration. Upon graduation the student is responsible for his/her continuing insurance coverage.

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate **RESERVES THE RIGHT TO BILL THE STUDENT for such emergency treatment.** The student is **LIABLE** for any medical expenses incurred in the clinical setting from any emergency medical treatment administered.

**Health Insurance**

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

**Substance Use/Abuse Policy**

Area health care agencies are drug free places of employment. All health care agencies require a negative drug screen prior to hiring a new employee. The Indian River State College Division of Health Science has been asked by area health care affiliates to require a drug screen for program applicants who will be placed in area health care agencies for clinical rotations. Program applicants are required to obtain a substance abuse drug screen. These results are important for clinical rotations, and subsequent completion of this health science program. All drug screen results are the property of the college and will not be released. Applicants with a positive result on the drug screen, will be given a reasonable opportunity to explain the confirmed positive test result. If the explanation is unacceptable and/or cannot be satisfactorily documented by the applicant’s physician or the Medical Review Officer (MRO), the applicant will not be accepted into the program.

The applicant may reapply and be considered for application to a Health Science program after positive reference from a treatment team who has followed the applicant for at least two (2) years, and has dealt specifically with the applicant’s problem of chemical dependence.

Indian River State College is committed to maintaining high standards of health science education and practice. Safe practices include efficient, reliable, and unimpaired performance in the clinical setting. Students are expected to perform patient care
activities without the use of any chemical substance that could alter or impair thinking. These chemical substances may be alcohol or illicitly obtained drugs. Students who are taking prescribed medications are expected to submit a written statement from the attending physician prior to the first day of each clinical course to be included in their record.

It is the responsibility of the IRSC faculty to observe student behaviors, which could threaten the safety and well being of patients. Reasonable suspicion that a student is impaired will be documented by the observing faculty member or a licensed or certified professional at the clinical facility where the student is assigned. Whenever possible, such observation shall be corroborated.

1. When an instructor has reason to suspect that one of his/her students is under the influence of alcohol, narcotics, or controlled drugs, the student's behavior should be verified with the Program Director or Director of Clinical Education to determine what action should be taken.

2. If the health care professional/IRSC faculty deems unsafe behavior is a possibility, the student will be relieved of responsibilities.

3. The student will be given the opportunity to discuss the suspicious behavior with the person(s) who witnessed the behavior. It is the student's responsibility to disclose any prescription or non-prescription medications that the student is taking as well as any other relevant medical information.

4. If it is determined that a blood or urine specimen may be necessary, the ST Director or Director of Clinical Education will contact the IRSC Health and Wellness Office or affiliating agency emergency room administrator to authorize mandatory testing. The ST Director or Director of Clinical Education will:

   - Take the student to a private setting and explain that he/she feels the student may have a problem.

   - Inform the student that testing is being required and that refusal may result in dismissal from the program. Testing will be done at student’s expense.

   - Obtain from the student a signed informed consent for release of information regarding results of testing to IRSC.

   - Notify the IRSC Health and Wellness Office or affiliating agency emergency room administrator of the problem, by telephone prior to arriving in the Health and Wellness Office/ER.

   - Accompany the student to the Health and Wellness Office/ER and remain until the testing is completed.

   - Contact security if the student becomes loud or abusive.
• Excuse the student from class/clinical assignments until the results of the blood and/or urine tests are available and appropriate disciplinary action is determined.

• Arrange for transportation home if the student is judged to be physically or mentally impaired by the Health and Wellness Office/ER staff.

• Initiate appropriate disciplinary action if necessary, after receiving the Health and Wellness Office/ER report.

5. Disciplinary action may include warning, probation, suspension, or permanent dismissal from the Program.

6. All efforts will be made for the student to continue in the Program provided the student follows recommendations and meets the requirements set forth by faculty and a counseling center. Should the student elect not to participate fully in a treatment program (attend all meetings, counseling sessions, etc.) she/he will be administratively withdrawn from the Program.

