Program Location

Main Campus

Brenda & Vernon Smith Center for Medical Education
Office: Room 217
Classroom/Lab: Room 223
772-462-7054
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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 education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in your student records.

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

I understand that I may not participate in the IRSC Surgical Technology program until I have all my records on file in the Nursing Department (physical exam, immunizations, drug screen and background checks) and that these records must be kept updated or I could be withdrawn from the program.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.

I know that the National CST exam is administered as a group per AST (Association of Surgical Technology) at the end of the program here at IRSC. This is mandatory.

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

I give the College permission to contact my employer after graduation and share my personal information to gather post graduate data for institutional research and reporting.

________________________________________________________________________
SIGNATURE

________________________________________________________________________
PRINT NAME

________________________________________________________________________
DATE
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PREFACE

Welcome to the beginning of a rewarding and challenging new career! This handbook has been prepared to help orient you to the College and the Surgical Technology program and regulations. We will do all in our power to make this educational experience both pleasant and 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.

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

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College 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. The updated handbook will display the last date of review or changes.

Date of Last Review: 5/2018

EA/EO STATEMENT

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
(772) 462-7156

ACCREDITATION

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

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 • Phone 727-210-2350
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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.

Program Description

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.

Program Goals and Outcomes: Minimum Expectations.

1. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (hands-on-skills), and affective (professional behavior; conduct) learning domains.

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

Objectives of the IRSC Surgical Technology program 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, especially in the surgical setting.
- Instill ownership for continuing education and best practices performance.
- Stimulation of leadership and professional qualities and abilities.

**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 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 Surgical Technology 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. Failure to consistently demonstrate qualities of professionalism will result in dismissal from the program. Refer to IRSC 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/Planner. 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 Program 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 Program Director. Failure to comply with confidentiality guideline 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:

2. Conduct his/herself in a professional manner.
3. Respect the patient.
4. Refer to peers and all others respectfully.
5. Act polite toward all patients, physicians, students and other surgery staff.
6. Address instructors and professional staff as Mr./Ms./Miss./Mrs./Dr.
7. Arrive on time.
8. Wear proper attire, to either class or clinical site.
9. 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.
10. Adhere to Sterile Technique.
11. Remain in the assigned areas unless excused or reassigned.
12. Be present and prepared for cases assigned in his/her room during clinical.
13. No smoking - IRSC and hospital campuses are smoke-free.
14. Active participation in class activities and lab practices.
15. Assure that personal communication devices do not interrupt classes and clinical.
16. Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPPA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.
17. 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.
Program learning outcomes:

Students will be able to:
- Demonstrate knowledge of surgical anatomy and physiology.
- Demonstrate a “surgical conscience.”
- Demonstrate the principles of aseptic technique.
- Demonstrate knowledge and skills in the roles of a team member working in the first scrub and 2nd circulator role.
- Demonstrate knowledge of proper procedures for patient care in the perioperative 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.
- Demonstrate healthcare cost consciousness, when using supplies and caring for equipment.
- Demonstrate effective patient care concepts.
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 preoperative, intraoperative, and postoperative phases 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><strong>Critical Thinking/ Coping</strong> 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><strong>Retention</strong></td>
<td>Progressively and consistently applies knowledge base. Displays increased knowledge in both didactic and clinical performance.</td>
</tr>
<tr>
<td><strong>Interpersonal Skills</strong> 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><strong>Communication</strong> 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><strong>Mobility</strong> 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><strong>Gross and fine motor skills</strong> 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>-------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</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. Height must be appropriate/or able to be adapted to perform skills.</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>
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 for 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. The advisement form must be initiated and completed with an advisor. **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.** Surgical Technology 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 Surgical Technology classroom/lab in the Brenda & Vernon Smith Center for Medical Education building, Main campus, second floor, room 223.

Retention Regulation

Retention of students is a high priority for the IRSC Surgical Technology 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, contact an advisor.
Readmission/Transfer Guideline – 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 the 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. Start at the beginning of the appropriate semester.

2. 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.

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

4. 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.

5. Final readmission/transfer decision will be made by the Program Director and Assistant Dean of Nursing and approved by the 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.

