

Blackhawk Technical College  
Associate Degree Surgical Technology

# Student Handbook



Policies, Procedures, and Evaluation Forms

2020/2021





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### DISCLAIMER

Even though this student handbook intends to reflect current Blackhawk Technical College policies and guidelines of the Surgical Technology Program, students should be aware that additions and/or changes to such policies and guidelines may have been implemented after the publication of this material.

Instructors reserve the right to modify course content and evaluation procedures, as they deem necessary. Likewise, they reserve the right to alter, amend, or otherwise modify program policies or guidelines. The student will be given a copy of the revised policy/guideline after adequate notification of the change.

Revised 8/2020

# Welcome Surgical Tech Student

Welcome to the Associates Degree Surgical Technology Program at Blackhawk Technical College! You have chosen a program in which you will stretch your abilities to reach your fullest potential as a surgical technologist. We hope the experience and knowledge that you will gain here as a surgical technologist student will help you become a dedicated, skilled, and enthusiastic surgical team member as well as a better-rounded person.

This handbook is designed to supplement the Blackhawk Technical College Student Handbook and provide you with information specific to the Surgical Technology Program.

The student is responsible for understanding the policies and procedures of the Surgical Technology program; if the student is unable to comply with the stated policies and procedures specific to this program they may be advised to seek another program that better suits their vocational skills.

Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of the Surgical Technology program.

It is important that you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your files/possession at all times:

- ✚ Surgical Technology Curriculum Sheet for the year you are accepted into the program
- ✚ Surgical Technology Student Handbook (current edition for that academic year)
- ✚ Course specific syllabi
- ✚ BTC Student Handbook

As faculty of the Surgical Technologist Program, we promise to work closely with you, provide individualized direction, and to work diligently in all phases of the curriculum to prepare you for employment as a certified surgical technologist. We wish you a very enjoyable and fulfilling time during this phase of your education.

Sincerely,

Jessica Donahue, CST



The motto of the Association of Surgical Technologists (AST) is “*Aeger Primo* – The Patient First.” This is facilitated through caring, critical thinking, and effective communication. This education goal of AST is “Enhancing the Profession to Ensure Quality Patient Care.” BTC’s Surgical Technology program is a reflection of both of these statements. Faculty adheres to the AST’s Code of Ethics and Standards of Practice.



Adopted BOD August 1985  
Updated BOD November 1993  
Updated BOD January 2013

## **CODE OF ETHICS**

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical technology willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.



Blackhawk Technical College  
Associate Degree  
Surgical Technology Program

# Student Handbook



## Section 1: Administrative Policies and Information



## BTC Mission and Purpose

### Our Mission

Empower our Students ~ Enrich our Communities

### Our Vision

Blackhawk Technical College is a valued and integral partner in a prosperous and vital region.

### Our Guiding Principles

These are the principles that will guide our actions, activities, and decisions as a college:

- **Community-Focus:** We seek to understand and respond to the needs of our district's students, employers, and citizens.
- **Partnerships:** We make the best use of our resources by working collaboratively with community business, education, economic, and nonprofit partners.
- **Transparent Communication:** We communicate clearly and frequently so that information flows vertically and horizontally through the organization.
- **Accountability:** We accept responsibility for our actions and we follow through on our agreements.
- **Campus Community:** We create an inclusive college community where all students and employees feel welcome and supported in achieving their goals.
- **Interdependence:** We recognize that we are interconnected both within our college and with the communities we serve and consider both intended and unintended consequences of our decisions and actions.
- **Data-Informed Decisions:** We appropriately use both qualitative and quantitative data in making decisions.
- **Forward-Focused:** We are focused on the future and ready to move in new and innovative ways.

## Institution and Program Accreditation

Accreditation is a non-governmental, voluntary means for an educational institution and/or program to assure those within the institution or program, the students, the general public, and state and federal agencies that the institution or program has clearly defined objectives, an appropriate structure, and staff and resources to accomplish those objectives.

Blackhawk Technical College is accredited by the Higher Learning Commission, 159 North Dearborn Chicago, IL 60601; 312-263-0456 [www.ncahlc.org](http://www.ncahlc.org)

## Program Compliance with CAAHEP, ARC/STSA, AST

The Surgical Technology program follows standards established by Commission on Accreditation of Allied Health Education programs (CAAHEP), Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and the Association of Surgical Technologist (AST). Blackhawk Technical College is pursuing accreditation by CAAHEP upon the recommendation of the ARC/STSA. Blackhawk Technical College adheres to the AST's Code of Ethics and Standards of Practice.

- ✚ Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

- ✚ Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)  
6 W. Dry Creek Circle, Suite #110  
Littleton, CO 80120  
303-694-9262  
<http://arcst.org>

## Non-Discrimination Policy

The Blackhawk Technical College Associate Degree Surgical Technology Program believes in equal opportunity for all students and program applicants. Therefore, the admission, grading, clinical assignments and evaluation, graduation requirements, and all other policies are designed and written to promote equal consideration regardless of age, sex, race, sexual orientation, physical handicap, national origin, or religious affiliation.

## Policy Disclaimer

The Program Faculty of the Blackhawk Technical College Associate Degree Surgical Technology Program reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program. Students will be notified of new policies and/or changes in program policies in writing.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Complete information regarding FERPA is found in the current Blackhawk Technical College Student Handbook.

## Student Complaint and Resolution

The Procedure for the Investigation and Resolution of Complaints is outlined in the Current Blackhawk Technical College Catalog as well as the Student Handbook. Any Complaints made against the Blackhawk Technical College Associate Degree Surgical Technology Program or its Faculty will be investigated in Accordance with these Policies.