7. Should behaviors be exhibited again related to substance abuse, she/he will be withdrawn immediately from the Program whether in treatment or not.

8. Should it become necessary to withdraw the student for problems related to chemical dependency, she/he will not be considered for readmission without an unconditional positive reference from a treatment team who has followed the student for at least two years, and has dealt specifically with the student's problem of chemical dependence.

Criminal Background Checks

Health Science students at Indian River State College (IRSC) involved in direct patient care during internship/externship/clinicals in a hospital or related medical facility are required to request and submit their individual Civilian Criminal Records Inquiry form to the Florida Department of Law Enforcement (FDLE) in Tallahassee. This is a requirement mandated, under the guidelines cited in the current Florida Statutes: Chapter 435, by health care agencies with which IRSC has clinical, internship, and externship agreements.

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statute of another jurisdiction shall be Disqualified from admission to the program. All convictions, guilty pleas and nolo contendere please must be reported, students with arrests pending disposition with any felony conviction and loss of civil rights, or students on probation, will also be disqualified. For more information contact the Health Science Division Office.
All records will be sent directly from the FDLE to the Office of the Assistant Dean of Health Science, and will be kept in a confidential file, and not made part of the student’s College record. No other faculty or staff will have access to the records without the written permission of the student.

Health care facilities may require additional background screening.

**Student Drug Screen, Background Check, and Medical Records**

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet requirements of outside employers.

**Grievance/Complaint Procedure**

Most conflicts and perceived wrongs can be easily addressed if parties are willing to address them in a professional and constructive matter. This is an expectation of healthcare workers.

Healthcare facilities insist their employees follow “chain of command” for organizational purposes, and professionalism in addressing conflicts. These concepts are taught by both healthcare educators and professional organizations such as (AST) Association of Surgical Technologists.

Therefore, it is an expectation that conflicts are first addressed professionally face-to-face with a person, if unresolved, conflicts are to be brought to the attention of the clinical instructor, or program faculty.

The next step would be the Program Director, you and the Program Director, together, need to document the unresolved issue.

The next step would be to call and make an appointment to see the Administrative Director of Nursing at 462-7570. Conference will include Administrative Director of Nursing and Program Director.

A formal process for resolving complaints/grievances has been established.

**The student must initiate action within sixteen (16) weeks of the alleged occurrence.**
Academic and disciplinary decisions may be appealed through the following sequence of review hearings:

Step 1. Administrative Director of Nursing/Program Director by written request and arranged conference.

Step 2. Assistant Dean of Health Science by written request and arranged conference

Step 3. Vice President of Student Affairs by written request and arranged conference.

Student Activities

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

At least one community service class project will be required in the program.

Financial Aid

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

Scholarships

Students can apply for scholarships on the IRSC website www.stars.irsc.edu/STARS/ on the STARS icon.

Graduation

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

- Successfully complete program requirements.
- Successfully complete TABE test components.
- Students must not have any financial holds and all fees must be paid for by the student.
Upon completing the specified requirements, the student is eligible to be granted a certificate of completion from Indian River State College and apply to take the National Certified Exam for Surgical Technologists. Information on the exam will be provided during the ST program.

IRSC is an approved testing site for the CST exam.

The college provides a formal ceremony to recognize the graduates’ completion of the ST program. Students will be notified of the date, time, and place when it is set by the college.

Dress requirements: program uniform with buttoned and pressed white lab coat. You will be receiving your college certificate cover, and Surgical Technology pin.
Indian River State College
Surgical Technology Department

READMISSION/TRANSFER REQUEST FORM

Please be advised that readmission/transfer into the Surgical Technology Program is based on the attached policy and is based on space availability. It is the student’s responsibility to complete this form and submit it to the appropriate Surgical Technology Department Chair. Students will be notified of their status when the request is reviewed and space available is determined.