### CURRICULUM

**INDIAN RIVER STATE COLLEGE**
**PROGRAM** SURGICAL TECHNOLOGY
**Meta Major:** Health Sciences
**2018-2019 Guided Pathway**
50400 Clock Hours 1330

Note: Highlighted courses have been identified as "key courses." It is strongly advised that students make every effort to pass these courses on the first attempt with a "C" or higher in order to be successful in this program. Please see your advisor if you have any concerns about your success in these courses.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
<th>Pre/Corequisite</th>
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<tbody>
<tr>
<td>STS0003</td>
<td>144</td>
<td>STS0008, STS0155C, STS0040</td>
</tr>
<tr>
<td>STS0008</td>
<td>130</td>
<td>STS0003, STS0008, STS0040</td>
</tr>
<tr>
<td>STS0155C</td>
<td>144</td>
<td>STS0003, STS0008, STS0040</td>
</tr>
<tr>
<td>STS0040</td>
<td>94</td>
<td>STS0003, STS0008, STS0155</td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>512</strong></td>
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<tr>
<th>Second Semester</th>
<th>Credit Hours</th>
<th>Pre/Corequisite</th>
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</thead>
<tbody>
<tr>
<td>STS0120</td>
<td>204</td>
<td>STS0003, STS0155C, and STS0040; Coreq: STS0030 and STS0255L</td>
</tr>
<tr>
<td>STS0255L</td>
<td>256</td>
<td>STS0003, STS0155C, STS0008, and STS0040; Coreq: STS0120 and STS0050</td>
</tr>
<tr>
<td>STS0050</td>
<td>52</td>
<td>STS0040, STS0003; Coreq: STS0120 and STS0255L</td>
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<tr>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>512</strong></td>
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| Third Semester |

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<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Pre/Corequisite</th>
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<tbody>
<tr>
<td>STS0121</td>
<td>Surgical Specialties II</td>
<td>114</td>
<td>STS0120 and STS0255L; Coreq: STS0256L</td>
</tr>
<tr>
<td>STS0256L</td>
<td>Surgical Specialties Clinical II</td>
<td>192</td>
<td>STS0120 and STS0255L; Coreq: STS0121</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours: 306
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 on vibrate only. 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 Surgical Technology instructor 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 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 a true emergency.

9. Students wearing inappropriate attire will be counseled and will enter the disciplinary process.

10. No smoking - IRSC and hospital campuses are smoke-free.

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. Using a cellphone to complete online assignments, tests, or quizzes is not permitted. The devices are unreliable and/or the formatting is of poor quality.

Clinical Rotation/Experience Standards

Students will be assigned clinical rotation to area healthcare facilities. Convenience of a clinical site will be given 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. HIPAA regulations and “need to know only” are enforced.

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. 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 either 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 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 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 regulations 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 potentates falls, 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 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.
Surgical Rotation Case Requirements

Taken directly from the Core Curriculum for Surgical Technology: Sixth edition. Page 173, 174, 175.

The following changes have been noted due to regional availability: only 2 vaginal delivery cases maximum are available to our students for the second scrub role, therefore the remaining three cases were moved to ‘Surgical Specialties’, where they would have more opportunity.

Students have both clinical courses to complete the surgical rotation case requirements as outlined by the AST (Association of Surgical Technology).

Indian River State College program rubric: Successful Completion of both clinical courses; combines all the requirements for completion of both clinical courses (STSV 225L and STSC 256L).

Rubric: Successful Completion of both clinical courses STSV 255L Surgical Procedures and STSV 256L Surgical Specialties

Completion of both clinical courses is based on Pass/Fail of the following components successfully:

Program Director is responsible for final decision relating to successful completion of components.

STUDENT NAME:

<table>
<thead>
<tr>
<th>Passing grade in co-requisites (theory); 76% or above</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>STSV 155C Surgical Techniques and Procedures: Cognitive (knowledge)/Psychomotor (skills).</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>STSV 120 Surgical Specialties: Cognitive (knowledge)/Psychomotor (skills).</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

Progression shown in the skills/competency skills sheet: per semester

<table>
<thead>
<tr>
<th>STSV 255L Surgical Procedures</th>
<th>End of semester demonstrates progression and knowledge of all ‘B’ (Beginner level) skills and demonstrates knowledge and skills progressing toward ‘I’ (Intermediate) and ‘A’ (Advanced).</th>
</tr>
</thead>
<tbody>
<tr>
<td>STSV 256L Surgical Specialties</td>
<td>Consistently demonstrates “B” (Beginner level) skills and demonstrates over 90% of ‘I’ (Intermediate) and ‘A’ (Advanced) skills consistently.</td>
</tr>
</tbody>
</table>

Demonstrates Professionalism in the workplace and in all interactions.