## BTC Student Handbook

With the exception of certain policies/procedures governed by program accreditation, the Blackhawk Technical College Student Handbook supersedes program policy/procedure. The following is a list of items addressed by the BTC Student Handbook. This document will serve as the resource and authority for issues identified below:

### *Academics:*

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Calendar               | <input checked="" type="checkbox"/> Academic Forgiveness                | <input checked="" type="checkbox"/> Adding a Course                             |
| <input checked="" type="checkbox"/> Attendance                      | <input checked="" type="checkbox"/> Auditing Classes                    | <input checked="" type="checkbox"/> Changes/Verifying Programs of Record Course |
| <input checked="" type="checkbox"/> Check your BTC email            | <input checked="" type="checkbox"/> Compass Retest Policy               | <input checked="" type="checkbox"/> Complete Withdrawal of Courses              |
| <input checked="" type="checkbox"/> Course Scheduling               | <input checked="" type="checkbox"/> Distance Learning                   | <input checked="" type="checkbox"/> Dropping a Course                           |
| <input checked="" type="checkbox"/> Formal Graduation Commencement  | <input checked="" type="checkbox"/> Governing Catalog                   | <input checked="" type="checkbox"/> Grade Appeal Process                        |
| <input checked="" type="checkbox"/> Grading Procedures              | <input checked="" type="checkbox"/> Graduation                          | <input checked="" type="checkbox"/> Health Science Assessments                  |
| <input checked="" type="checkbox"/> Honor Cord                      | <input checked="" type="checkbox"/> Honors                              | <input checked="" type="checkbox"/> Incomplete Course Work                      |
| <input checked="" type="checkbox"/> Make-Up Testing                 | <input checked="" type="checkbox"/> Mid-Term Grades                     | <input checked="" type="checkbox"/> Non-Attendance (No Show) Policy             |
| <input checked="" type="checkbox"/> Pre-Requisites/Co-Requisites    | <input checked="" type="checkbox"/> President's Honor List              | <input checked="" type="checkbox"/> Program Graduation and Persistence Rates    |
| <input checked="" type="checkbox"/> Program Waitlists               | <input checked="" type="checkbox"/> Records Information                 | <input checked="" type="checkbox"/> Refund Policy                               |
| <input checked="" type="checkbox"/> Religious Belief Accommodations | <input checked="" type="checkbox"/> Repeating Courses                   | <input checked="" type="checkbox"/> Retraining Guarantee Policy                 |
| <input checked="" type="checkbox"/> Standards of Academic Progress  | <input checked="" type="checkbox"/> Student Referral                    | <input checked="" type="checkbox"/> Testing/Assessment Services                 |
| <input checked="" type="checkbox"/> Transcripts                     | <input checked="" type="checkbox"/> Transfer and Work Experience Credit | <input checked="" type="checkbox"/> Transfer of Credit from BTC                 |
| <input checked="" type="checkbox"/> Tuition and Fee Payment         | <input checked="" type="checkbox"/> UW/WTCS Policy on Credit Transfer   |   |

***Financial Assistance Information:***

- Applying for Financial Aid
- Federal Assistance
- Other Grants and Scholarships
- Satisfactory Academic Progress
- Types of Financial Assistance
- Book Charge Information
- Financial Assistance Information
- Private Scholarships
- State of Wisconsin Assistance
- Veterans/Military Programs
- Disbursement of Financial Aid
- Helpful Websites
- Return of the Title IV Financial Aid
- Student Consumer Information

***Student Services:***

- Activity Period
- Bulletin Boards and Notices
- Change of Name, Address and/or Phone Number
- GED/HSED Completion Ceremony
- Health Insurance
- Lost and Found
- Student Computing Resource Guide
- Telephones and Messages
- Advising Services
- Bus Transportation
- Computer Use
- GED Testing Service®
- Learning Centers/ Tutoring Services
- Multicultural/Diversity Services
- Student Identification Cards
- Weather-Related School Closings
- Bookstore
- Career and Professional Development Services
- Family Educational Rights and Privacy Act (FERPA)
- General Education Development (GED) & High School Equivalency (HSED)
- Lockers
- Services for Students with Disabilities
- Student Identification Numbers and FERPA

***College Life:***

- Awards Program
- Fitness Center
- Parking
- Unattended Children
- BTC Ambassadors
- Food Services
- Recycling
- Clubs and Organizations
- Library
- Smoke/Tobacco Free Campus

***Students' Rights and Responsibilities:***

- Academic Honesty
- Disruptive Conduct
- Failure to Comply
- Grievance Procedure
- Misuse of College Materials Services or Property
- Theft
- Alcohol Regulations
- Drugs
- False Information
- Guests
- Off-Campus Conduct
- Weapons, Dangerous Instruments
- Complicity
- Endangering the Safety of Others
- General Student Complaint Submission and Resolution
- Mental Health Policy
- Sexual and Other Harmful Harassment

***Campus Safety:***

- Accident or Illness Emergency Procedures
- Consensual Relations
- Discrimination and Harassment Policies
- Non-Emergency Contact Numbers
- Timely Warning of Potential Threats
- Alcohol and Illegal Drugs Policies
- Crime Prevention and Security Procedures
- Emergency Campus Security Procedures
- Security and Access to BTC Facilities
- Grievance Procedure
- Behavior Intervention Team (BIT)
- Criminal Offense Statistics at BTC Facilities
- Emergency Response Guides and Evacuation Procedures
- Sex Offender Registry

The BTC Student Handbook is located on the BTC Webpage or Portal:

<http://catalog.blackhawk.edu/>

## BTC Core Abilities

Core abilities describe those fundamental talents and skills, viewed as critical to student success. While technical skills are essential to perform a job, it is often an individual's "soft skills" such as the ability to communicate professionally, work in teams, and solve problems that ultimately determine success on the job.