**Readmission & Transfer students, please complete the following**

Student’s Name __________________________ Student ID# __________________________

Permanent Address ____________________________________________________________

Home Phone _____________________________ Work Phone ____________________________

Email ________________________________________________________________________

**Transfer students ONLY, please complete the following**

Present/Previous Surgical Technology School _______________________________________

Dean/Director of Nursing _______________________________________________________

Address _______________________________________________________________________

Phone #: ___________________________ Email: _____________________________________

Date first enrolled in Surgical Technology Program __________________

Date last enrolled in Surgical Technology Program __________________

Reason for Leaving: _________ Withdrawal _________ Failure

Requesting Transfer into: Surgical Technology Course _____________ Semester ___________

Comments:

______________________________________________________

Student Signature: __________________________________________________________________

Date: __________________________________________________________________________

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

Classroom Performance for course ________________________________.

☐ A  ☐ B  ☐ C  ☐ unacceptable

Strengths: ________________________________
_______________________________________
_______________________________________

Weaknesses: ______________________________
_______________________________________
_______________________________________

The area in which we would like to see the most improvement: _______________________
_______________________________________
_______________________________________
_______________________________________

_______________________________________  ________________________________________
Program Director  Student
INDIAN RIVER STATE COLLEGE
SURGICAL TECHNOLOGY
Student Conference

Name of Student ______________________ Date: ______________________

Course ______________________ Reason for Conference ______________________

Length of Conference ________________ Date of Previous Conference ________________

Topics Discussed:

Recommended Actions/Decisions:

Follow-up Appointment With: ________________ Date ________________

Instructor’s Signature: ______________________ Date ______________________
Student’s Signature: ______________________ Date ______________________

Original goes to Student File in Program Office.
Copy: Student
INDIAN RIVER STATE COLLEGE
SURGICAL TECHNOLOGY PROGRAM
PROBATION FORM

Student ____________________________ Date __________________

Reasons for probationary status: ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Probation begins ____________________________
Probation ends ____________________________

Conditions of probation:
☐ No further absences
☐ No failing grades on tests
☐ Demonstration of attitudinal change
☐ Other ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_________________________________________  __________________________________
Program Director, ST  Faculty Member

_________________________________________
Student
HEALTH SCIENCE STUDENTS DOING HEALTH CARE WORK

The risk of contracting Hepatitis B virus or other infectious diseases is greater than the risk of contracting HIV. Therefore recommendations for the control of Hepatitis B infections will effectively prevent the spread of HIV. Because of the epidemiologic and immunologic link between TB, HIV and AIDS, persons co-infected with HIV and TB have an increased risk of developing active TB.

1. Sharp items, (needles, scalpel blades, and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.

2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close to practical to the area in which they were used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.

3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.

4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

5. Pregnant health science students or students engaged in health care are not known to be at greater risk or contacting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions of the HIV virus.

6. Health Science students engaged in health care who are infected with the HIV virus and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

7. For health science student engaged in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk associated with exposure to or taking care of patient with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other infectious agents. The health science student will receive an annual Tuberculosis screening. Participation in patient care services is contingent on a negative PPD. In the event of a positive PPD reading the student must submit a Chest X-Ray report documenting disease status. The appropriate college official will evaluate the exposed individual’s risk in relation to providing patient care and classroom participation.

8. The health science student’s physician in conjunction with the appropriate college official will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.

9. A student with an infectious disease who cannot control bodily secretions and student who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student’s physician and the appropriate college officials.

10. Students who are exposed to infectious body fluids in the clinical area must report to the clinical instructor immediately. The hospital shall be notified and the hospital protocol for such exposure followed.