<table>
<thead>
<tr>
<th>STSV 255L Surgical Procedures</th>
<th>Affective (Behavior; conduct, problem solving) is passing. Forms: Student Timeline and Evaluation; Professional Growth and Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>STSV 256L Surgical Specialties</td>
<td>Consistently demonstrates “B” (Beginner level) skills and demonstrates over 90% of ‘I’ (Intermediate) and ‘A’ (Advanced) skills consistently.</td>
</tr>
</tbody>
</table>

Attendance is passing

<table>
<thead>
<tr>
<th>STSV 255L Surgical Procedures</th>
<th>No absences in a course of more than 20 hours/60 hours per program. No incidence of “No call-No show”. Affective (Behavior; conduct, problem solving) is passing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STSV 256L Surgical Specialties</td>
<td>Consistently demonstrates “B” (Beginner level) skills and demonstrates over 90% of ‘I’ (Intermediate) and ‘A’ (Advanced) skills consistently.</td>
</tr>
</tbody>
</table>

Completes case requirements as defined by the most recent Core Curriculum for Surgical Technology.

<table>
<thead>
<tr>
<th>STSV 255L Surgical Procedures</th>
<th>See next page: Clinical Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>STSV 256L Surgical Specialties</td>
<td>Consistently demonstrates “B” (Beginner level) skills and demonstrates over 90% of ‘I’ (Intermediate) and ‘A’ (Advanced) skills consistently.</td>
</tr>
</tbody>
</table>
Rubic: Successful Completion of both clinical courses STSV 255L Surgical Procedures and STSV 256L Surgical Specialties

Completion of both clinical courses is based on Pass/Fail of the following components successfully:
Program Director is responsible for final decision relating to successful completion of components.

Core Curriculum Case Requirements: 6th edition
** Case experiences accumulate over two semesters and during courses STSV 255L (Surgical Procedures) and STSV 256L (Surgical Specialties)

<table>
<thead>
<tr>
<th>A clinical case log is kept. A final electronic printed copy must be submitted for approval and completion of program. Student demonstrates meeting or exceeding the minimal case rotation requirements.</th>
</tr>
</thead>
</table>

| See attached outlines and explanations | Case requirement sheet will be discussed at the beginning of each clinical course. | Pass/Fail |
|---------------------------------------|--------------------------------------------------------------------------------|
| Minimal Total cases scrubbed | 120 | varied |

| First scrub role | 80 | 20-in general surgery 60-in varied specialties | Must perform complete case duties interop-100% Pre-op/interop/post-op must be 90-100% minimally to count. |
|------------------|----|-----------------------------------------------|

| Second scrub role | 40 | 10-general surgery 33-Surgical Specialties 10-diagnostic endoscopies 2-vagal deliveries. | 40-second scrub cases that can be applied to overall 120. Numbers show maximum in an area, but only 40 would count toward completion case count. However, remember you MUST achieve 80 cases minimal in the first scrub role. |
|-------------------|----|-----------------------------------------------|

| Observation cases must be documented. | All cases where you observe, perform in the first or second scrub role, must be noted in your log. | |
|--------------------------------------|-----------------------------------------------------------------|


### Surgical Rotation Case Requirements

<table>
<thead>
<tr>
<th>Surgical Specialty</th>
<th>Total # of Cases Required</th>
<th>Minimum # of First Scrub Cases Required</th>
<th>Maximum # of Second Scrub Cases that can be applied towards 120 cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Surgery</td>
<td>30²</td>
<td>20²</td>
<td>10</td>
</tr>
<tr>
<td>Surgical Specialties:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cardiothoracic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ENT</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Eye</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• GU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Neuro</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ob-Gyn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Oral/Maxillofacial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Orthopedics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Peripheral vascular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Plastics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procurement/Transplant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 90³</td>
<td></td>
<td>60³</td>
<td>33</td>
</tr>
<tr>
<td>Diagnostic Endoscopy:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bronchoscopy</td>
<td></td>
<td></td>
<td>10 diagnostic endoscopy cases may be applied toward the second scrub cases.⁵</td>
</tr>
<tr>
<td>• Colonoscopy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cystoscopy</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• EGD</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• ERCP</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Esophagoscopy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Laryngoscopy</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Panendoscopy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sinoscopy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ureteroscopy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 10 diagnostic endoscopy cases may be applied toward the second scrub cases.⁵</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor &amp; Delivery</td>
<td></td>
<td></td>
<td>2 vaginal delivery cases may be applied toward the second scrub cases.⁵</td>
</tr>
<tr>
<td>Totals</td>
<td>120¹⁷</td>
<td>80</td>
<td>40</td>
</tr>
</tbody>
</table>

1. The total number of cases the student must complete is 120.

2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.