Blackhawk Technical College has identified seven core abilities that describe the broadest outcomes, skills or purposes that are addressed and assessed throughout instruction. These core abilities are transferrable, and go beyond the context of a specific learning experience, course or even educational program. Additionally, each core ability has a number of indicators identifying strategies or practices that can and will be used to evaluate and document successful attainment of the core ability.

### **BTC CORE ABILITIES:**

- Communicate Professionally
- Use Appropriate Technology
- Work Effectively in Teams
- Demonstrate Professional Work Behavior
- Show Respect for Diversity
- Solve Problems Efficiently
- Lead by Example

### **CORE ABILITIES AND THE BTC SURGICAL TECHNOLOGY PROGRAM**

It is the philosophy of Blackhawk Technical College and the Surgical Technology Program that **Core Abilities = Employability**. As such all program policies, procedures, and activities are developed and implemented with the intent of Technical Skills Attainment as described in the Surgical Technology Program Mission, Goals and Outcomes, but also the BTC Core Abilities.

Throughout this document, policies, procedures, and evaluation tools will be referenced by the seven core ability symbols identified by Blackhawk Technical College in an attempt to demonstrate the program's commitment to attainment of these skills.

The complete BTC Core Abilities, including the indicators and symbols are found on the next page.

# Core Abilities

The College core abilities were developed to define the expectations of all graduates from Blackhawk Technical College programs, unifying all academic divisions and contributing to student success. Not only are core abilities expected outcomes for students, but they also reflect the expectations of all College staff as well.

Blackhawk Technical College has identified five core abilities that are crucial to success both during school and after graduation. These core abilities, based on input from faculty, employers, students, and other members of the community, are skills and competencies that will enable students to be successful in the workplace. These essential skills are taught across all programs and departments. Everyone at Blackhawk works toward improving and applying these critical skills.

Listed below are Blackhawk's five college-wide core abilities and their indicators.

## **Demonstrate Critical Thinking**

- Define problems clearly and precisely
- Utilize relevant information gathered from diverse perspectives
- Evaluate potential solutions using relevant criteria and standards

## **Demonstrate Effective Communication**

- Employ effective communication practices
- Adapt communication to engage diverse audiences
- Use technology to effectively communicate

## **Demonstrate Professional Work Behaviors**

- Manage time effectively
- Adhere to policies, procedures, and safety protocols
- Demonstrate accountability

## **Demonstrate Diverse and Inclusive Practices**

- Respond appropriately to diverse situations.
- Model respectful and inclusive interactions
- Acknowledge the contributions of a diverse society

## **Demonstrate Professional use of Relevant Technology**

- Demonstrate proper selection of equipment, tools, and resources to produce desired results
- Demonstrate safe and secure use of technology
- Use occupational specific technology in appropriate ways



Blackhawk Technical College  
Associate Degree  
Surgical Technology Program

# Student Handbook



## Section 2: Surgical Technology Program Outcomes and Curriculum



## The Role of the Surgical Technologist

Surgical Technologist in the first scrub role handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

## Description of the Surgical Technologist

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologists possesses expertise in the theory and application of the principles of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation and tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

## Blackhawk Technical College Health Sciences Division Mission

The mission of the Blackhawk Technical College Health Sciences Division is to provide dynamic education using diverse delivery systems to prepare quality human service professionals for the community.

## Program Philosophy

We believe the surgical technologist is an integral member of the health care team. He/she provides technical care for patients during surgery with an awareness of human dignity and individual uniqueness.

As administrators, instructors, and support staff of the Surgical Technologist Program, we accept the philosophy that our major function is to provide a program of education which will enable the individual learner to acquire the knowledge and skills necessary to enter his/her chosen vocational field, to pass the national certification examination for surgical technologists, to be accountable as a health care provider, and to be a contributing, self-directed, responsible member of society.

The teaching/learning process is a mutually reciprocal relationship on the part of the instructor and the learner. The instructor uses a variety of methods to stimulate cognitive, psychomotor, and effective learning in order to meet specific objectives and to enable the learner to grow as a person. An essential outcome of learning is to increase the learner's ability to apply and transfer the learning to new situations.

We recognize that individual learners may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each learner of any areas that may need improvement and in assuming responsibility for strengthening any deficiencies. Blackhawk Technical College (BTC) has numerous resources to assist learners including help with study habits, test-taking skills, as well as increasing reading, writing and math abilities. These are only a few of the resources available. Please seek help early and take advantage of the assistance available. We are committed to helping every learner reach his/her educational and life goals.

In light of the emerging trends in surgical care, continual education and evaluation must be the professional responsibility of instructors and students alike.

## Program Mission and Goals

The mission of the Associate Degree Surgical Technology Program at Blackhawk Technical College is to provide the training and knowledge necessary for our students “to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.” (ARC/STSA, 2013) This will be accomplished by “meeting or exceeding the criteria set forth in the current CAAHEP Standards and Guidelines for Accreditation of Educational Programs in Surgical Technology” (ARC/STSA).

The Goal of the Blackhawk Technical College Associate Degree Surgical Technology Program is to fulfill the program mission through the achievement of the following Program Outcomes.