11. In the event of exposure to infectious body fluids occurring either during clinical practicum or classroom practice of medical procedures, the source person and exposed individual will be requested to submit to baseline testing for HBV, HIV, PPD and RPR as appropriate.
Indian River State College
Post Bloodborne Pathogen Exposure Protocol

All students, faculty, staff, and other employees must report to the Health and Wellness Coordinator immediately following an on campus exposure via needle stick, puncture with a contaminated sharp object, or through mucus membrane contact. After hour exposure must be reported soon as possible following the injury.

If the exposure occurs off the Main campus, the exposed person should:

- Notify the appropriate instructor or supervisor.
- Obtain emergency treatment at the hospital ER or clinical site or go to the nearest hospital Emergency Room.
- If injury or exposure occurs at a time when the Health and Wellness office is closed, the supervisor or instructor must assure that the exposed person receives immediate medical treatment at the closest medical facility.
- Contact the Health and Wellness Center via telephone (462-7825) or email to report the injury. The Health and Wellness Coordinator can be reached via cell phone, 216-0283.
- Following emergency treatment and notification of the College, the student or employee must be treated by a physician for possible exposure to bloodborne pathogens. Indian River State College facilitates medical testing and treatment required after accidental exposures for students.
- Students are required to meet with the Health and Wellness Coordinator as soon as possible post-exposure.
- Employees are referred to Human Resources for follow-up.
- An incident/accident report should be filled out and sent to the Associate Dean of Auxiliary and Facility Services.
- The need for baseline HIV/HBV/HCV and the appropriate follow-up testing, based on the type of exposure, will be explained to the individual and an appointment will be scheduled with a physician.
- The exposed person may opt to see their own physician for treatment.
- The exposed person must provide the attending physician (at the clinic or hospital where treated) with a copy of the Physician Information form completed by the Health and Wellness Coordinator.
- All bills related to the exposure are to be submitted to the IRCC Office of Auxiliary Services and Planning.
- The Health and Wellness Coordinator will follow-up with the physician and make record of necessary follow-up testing and treatment to be maintained in the student’s health record or the employee’s confidential medical record.
- Students and employees are encouraged to follow through with the appropriate recommended treatment. Students are required to obtain copies of all blood work conducted as a result of the exposure and provide copies to the Health and Wellness Coordinator.
1. **COMMUNITY COLLEGE**

   COLLEGE NAME: INDIAN RIVER STATE COLLEGE

   Student/Employee ID

2. **ACCIDENT**

   DATE OF LOSS: TIME OF LOSS: LOCATION OF LOSS (BE SPECIFIC)

   INSTRUCTIONS: If Worker's Compensation claim, complete sections 3, 6, 7 and 8 below. 1A and 3B must be completed.
   If General Liability or Allied Health claim, complete sections 4, 6, 7 and 8 below.
   If College Property or Boiler & Machinery claim, complete sections 5, 6, 7 and 8 below (as appropriate).

3. **CLAIMANT (WORKER'S COMPENSATION CLAIMS)**


   ADDRESS: CITY: ST: ZIP: PHONE NO.:

   1A - DOES EMPLOYEE WISH TO SEEK MEDICAL ATTENTION TODAY? Y  N
   1B - IF "YES," DESIGNATE REFERRAL (NAME OF PHYSICIAN, CLINIC, HOSPITAL):
   2 - WILL EMPLOYEE REQUIRE TIME OFF FROM WORK? Y  N
   3B - DATE INJURY FIRST REPORTED: TIME INJURY FIRST REPORTED:
   3C - RETURN TO WORK DATE:

4. **CLAIMANT (GENERAL LIABILITY CLAIMS — Includes non-college employees and/or property not owned by college)**

   NAME: AGE: DESCRIBE INJURY OR DAMAGED PROPERTY:

   ADDRESS: CITY: ST: ZIP: PHONE NO.:

5. **PROPERTY (COLLEGE OWNED)**

   DESCRIBE DAMAGED OR STOLEN PROPERTY:

   ESTIMATED COST OF DAMAGE OR VALUE OF STOLEN ITEM:

6. **WITNESSES**

   NAME: ADDRESS: CITY: ST: ZIP: PHONE NO.:

   NAME: ADDRESS: CITY: ST: ZIP: PHONE NO.:

7. **DESCRIBE ACCIDENT (To be completed by claimant if at all possible)**

8. **SIGNATURE OF CLAIMANT:**

   DATE: FOR WORKER'S COMPENSATION CLAIMS ONLY:
   DOES EMPLOYER AGREE WITH DESCRIPTION OF ACCIDENT? Y  N

   SIGNATURE OF SUPERVISOR:

   DATE: SIGNATURE OF COLLEGE RISK MANAGEMENT COORDINATOR:

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WHITE - FCCMCC copy  YELLOW - College copy
ALLIED HEALTH INCIDENT

College Name:  INDIAN RIVER STATE COLLEGE

Incident Date:________________________________________

Claimant:________________________________________

Student Involved:___________________________________

Address:__________________________________________

City: ______________________  State: ________  Zip: ________

Phone #:  Area Code: (____) __________________________

Program of study in which student is enrolled: __________________________

College Faculty Supervisor Name: __________________________

Faculty Supervisor Work Phone:  Area Code (____) __________________________

College Coordinator of Program Name: __________________________

Coordinator of Program Work Phone:  Area Code (____) __________________________

Hospital or facility where incident allegedly occurred: __________________________
STUDENT COURSE EVALUATION FORM

INSTRUCTOR'S NAME: __________________________
COURSE NUMBER: ____________________________
DATE: ____________________________

This evaluation is anonymous. Instructors will receive a printout with summary data but will not see your written comments (on back) until after the term ends. Your honest appraisal will assist in assuring quality instruction at Indian River Community College.

Use No. 2 Pencil Only

PLEASE EVALUATE YOUR LEARNING EXPERIENCE IN THIS CLASS

I have

1. Asked questions in class or contributed to class discussions
   Frequency: Often
   Rating: __________

2. Discussed ideas from my readings or classes or worked on problems/projects with others outside of class
   Frequency: Often
   Rating: __________

3. Worked on a paper, project or exercise that required gathering ideas or information from various sources
   Frequency: Often
   Rating: __________

4. Used learning resources or other tutoring labs such as CPI, skills lab, computer lab or library
   Frequency: Often
   Rating: __________

5. Received prompt feedback (written or oral) on my performance
   Frequency: Often
   Rating: __________

6. Received clearly stated course objectives and assignments
   Frequency: Often
   Rating: __________

7. Worked with other students on projects/problems or made a presentation during class
   Frequency: Often
   Rating: __________

8. Came to class with readings and assignments completed
   Frequency: Often
   Rating: __________

This class encouraged me to

9. Combine and organize ideas, information, or experiences in new ways
   Frequency: Often
   Rating: __________

10. Apply theories or concepts to practical problems or in new situations
    Frequency: Often
    Rating: __________

11. Make effective use of technology
    Frequency: Often
    Rating: __________

12. Work harder than I thought I could
    Frequency: Often
    Rating: __________

With this instructor, I have felt comfortable to

13. Communicate outside of class such as via e-mail, phone, or during faculty office hours
    Satisfaction: Satisfactory
    Rating: __________

14. Discuss grades or assignments
    Frequency: Often
    Rating: __________

15. Talk about career plans
    Frequency: Often
    Rating: __________

16. Discuss resources available to help me succeed
    Frequency: Often
    Rating: __________

Please turn this evaluation over to complete the "Comments" section on the back.

New Traditional Eval Front
Instructors will not have access to your remarks until after final grades have been submitted. Please give thoughtful consideration to these questions.

Comments

1. How are you encouraged to spend significant amounts of time studying?

What was the average number of hours you studied for this course each week?

2. What two (or more) specific things have contributed to your learning experience?

3. What do you think could be done to improve your learning experience in this course?

4. Additional comments?