3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.

4. The surgical technology program is required to verify through the surgical rotation documentation the students’ progression First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 2 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.

6. Observation cases must be documented, but do not count towards the 120 required cases.

7. **Counting Cases**
   - Cases will be counted according to surgical specialty. Examples:
     - Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
     - Patient requires a breast biopsy followed by mastectomy. It is one pathology; breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

**First and Second Scrub Role and Observation**

**First Scrub Role**

The Student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

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

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

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

Observation Role

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

Grades

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

2. Grading regulations 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. Surgical Technology 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 = 93 - 100
   B = 85 - 92
   C = 76 - 84
   F = 75 and below

5. Students with ANY 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 the Program Director.

9. An unsatisfactory grade in clinical will require a conference with the Program Director and the Dean of Health Sciences 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.

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 (per uniform requirements)
   c. White ¾ mid-thigh length, buttoned lab coat
   d. Support knee high socks, or hose (both men and women)-recommended
   e. Eye Shields/protection-past classroom discussion
   f. Scrub (warm-up) jacket for cool days or classroom (recommended)

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

5. Best Practices for O.R. dress code, taught in 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.

7. Non-disposable head covers may not be worn.

8. 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. Masks are either on or off.

9. 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.

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

11. No necklaces are allowed.

12. Fingernails: must be short, neat and clean. Clear, unchipped polish is acceptable. No artificial gel polishes will be worn.

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

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

15. 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.

16. School uniform is to be worn to class and clinical sites only. Professionalism dictates that wearing a medical/school uniform in any other establishment is inappropriate.

17. At all times (clinical, classroom and lab) clothing must cover all body art. Tattoos that are visible on arms, neck, etc. must be covered at clinical sites when not scrubbed at all times.
“LATEX ADVISORY” - latex based products are used in all health care facilities; IRSC lab is NOT a LATEX FREE LAB.

Supplies

- Textbooks and any required supplies are required on the first day of class.
- Booklist, uniform requirements and supply lists are given out at initial orientation for each new class.

All courses in the Surgical Technology program contain blended coursework. This requires the student to have access to a computer and the internet throughout the program.
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 (10) hours a day on assigned days except during posted holidays and vacations.

3. Students must notify the instructor or Surgical Technology 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” will result in probation and may be grounds for 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 mandated court appearance, college mandated meetings or 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 by the Program Director.

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 must be approved by the classroom instructor. Make-up of absences must be completed 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.

**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.

1. 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.

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

3. 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.

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

5. **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.

6. 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.
Student Files

1. Confidentiality of each student’s record is a must. (FERPA)

2. Students do not have the right to examine other student’s information.

3. Family members will not be allowed access to the student’s files.

4. Students must sign a release to have file items released or have other persons present at conferences.

Health Requirements

Students must be able to perform all skills and competencies required to complete the Surgical Technology core curriculum.

1. Good physical and mental health is required for safe patient care by clinical facilities; therefore, all Surgical Technology 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. (The required physical form will be provided.)

3. Upon entrance to the Surgical Technology Program, students must have records on file verifying: (Required Forms Will Be Provided.)
   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 negative TB result and Tetanus immunization within past 8 years
   f. Documentation of a Flu vaccine prior to the start of clinical rotations
g. Documentation of medications/drugs taken, dosage and route

h. Recommendations for unlimited physical activity

i. Evidence of negative drug screen

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

5. Changes in criminal history, medical condition and/or drug regimen should be promptly reported in writing to the Nursing Department, failure to do so may result in dismissal from the program.

6. CPR will be completed at student’s expense prior to the start of the program.

7. The IRSC Surgical Technology 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 complete the Change in Health Status form and give to the instructor and/or the Surgical Technology 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 regulations will be followed as outlined in the Substance Use/Abuse Guideline, included in this handbook.

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.

Drug Screening

Refer to the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening Requirements.

Criminal Background Checks

Refer to the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening Requirements.
**Health/Medical Record**

A completed medical health form must also be submitted and approved by the Program Director. This health record will contain results from a physical examination and laboratory tests including immunization records.

**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. Any changes to these records must be reported to the Program Director immediately.