## Associates Degree Surgical Technology Program Outcomes

Graduates of the Surgical Technology program will be able to:

<b>1. Apply healthcare and technological science principles to the perioperative environment</b> <ul style="list-style-type: none"><li>a. Use proper medical terminology</li><li>b. Apply principles of anatomy, physiology, microbiology, pharmacology and pathophysiology</li><li>c. Demonstrate safe use of electrical equipment</li><li>d. Use of computer to access information and complete work assignments</li><li>e. Follow standard precautions</li></ul>
<b>2. Maintain principles of sterile technique in the surgical environment</b> <ul style="list-style-type: none"><li>a. Adhere to the principles of sterile technique</li><li>b. Demonstrate a surgical conscience</li><li>c. Recognize and correct contamination</li></ul>
<b>3. Provide a safe, efficient, and supportive environment for the patient</b> <ul style="list-style-type: none"><li>a. Put the patient first</li><li>b. Adjust practices according to patient needs</li><li>c. Communicate in order to maintain safe and supportive environment</li><li>d. Recognize hazards and apply safety principles including emergency preparedness</li></ul>
<b>4. Prepare the patient, operating room and surgical team for the preoperative phase</b> <ul style="list-style-type: none"><li>a. Attire appropriately for procedure</li><li>b. Perform basic handwashing and surgical scrub</li><li>c. Assist with circulating duties as appropriate</li><li>d. Gather supplies and equipment utilizing available resources</li><li>e. Open sterile supplies utilizing sterile technique</li><li>f. Gown and glove self and others</li><li>g. Count efficiently and accurately</li><li>h. Prepare equipment, instruments and supplies for assigned procedure</li><li>i. Demonstrate safe practice with medications and solutions</li><li>j. Ensure accessibility of the operative site with proper draping</li><li>k. Move furniture and equipment into position</li></ul>
<b>5. Perform intraoperative case management in the scrub role</b> <ul style="list-style-type: none"><li>a. Identify instruments, equipment and supplies</li><li>b. Pass instruments ready and in position for use</li><li>c. Manage sharps before, during and after use</li><li>d. Respond to surgeon efficiently and effectively</li><li>e. Anticipate sequence and prioritize needs of the surgical process</li><li>f. Handle specimens and cultures according to facility policy and procedures</li><li>g. Maintain organization of the sterile field</li><li>h. Manage tasks related to the end of the surgical procedure</li><li>i. Perform counts</li><li>j. Prepare dressings and drains</li></ul>
<b>6. Perform postoperative case management</b> <ul style="list-style-type: none"><li>a. Handle instruments and supplies according to OSHA guidelines and hospital policy and procedure</li><li>b. Demonstrate safe and efficient decontamination and disinfection principles</li><li>c. Turn over the room in a timely manner</li><li>d. Utilize appropriate technique and various sterilization methods</li></ul>

- |  |
|--|
| <p><b>7. Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies</b></p> <ul style="list-style-type: none"> <li>a. Follow program, college, and facility policies and procedures</li> <li>b. Follow HIPAA guidelines</li> <li>c. Follow AST Code of Ethics</li> <li>d. Work cooperatively with other members of the healthcare team</li> <li>e. Communicate effectively with other members of the healthcare team</li> <li>f. Demonstrate initiative</li> <li>g. Demonstrate efficiency</li> </ul> |
|--|

## Associates Degree Surgical Technology Program Educational Objectives

### Cognitive Domain

The student will:

- Apply healthcare and technological science principles to the perioperative environment
- Perform postoperative case management
- Apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.
- Recognize potential hazards in the operating room environment.

### Psychomotor Domain

The student will:

- Maintain principles of sterile technique in the surgical environment
- Prepare the patient, operating room and surgical team for the preoperative phase
- Perform intraoperative case management in the scrub role
- Demonstrate effective use of verbal and written communication skills as a member of the surgical team.

### Affective Domain

The student will:

- Provide a safe, efficient, and supportive environment for the patient
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

## Associates Degree Surgical Technology Program Soft Skills and Indicators

<p><b>1. Communicate effectively</b></p> <ul style="list-style-type: none"> <li>a. learner writes clearly, concisely, and accurately in a variety of contexts and formats</li> <li>b. learner speaks clearly, concisely, and accurately in a variety of contexts and formats</li> <li>c. learner expresses thoughts and ideas using appropriate verbal and non-verbal language</li> <li>d. learner demonstrates active listening skills</li> <li>e. learner's communication is free from bias and stereotypes</li> </ul>
<p><b>2. Act responsibly</b></p> <ul style="list-style-type: none"> <li>a. learner takes responsibility for his/her own learning and actions</li> <li>b. learner completes assigned tasks according to prescribed deadlines and quality standards</li> <li>c. learner adheres to established attendance criteria/standards</li> <li>d. learner maintains a safe and healthy work environment for self/group</li> </ul>
<p><b>3. Work productively</b></p> <ul style="list-style-type: none"> <li>a. learner demonstrates reliability and accuracy to complete projects/tasks for individual and/or team/group work according to established criteria/standards to monitor his/her progress</li> <li>b. learner uses effective/efficient processes and appropriate tools/technology to complete projects/tasks</li> <li>c. learner demonstrates productive work ethic in starting and completing tasks</li> </ul>
<p><b>4. Work cooperatively</b></p> <ul style="list-style-type: none"> <li>a. learner demonstrates the ability to work cooperatively and collaboratively in diverse groups</li> <li>b. learner demonstrates respectful interpersonal skills when working with others</li> <li>c. learner recognizes conflict and uses conflict resolution skills when appropriate</li> <li>d. learner provides and accepts constructive feedback</li> </ul>
<p><b>5. Demonstrate integrity</b></p> <ul style="list-style-type: none"> <li>a. learner demonstrates ethical/professional behavior</li> <li>b. learner adheres to college/work policies and procedures</li> </ul>