**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 preclinical physical examination.

- **Health Science Application fee** $ 30.00
- **Drug Screen and Criminal Background Check (fingerprinting)** $ 100.00
- **Physical Exam and Immunizations** $ 100.00
- **Personal Health Insurance (estimate)** $ 1,350.00
- **Tuition Florida Resident Rate** $ 3,463.00
- **Lab fees**
  - **Malpractice and Accident Insurance** $ 309.00
- **Books** $ 925.00
- **Uniforms and supplies** $ 150.00
- **Gold Bundle:** $ 240.00
- **Association of Surgical Technology (AST) membership**
- **CST National Exam (Members)**
- **CST Review**
- **Total (approximate)** $ 6,667.00

Students need to arrange travel and other commitments to arrive at class or clinical assignments on time. Students should be prepared to travel to any of the assigned clinical education sites.

**Graduation**

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

- Successfully complete program requirements.

TABE requirements must be met for program completion date.
Upon completing the specified requirements, the student is eligible to be granted a certificate of completion from Indian River State College.

IRSC is an approved testing site for the CST exam. The exam is given at the end of the program. Participation is mandatory.

The College provides a formal ceremony to recognize the graduates’ completion of the Surgical Technology program. Students will be notified of the date, time and place when it is set by the College. Attendance is mandatory. This is the official completion date.

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

Advisory Committee

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

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.

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 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 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 for a minimum of 8 hours per student.

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 at www.irscfoundation.org
Appendix A

Forms
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Indian River State College
Surgical Technology Department
READMISSION/TRANSFER REQUEST FORM

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

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

Student’s Name _________________________ Student ID# _________________________________
Permanent Address ________________________________________________________________
Home Phone _____________________________ Cell Phone _________________________________
IRSC Email ________________________________________________________________

**Transfer students ONLY, 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: __________________________________________________________________________
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
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INFORMATION

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
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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 Faculty Member
Surgical Technology

____________________________________________________________________
Student

Original goes to student file in Program Office.
Copy: Student
Indian River State College
Surgical Technology Program

Change in Health Status

______________________________________________     _________________________
Student’s Name                  Student ID

This above-mentioned student is presently enrolled in the Surgical Technology program at Indian River State College. The role of the Surgical Technologist in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis ________________________________________________________

(2) Date of Onset _____________________________________________________

(3) Present Health Status ______________________________________________

(4) Do you recommend him/her continuation in the enrolled program?
   _____Yes _____No

(5) Recommended date Clinical Education may resume: _____________________

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:
     ________________________________________________________________

(7) Do you recommend any limitation to regular duties? _____Yes _____No
   If yes, please explain.

_____________________________________        ___________________________
Physician’s Signature                         Date
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Appendix B

Health Science Division
Student Handbook
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This is to acknowledge that I have received my personal copy of the Health Science Division Student Handbook; I have read and understand its contents. I agree to abide by its regulations. I understand that this form needs to be submitted to the Program Department Chair prior to the first week of school (during program orientation).

I agree to have my educational, health and background records and social security number (see reverse side) released to professional organizations/health care agencies requesting that information as part of placement at any agency.

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

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

I understand that orientation to health care facilities is mandatory. Absence for any reason may result in withdrawal from the course.

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

Changes may be made to departmental, division or college policies/regulations at any time. Should a change occur, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will be given a copy of the change to keep for their records and one to sign which will be included in their file.

____________________________
SIGNATURE

____________________________
PRINT NAME

____________________________
DATE
INFORMATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Student Records Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of $50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant’s financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant’s project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

Continuing Education, Corporate & Community Training Institute (CCTI)

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

State and Federal Reporting

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

Testing

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBET.

Miscellaneous

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adrienne B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981 • (772) 462-7156
PREFACE

The Health Science student is subject to the guidelines and regulations presented in this handbook as well as the policies in the Indian River State College Student Handbook/Planner.

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

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
(772) 462-7156
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Part I – Statement of Purpose

Section 1.01 Health Science Division Purpose Statement

The Health Science Division supports the mission of IRSC by preparing students to function effectively as members of the health care team. The Division is committed to advancing health care by providing innovative educational programs through excellence in instruction, clinical leadership and service to the health care community.

Part II - Regulations & Procedures for Health Science Division

All IRSC Health Science Students are expected to read and be familiar with the IRSC Student Handbook/Planner.

Section 2.01 Health Science 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 health care professional inherits a measure of both the responsibility and the trust that have accrued to health care over the years, as well as the corresponding obligation to adhere to the code of professional conduct and relationships for ethical practice.

Upon entering an Indian River State College Health Science program, each student inherently agrees to accept the responsibility and trust granted to the health care 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.

Section 2.02 Health Science Plagiarism Regulation

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Number 6Hx11-7.24 Student Standards of Conduct – Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Health Science Students are expected to familiarize themselves with the Plagiarism Guide provided by the IRSC Library.