<ul style="list-style-type: none"> <li>c. learner exhibits respect for people and property</li> <li>d. learner recognizes potential ethical dilemmas for self and in others and takes appropriate action</li> </ul>
<p><b>6. Think critically and creatively</b></p> <ul style="list-style-type: none"> <li>a. learner reads, retains, restates, and applies logical reasoning in solving problems or dealing with information</li> <li>b. learner identifies problems to be solved, tasks to be performed, potential consequences</li> <li>c. learner analyzes, synthesizes, and evaluates information, ideas, and problems to make decisions</li> </ul>
<p><b>7. Develop global awareness</b></p> <ul style="list-style-type: none"> <li>a. learner identifies how cultural events affect the learner's life</li> <li>b. learner respects cultural diversity and pluralism</li> <li>c. learner demonstrates an awareness of similarities and differences of human experiences across cultures</li> </ul>

## Program Curriculum

The following courses are required for completion of the Blackhawk Technical College Associate Degree Surgical Technology Program:

<b>Blackhawk Technical College Surgical Technology Program Curriculum and Student Schedule</b>			
<b>Core Program Courses</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Hours</b>
512-125	Introduction to Surgical Technology	4	108
512-126	Surgical Tech Fundamentals 1	4	108
512-127	Exploring Surgical Issues	2	36
512-128	Surgical Tech Fundamentals 2	4	108
512-129	Surgical Pharmacology	2	36
512-130	Surgical Skills Application	2	90
512-131	Surgical Interventions 1	4	72
512-132	Surgical Technology Clinical 1	3	162
512-133	Surgical Technology Clinical 2	3	162
512-142	Surgical Interventions 2	4	72
512-135	Surgical Technology Clinical 3	3	162
512-136	Surgical Technology Clinical 4	3	216
	<b>Total</b>	<b>38</b>	<b>1153</b>
<b>General Education Courses</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Hours</b>
809-196 or 809-172	Introduction to Sociology or Introduction to diversity studies	3	54
809-198	Introduction to Psychology	3	54
801-198	Speech	3	54
806-197	Microbiology	4	72
	<b>Total</b>	<b>13</b>	<b>234</b>
<b>Pre-Requisite Courses</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Hours</b>
501-101	Medical Terminology	3	54
806-179	Advanced Anatomy and Physiology	4	90
801-195	Written Communication	3	54
806-177	General Anatomy and Physiology	4	90
	<b>Total</b>	<b>14</b>	<b>288</b>

## Surgical Technology Program Core Curriculum Overview

The courses in the Surgical Technology program are designed for active participation by the instructor and learner who share the responsibility for the learning process. Various methods of teaching/learning activities will be employed during these courses including lecture, discussion, online activities, lab, and clinical experiences. Each person is responsible for his/her own learning.

<b>Fall Semester 1</b>
<b>Introduction to Surgical Technology (8 weeks) 4cr</b> <ul style="list-style-type: none"> <li>This course consist of 4 hours of classroom direction and 8 hours of lab instruction per week. Provides the foundational knowledge of the occupational environment. Principles of sterilization and disinfection are learned. Surgical instruments are introduced. Preoperative patient care concepts are simulated. Lap practice is included.</li> </ul>
<b>Surgical Tech Fundamentals 1 (8 weeks) 4cr</b> <ul style="list-style-type: none"> <li>This course consists of 4 hours of classroom direction and 8 hours of lab instruction per week. Focuses on preparing the patient and operating room for surgery. Principles of sterile technique are emphasized as the student moves into the scrub role. Lab practice is included. Four weeks of clinical rotation is included.</li> </ul>
<b>Exploring Surgical Issues (16 weeks) 2cr</b> <ul style="list-style-type: none"> <li>This is an online course. Explores a variety of issues related to surgical technology. Emphasis is placed on becoming a professional member of the surgical team.</li> </ul>
<b>Spring Semester 2</b>
<b>Surgical Tech Fundamentals 2 (16 weeks) 4cr</b> <ul style="list-style-type: none"> <li>This course consist of 2 hours of classroom direction and 4 hours of lab instruction per week. Focuses on enhancing surgical technology skills while functioning as a sterile team member. Lab is included.</li> </ul>
<b>Surgical Pharmacology (16 weeks) 2cr</b> <ul style="list-style-type: none"> <li>This course consists of 2 hours of classroom direction per week. Basic study of drug classifications, care, and handling of drugs and solutions, application of mathematical principles in dosage calculations, terminology related to pharmacology, anesthesia, and drugs used in surgery.</li> </ul>
<b>Surgical Application (16 weeks) 2cr</b> <ul style="list-style-type: none"> <li>This course consists of 6 hours of clinical experience per week. Provides a transition from the academic to the clinical setting. Learners integrate the surgical technologist skills as they apply to various surgical procedures.</li> </ul>
<b>Fall Semester 3</b>
<b>Surgical Interventions 1 (16 weeks) 4cr</b> <ul style="list-style-type: none"> <li>This course consists of 2 hours of classroom direction per week and 2 hours of lab instruction per week. Provides the foundation knowledge of surgical core and specialty procedures. Examines the pathophysiology, diagnostic interventions, health sciences, and surgical techniques for a variety of procedures.</li> </ul>
<b>Surgical Technology Clinical 1 (8 weeks) 3cr</b> <ul style="list-style-type: none"> <li>This course consists of 6 hours of clinical experience 3 times per week. Apply basic surgical theories, principles, and procedural techniques in the operation room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel.</li> </ul>
<b>Surgical Technology Clinical 2 (8 weeks) 3cr</b> <ul style="list-style-type: none"> <li>This course consists of 6 hours of clinical experience 3 times per week. Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.</li> </ul>
<b>Spring Semester 4</b>
<b>Surgical Intervention II (16 weeks) 4cr</b> <ul style="list-style-type: none"> <li>This course consists of 4 hours of classroom direction per week. Expands knowledge of core and specialty surgical procedures by incorporating pathophysiology, diagnostic interventions, health sciences, and surgical techniques.</li> </ul>
<b>Surgical Technology Clinical 3 (8 weeks) 3cr</b> <ul style="list-style-type: none"> <li>This course consists of 6 hours of clinical experience 3 times per week for the first 4 weeks. The second 4 weeks consists of 8 hours of clinical experience 3 times per week. Further experience in a clinical setting allows the students to continue to improve technical skills while accepting more responsibilities during surgical procedures.</li> </ul>
<b>Surgical Technology Clinical 4 (8 weeks) 3cr</b> <ul style="list-style-type: none"> <li>This course consists of 8 hours of clinical experience 3 times per week. During the clinical course the student will function relatively independently. Serves as a transition from a student perspective to an employee by utilizing advanced skills for an entry level Surgical Technologist.</li> </ul>