Section 2.03 Email/Contact Information

All students are required to activate and maintain an IRSC RiverMail email account. Emails are to be professionally written with appropriate grammar, punctuation, correct spelling and a signature. The student is required to notify the Program Director and the College of any change in contact information. Students must check their IRSC RiverMail regularly. The College uses RiverMail for all official communication.
Section 2.04 Health Science Regulation for Use of Electronics

Personal cell phone calls or responses to pagers may only be taken while on break from class, labs or clinical unit. Students using cell phones for personal calls of any type or for taking pictures in the classroom, health care laboratory or the clinical unit (unless sanctioned by the Program Director) will face disciplinary action which may include permanent dismissal. Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the agency and clinical instructor (if applicable). Students may be asked to turn off any electronic device or may be prohibited from using an electronic device at the discretion of the facility personnel or clinical instructor while in the clinical setting. Under no circumstances are audio/visual recording devices or cameras to be used in the health care setting.

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

Serious deficiencies may include, but are not limited to, any act or failure to act which results in the following:
- Harm, danger or threat to a patient, student, faculty member, staff member (college or professional practice experience) or any other person
- Damage to or theft of college, clinical or personal property. This includes the removal of documentation containing patient identifying data elements.
- Any act of academic dishonesty including cheating, plagiarism, falsification of clinical or hospital records which the student either commits, solicits or assists another to commit
- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

Section 2.05 Health Science Confidentiality Statement

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science program activities, including: information related to the past, present or future physical and/or mental health or condition of an individual and information in ANY medium – whether spoken, written or electronically stored – including videos, photographs and x-rays. Students are expected to treat all patient information confidentially, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality health care. A violation of these federal regulations can result in discipline, loss of health science student status, fines or imprisonment. If a disclosure of PHI is made willfully and with intent for personal gain, the penalty can be as high as a $250,000 fine and 10-year imprisonment.
Students will not under any circumstances discuss any client, 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 IRSC faculty or department supervisor. It is illegal for students to photocopy, photograph, videotape, print or electronically transmit any part of the client’s chart and/or computerized record. If at any time a student has a concern regarding an occurrence in the health care setting, the student is to discuss the concerns with the IRSC faculty. Health care agencies may require students to sign an agency confidentiality agreement prior to any experience in that facility.

Failure to maintain confidentiality as outlined in this regulation will result in immediate dismissal from the Health Science program and possible legal proceedings.

Section 2.06 Health Science Grading

Academic standards are those measures by which the faculty of the program determines a student’s quality of performance. They are composed of guidelines for advancement in the program as well as the regulations for grading, probation/requested withdrawal and dismissal. The course grading scale is found on the course syllabus.

Grading Regulation

1. Students must achieve a minimum of "C" for the final grade in all Health Science major courses that are required for completion of the program.

2. A student must complete minimal performance standards in laboratory prior to progressing to the next level of academia or performing those skills in a clinical setting.

Section 2.07 Health Science Retention Regulation

Retention of students is a high priority for IRSC, and the College commits significant resources towards these efforts. The faculty believe that education is a growth process, which places responsibility for learning on the individual.

To best prepare for success in a Health Science program, students should utilize all available resources including recommended texts and reference materials, computerized resources, open lab, faculty office hours, the Academic Support Center and other services outlined on the IRSC website under Student (Student Success).

In an effort to assure student success, faculty will discuss remediation with students when it is deemed necessary. Whenever a student experiences academic difficulty, a student conference form is initiated and recommended actions are shared with the student. Students are required to maintain a “C” or better in all Health Science courses and a minimum GPA of 2.0.

Should the student fail the course and wish to apply for reentry, the above considerations will be required, if not already completed. If completed, the student will need to submit a plan to increase his/her chance of success in future courses. The documentation of completion of any recommended remediation and the student’s plan for success should be submitted to the Program Director at the same time as the application for readmission. These will be considered when evaluating the student for reentry into the program.
Section 2.08  Health Science Probation Regulation

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

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

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

Section 2.09  Health Science Readmission and Dismissal Regulation

Written request to be readmitted/transfered into the Health Science programs should be addressed to the Program Director. Transfer students will also need to provide a letter from the Director at their current program indicating they are in good standing and are eligible to continue at the current school. The Health Science Program Director, based on the following, will make a decision of a readmission/transfer request:

1. Students who have failed (at IRSC or another institution) by placing the health and safety of patients in jeopardy will not be admitted/readmitted/transfered into a Health Science program.

2. Students requesting to transfer into a program, students who withdraw for personal/health reasons, students who withdraw with an average grade below a “C” or students who have failed or received a “D” in Health Science, general education and/or science related courses will be readmitted/transfered subject to the following:
   a. Submission of written request for readmission to the Program Director
   b. Documentation of any required remediation and student’s “plan for success”
   c. Completion of course pre-requisites
   d. Completion of health requirements, current CPR card, updated drug and criminal background check, updated history and physical. (Must be repeated if student is out of the program longer than six months.)
   e. Documentation of GPA above 2.0 (overall cumulative)
   f. Readmission is based on space availability.
   g. Student must meet all program admission criteria.
3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.A.S.) within four academic years must re-apply to the program as a new student.

4. Courses eligible for transfer credit in the program must have a minimum grade of “C”, have been completed within the past four years and contain the same information as the parallel course at IRSC.

5. Students may request a grade of “Incomplete” if more than 75% of the course has been completed and an approved hardship is documented with the Program Director. An “I” grade means incomplete work. The student must speak with the instructor immediately and make arrangements to complete the course within one calendar year from the time the “I” was earned. Otherwise, the “I” will convert to an “F”. Incomplete grades are given on a case-by-case basis at the discretion of the instructor.

Section 2.10 Health Science Complaint Guidelines

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

Section 2.11 Health Science Liability, Accident and Health Insurance Regulation

All students purchase accident and liability insurance as a component of their clinical course registration. The liability policy provides coverage while the student is participating in the activities of the program. The accident policy provides coverage while the student is participating in college-sponsored activities while on the premises designated by, and under the direct supervision of, the College. Accident insurance is not a substitute for health insurance and does not cover illness or disease.

Should an accident or incident occur involving a student or a patient under the care of a student, the student must complete an IRSC Accident/Incident Report form within 24 hours or the next work day. Faculty have several copies of the IRSC Accident/Incident Report form with them at the clinical site at all times. Students are responsible for any expenses related to the student’s treatment for accident or injuries.

Additionally, each agency usually requires the completion of its own accident/incident form.
Liability (Malpractice) and Accident Insurance

A copy of the liability and accident policy coverage is available to students online at [www.irsc.edu](http://www.irsc.edu). Click on Programs & Careers and then Health Science Programs. In the Resources box, select Liability/Accident Insurance Coverage.

Health Insurance

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

Section 2.12 Health Requirements

1. Good physical and mental health are required for all health care employees; therefore, all health science students must provide assurance that they are in good physical and mental health upon entrance into the program and each year thereafter.

2. The assurance shall be from a licensed physician/A.R.N.P./P.A 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 the first semester classes. The student’s health record is considered valid for one year. All health information must be valid throughout the time student is enrolled in the program.

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

4. Upon entrance to a Health Science program, the student’s health record must verify:
   a. evidence of a negative tuberculin screen (result valid for one year)
   b. documentation of two MMR immunizations or a positive rubella titer, rubeola titer and mumps titer
   c. documentation of all three immunizations and positive titer or signed declination for Hepatitis B vaccine
   d. documentation of varicella status
   e. prescription for medications/drugs taken/dosage/route
   f. recommendations for any restriction/limitation of physical activity
   g. evidence of negative drug screen
h. documentation of tetanus immunization within the past ten years  

i. annual flu immunization  

5. Proof of negative TB results and CPR certification must be valid throughout the program. TB results are valid for one year from test date. The CPR expiration date is listed on the CPR card. Students not in compliance with this regulation will be dropped from the roster on the first class day. If a seat is not available once the record is cleared, the student will have to wait until the next semester when there is an available seat.  

6. The IRSC Health Science Division recognizes that a student must be physically and mentally healthy in order to safely participate in a health care environment.  

   a. Students who have a change in health status/injury while enrolled in the program will be expected to report the nature of their change in status to their instructor and/or the Program Director. Changes in medical condition and/or medication regimen should be promptly reported in writing to the Health Science Office. Failure to do so may result in dismissal from the program.  

   b. Any student who exhibits symptoms of illness/injury which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the classroom/health care agency, will be drug tested and if appropriate, referred to their private physician. IRSC regulations will be followed as outlined in the Substance Use/Abuse Regulation.  

   c. After any change in health status that results in absence from class, the student must submit a statement from his/her physician that his/her condition is not detrimental to the safety or health of himself/herself before returning to the program.  

   d. In cases where absences caused by a change in health status interfere with a student’s progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record. (See Readmission Regulation Section 2.09).  