## Exit Assessment

The Surgical Technology Program at Blackhawk Technical College has an exit assessment which is a means used to show all the knowledge and skills you have attained while at BTC. In this program, we use a clinical portfolio and the national certification secure practice examination for surgical technologist to showcase the knowledge and skills you have gained in your program of study. You will be developing the portfolio and preparing for the exam throughout your time in this program.

*A detailed instructional guide/grading rubric will be provided by your instructor for this project after acceptance into the program.*

Blackhawk Technical College  
Associate Degree  
Surgical Technology Program

# Student Handbook



## Section 3: Admission Guidelines and Procedures & Program Progression Guidelines



## Admission Criteria

### APPLICATION PROCESS:

Refer to the BTC website for the college application process.

### PROGRAM READY REQUIREMENTS:

Successful completion of **ALL** the following courses with a grade of "C" or better:

- One semester of college anatomy and physiology: General Anatomy & Physiology 806-177 at BTC
- One semester of college communication: Written Communication 801-195 at BTC.
- One semester of college medical terminology: Medical Terminology 501-101 at BTC.

### SELECTIVE PETITION PROCESS:

Students must meet the program ready requirements outlined above in order to submit a petition form for the core clinical courses. Students are encouraged to complete the general education courses prior to the core courses.

### Selection process into the core Surgical Technology courses:

Students who have been accepted and have completed the program ready courses identified above, must petition for a spot in the core ST courses. A scoring system will be utilized to select the students. Points are awarded as outlined below. The students with most points will be accepted to begin the core courses each summer. Two alternates will also be selected. The number of students selected is subject to change.

### Points for Courses

Points are awarded as follows: A=10 points, B=5 points, C=0 point (\*points doubled for these courses)

- General Anatomy & Physiology \*
- Medical Terminology \*
- Written Communication

Additional points awarded for the remaining general education courses. (\*points doubled for these courses)

- Microbiology\*
- Advanced Anatomy & Physiology\*
- Speech
- Introduction to Psychology
- Introduction to Sociology or Introduction to Diversity Studies
- 

### Points for Work Experience (not required, but helpful)

Points are awarded as follows:

- 40 point maximum
- The points are awarded in two areas (level of patient interaction and length of time of employment)

### Points for Program Admission testing: TEAS-Allied Health test composite scores.

Points are awarded as follows:

- 75 point maximum
- The points are awarded on the number score of test.

### Points for BTC District Resident

- 10 Point maximum
- The points are awarded for Rock and Green county residence.

***It is the student's responsibility to submit a petition form during the designated petition period in order to be considered for the core clinical courses. If not selected, students will need to submit a petition form each year thereafter as a means of indicating a continued interest in beginning core courses.***

## ONCE ACCEPTED INTO A FALL COHORT:

1. Attend the Surgical Technology Program orientation session
2. Sign Functional Ability Statement of Understanding (ViewPoint)
3. Undergo a certified physical examination including: (ViewPoint)
  - TB Testing (proof of 2 step is needed-second one needed within 90 days of 1<sup>st</sup> clinical day)
  - Hepatitis B Vaccination
  - Submit an updated immunization record
  - Yearly flu shot
4. Have a current CPR certification for the healthcare provider. (ViewPoint)
5. Have a criminal background check performed in accordance with Wisconsin State law. Prior to beginning core ST courses, student will need to clear a "Caregiver's Background" check. Students with occurrences in their history are encouraged to discuss them with the ST program instructors early in the process. Clinical sites, not BTC set their requirements on clearance. If a clinical site will not allow a student to rotate through their facility, it may hinder a student on completing the program. (ViewPoint)
6. Undergo a 10 panel drug screen (ViewPoint). All Blackhawk Technical College Health and Public Safety programs require a standard 10-panel drug test as part of the health requirements for clinical/externship placement. Program entry is contingent upon participation in initial drug testing, and subsequent for-cause drug testing if necessary. Consequently, a negative result for this drug screen test (no drugs found) is required. As with background check and all other health requirements, the drug test is done at the student's expense.
7. Complete HIPAA and OSHA modules. (ViewPoint)
8. Complete Latex Allergy questionnaire.
- 9.

**DOCUMENTATION OF THESE REQUIREMENTS TO ENTER THE SURGICAL TECHNOLOGY CURRICULUM MUST BE COMPLETED AND ENTERED BY STUDENT INTO VIEWPOINT ON/OR BEFORE THE FIRST DAY OF CLASSES OR OTHER ASSIGNED DAY.**

## Functional Abilities

A signed Statement of Understanding of the Surgical Technologist Function Abilities must be on file with School of Health Sciences prior to beginning program courses. If the student believes at any time that he/she is lacking in any of the identified areas and will require outside assistance in order to meet course competencies, the student must contact BTC's Disability Services for an evaluation. If possible, BTC will make every effort to accommodate students with injuries or episodic health problems so that they can complete their course work while maintaining the same level of standards. It is important that the student understand that while accommodations made to complete a program may be reasonable, they may not be considered reasonable for an employment situation.

### Blackhawk Technical College Surgical Technology Program Functional Abilities

The Americans with Disabilities Act of 1991 (42 U.S.C. 12101, et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System (WTCS) make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities of a student in the above named program. In addition, information was given to the student on reasonable accommodations to meet the Functional Abilities at this time.

#### PROGRAM SKILL LEVEL

Specific Ability Required for Technical Skills Attainment

#### APPLICATION TO SURGICAL TECHNOLOGY PROGRAM

Activities Including but Not Limited To:

#### GROSS MOTOR COORDINATION

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders
- Reach below waist
- Reach out front
- Twist, bend, reach, etc. to utilize equipment and plug electrical appliances into wall outlets
- Reach and manipulate above shoulders such as managing IV poles

#### FINE MOTOR COORDINATION

- Pick up objects with hands
- Grasp small objects with hands
- Write with pen or pencil
- Key/type
- Pinch/pick or otherwise work with fingers
- Squeeze with fingers
- Manually dexterity
- Utilize computers
- Twist/turn objects/knobs using hands; attach power equipment
- Grasp and manipulate objects (i.e. surgical instruments, sutures)
- Manipulate a syringe
- Squeeze objects (i.e. eye dropper)

- Finger dexterity
- Twist objects
- Simultaneous use of hand, wrists, and fingers
- Coordinate eye-hand and eye-hand foot

- Stand for several hours
- Sustain repetitive movements
- Maintain physical tolerance

- Push and pull 50 pounds
- Support 50 pounds of weight
- Lift 50 pounds
- Carry equipment/supplies
- Use upper body strength
- Squeeze with hands

- Twist
- Stand
- Bend
- Stoop/squat
- Move quickly
- Climb Stairs
- Walk

- See objects up to 20 inches away
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish colors and color intensity
- See in darkened room

- Hear normal speaking level sounds
- Hear faint voices
- Hear faint body sounds
- Hear in situations when not able to see lips
- Hear auditory alarms

- Detect odors

- Tolerate exposure to allergens
- Tolerate strong odors
- Tolerate strong soaps
- Tolerate working in extreme warm and cool temperatures in the operating room suite
- Tolerate exposure of unpleasant signs and sounds, electric energy, solvents, grease oils, slippery or uneven walking surfaces, and excessive noise
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment
- Tolerate working indoors

- Feel differences in size and shape
- Detect temperature
- Feel differences in surface characteristics
- Feel vibrations
- Detect environmental temperatures

- Utilize scrub sink (foot controls, soap dispensing, surgical scrub)

#### PHYSICAL ENDURANCE

- Stand at operative field for long periods of time during surgical or therapeutic procedure
- Sustain repetitive movement such as CPR
- Work on your feet a minimum of 8 hours

#### Physical Strength

- Carry instrument pans, positions clients, move equipment
- Hold extremity for prep
- Pick up a child, transfer client, bend to lift an infant or child
- Lift instrument pans
- Perform CPR, physically restrain a client
- Operate fire extinguisher

#### MOBILITY

- React quickly to emergency situations
- Walk independently without the assistance of a cane, walker, crutches, wheelchair or the assistance of another person

#### VISION

- See information on monitor screen, skin conditions
- See objects in the room up to 20 feet away
- Distinguish color coded supplies, flushed skin/paleness
- See in darkened room e.g., during endoscope procedures, eye surgery

#### HEARING

- Hear person-to-person request for instrument
- Hear blood pressure sounds, assess placement of tubes
- Hear even when you can't read lips e.g., wearing a face mask
- Hear monitors, fire alarms, call bells

#### SMELL

- Detect foul smelling drainage, alcohol breath, smoke (cautery and laser), gasses or noxious smells

#### ENVIRONMENT

- Exposure to allergens such as latex gloves, chemical substances
- \*\*You may be unable to attend labs and clinical rotations if you are latex sensitive or have a latex allergy. We do not provide latex free environment at school or in our clinical hospital sites at this time. You will be required to provide a doctor's written statement confirming it is safe to continue in the program if you are latex sensitive or have a latex allergy.
- Wearing protective equipment such as mask, gown, gloves, glasses, laser, radiation

#### TACTILE

- Palpate vein, identify body landmarks
- Detect temperature of skin and solutions
- Feel to identify types of suture
- Palpate pulses

- Read and understand written documents
- Read digital displays

- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions and decimals
- Calibrate equipment
- Convert numbers to and from metric, apothecaries', and American systems
- Comprehend and interpret graphical trends
- Tell time
- Measure time
- Count rates
- Read and interpret measurement marks
- Document numbers in records

- Establish rapport with individuals
- Respect/value cultural differences in others
- Negotiate interpersonal conflict
- Function as part of a team