7. Health Science students involved in clinical experiences need to be aware that the risk of contracting an infectious disease is greater for healthcare workers than the general public. Instruction on universal precautions for the control of infectious diseases is included in the curriculum of the clinical programs.  

   Students who have changes in their health status, who are pregnant, and/or students who are immunocompromised must work closely with their personal physician to assess the risk of participating in patient care/clinical experiences.
Section 2.13  Indian River State College Post-Exposure Protocol

Students who are exposed to infectious body fluids in the clinical area must report to the instructor immediately. If at a clinical site, the health care agency will be notified and the agency protocol for such exposure followed. Additionally, a report must also be submitted to the IRSC Health & Wellness Center via the instructor and the College Post Exposure Protocol will be discussed with the student.

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.

Refer to the IRSC website at www.irsc.edu, Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms, select Post-Exposure Protocol instructions.

Section 2.14  Health Science Background Check Regulation

Refer to the IRSC website at www.irsc.edu, Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening.

Section 2.15  Health Science Substance Abuse Regulation

Refer to the IRSC website at www.irsc.edu, Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening.

Section 2.16  Health Science Dress Code/Professional Standards

Unless otherwise directed, students will wear the required uniforms at all times while participating in program classes and activities. Students in any program of study that does not require uniforms will be required to adhere to a minimum dress code. Students may not be allowed into the classroom unless they are properly attired. Failure to follow uniform, dress code, and hygiene regulations may result in student dismissal from class, lab, clinical, or field shifts.

Uniforms must be kept neat, clean, and well-maintained.

Any time the uniform is worn and the student is in the public view, all regulations regarding the wearing of the uniform must be followed.

Generally, uniforms should not be worn at any offsite locations that are not directly associated with the class. Exceptions to this would include travelling to or from class, during lunch breaks for full-day courses, and other times with preapproval from program faculty; however, understand that any time a student is in uniform he/she is representing the program, Health Sciences, and the College and is subject to these rules and regulations, including dismissal from the program. At no time should the uniform be worn into an establishment where the serving and consumption of alcohol is the primary function (i.e., a bar or the bar area of a restaurant. Under NO circumstances will the uniform be worn while the wearer is consuming or
with individuals who are consuming alcohol, including in a restaurant. **NO** smoking or tobacco use, including smokeless or electronic nicotine delivery devices, is permitted while in uniform, irrelevant of location.

Good hygiene is essential. Students should be freshly bathed. Use of personal hygiene products is required. Body odor is to be controlled and deodorant used. Teeth should be clean.

Hair should be neat, clean, and worn in a natural style. Hair should be secured off the face and base of the neck. Hair coloring outside of usual and customary colors is unacceptable. Facial hair must be neatly groomed.

Use of conservative makeup is acceptable. Students must avoid excessive use of perfume, cologne, or after-shave due to increasing allergies and the potential they may offend other students/patients.

Fingernails must be clean and trimmed. Nail polish, if worn, must be clear, colorless, and kept in good condition. Fingernails may not exceed ½ inch from fingertips. Artificial nails are not permitted in these areas.

Appropriate hosiery and undergarments must be worn at all times. Undergarments should not be visible.

Overall, clothing should be clean, neat, in good repair, and of appropriate size. Uniforms that become faded must be replaced. Clothing that is soiled, torn, too loose, or too tight may cause the student to be dismissed from class that day.

Students may not wear visible jewelry, including but not limited to body piercings and gauges, except wedding bands and medical bracelets. Wedding bands and medical bracelets must meet safety requirements.

All body art/tattoos must not be visible. Students required to wear uniforms with body art/tattoos on their arms that is not covered by short sleeves, including when arms are raised or extended, must choose the long-sleeve options. Body art/tattoos that cannot be covered by the required uniform or general dress may prohibit a student from participating in program courses.

Students may not wear caps, hats, bandanas, or other head coverings while indoors. Religious head coverings may be acceptable per individual agreement with the Program Director as long as they do not jeopardize student and/or patient safety.

Sunglasses (not including photoreactive, prescription lenses) are not to be worn indoors.

Specific program dress codes are outlined in the respective handbook for which students are expected to adhere or be dismissed from the program.
Section 2.17 Health Science Student Parking Regulation

All Health Science student parking their vehicles on campus must display an IRSC parking decal. Decals are available at no charge in the Student Affairs Office.

Parking spaces marked “Reserved” or for “Dental Clinical Patients” are not for student use. Students parking in a “Reserved” space may be ticketed and/or towed by a private towing service.