- Teach
- Speak English
- Read & Write English
- Influence people
- Listen/comprehend spoken/written word
- Manage information
- Collaborate with others

- Establish professional relationships
- Provide client with emotional support
- Adapt to changing environments/stress
- Deal with the unexpected
- Focus attention on tasks
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others
- Accept constructive feedback
- Accept responsibility for own actions

- Comprehend and follow instructions
- Plan/control activities for others
- Synthesize knowledge and skills
- Identify cause and effect relationships
- Make decisions independently
- Adapt decisions based on new information
- Follow processes from start to finish
- Sequence information

- Problem solves
- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Prioritize tasks
- Evaluate outcomes
- Use long-term memory
- Use short-term memory

## READING

- Read and understand flow sheets, charts, graphs, procedure cards, instructions on equipment
- Read and understand digital and computer displays

## MATH

- Comprehend and interpret autoclave charts
- Convert numbers such as for dosages
- Count during of contractions, CPR, etc.
- Accurately read and interpret measuring tapes and scales
- Compute medications dosages
- Document numbers and information into charts and computerized data bases

## INTERPERSONAL SKILLS

- Build a rapport with surgeons staff members
- Show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities/disabilities

## COMMUNICATION SKILLS

- Teach peers, co-workers, students, etc.
- Collaborate with healthcare workers, peers, etc.

## EMOTIONAL STABILITY

- Deal with unexpected client conditions and/or crisis
- Cope with strong emotions from others such as grief

## CRITICAL THINKING

- Adapt to non-routine and changing situations
- React appropriately to emergency situations
- Follow two or more step processes or instructions

## ANALYTICAL THINKING

- Adapt to non-routine situations
- Prioritize duties in stressful/emergency situations

## Patient Privacy/HIPAA

The Health Insurance Portability and Accountability Act (**HIPAA**) creates national standards to protect individuals' medical records and other personal health information:

- It gives patients more control over their health information.
- It sets boundaries on the use and release of health records.
- It establishes appropriate safeguards that healthcare providers and others may achieve to protect the privacy of health information.
- It holds violators accountable with civil and criminal penalties that can be imposed if the privacy rights of patients are violated.
- It strikes a balance when public responsibility requires disclosure of certain forms of data, for example, to protect public health.

HIPAA, and specifically the definition of "health care operations" within the rule provides for conducting training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve skills as health care providers. Individual Covered Entities (institutions affiliated with Blackhawk Technical College Health Science programs) may shape their policies and procedures for minimum necessary use and disclosures to permit students access to patients' medical information, including entire medical records.

It shall be the policy of the Blackhawk Technical College Health Sciences Division and its programs that all information regarding care of the individual patient be maintained as confidential information. Patient care information is the property of the patient, and the Clinical Education Affiliate is the steward or caretaker of that information and the owner of the medium of storage.

The purpose of this policy is to protect the patient, the Clinical Education Affiliate and its employees, and all Blackhawk Technical College Health Sciences programs, faculty, and students from inappropriate dissemination of information regarding care of individual and collective patients. This policy applies to all program faculty, students, and prospective students participating in clinical education or observation, and refers to all information resources, whether verbal, printed, or electronic, and whether individually controlled, shared, stand alone or networked. This policy also provides guidelines and examples on student and faculty access to patient identifiable information to ensure confidentiality and integrity of patient information.

This policy is discussed in-depth prior to program entry, as well as at the start of each clinical semester. Students are required to sign an agreement of patient privacy documenting an understanding of this policy and an agreement to comply. This form is included as part of the course syllabus of each clinical education course.

**ANY BREACH OF PATIENT CONFIDENTIALITY IS CONSIDERED A VERY SERIOUS OFFENSE AND WILL RESULT IN DISCIPLINARY ACTIONS RANGING FROM A CLINICAL GRADE REDUCTION (10%) AND 2 DAY CLINICAL SUSPENSION UP TO AND INCLUDING PROGRAM DISMISSAL AS WELL AS LAW ENFORCEMENT INVOLVEMENT.**

**RETURN TO THE CLINICAL ASSIGNMENT WILL BE MADE ONLY WITH THE APPROVAL OF THE AFFILIATING AGENCY.**

## Background Check

Wisconsin law requires background checks of persons who provide care for others or have access to people who receive care. This law applies to Blackhawk Technical College Health Sciences Division students. A completed background check as prescribed under Wisconsin's law includes all of the following:

- Completed Background Information Disclosure (BID) form
- Status check of professional licenses and credentials through the Department of Safety and Professional Services
- Nation-wide criminal history search
- Review of Department of Health and Family Services records for any substantiated findings of abuse or neglect, and license restrictions or denials
- Nation-wide healthcare fraud and abuse search
- Tribal court criminal history search, check of relevant military records, and check of county or local records as warranted

The link to complete the background check requirement at ViewPoint may be found at: [www.viewpoint.com](http://www.viewpoint.com). Help is available in the Central campus for scanning signed documents in preparation for submission to Viewpoint. All background checks are valid for four years.

Criminal convictions as well as arrests and/or pending charges may limit a student's ability to participate in clinical courses. Further, a criminal background could have a negative impact on certification examination eligibility and employability in health care facilities.

The following criminal background issues will likely be approved for clinical placements:

- Dismissed crimes.
- One DUI or underage drinking, in any timeframe, if disclosed.
- Misdemeanor or less, single event, 10 years ago with no further issues.

The following criminal background issues will likely prevent assignment to a clinical experience:

- Lack of full disclosure of convictions, with honest descriptions and accountability.
- A pattern of more than three convictions.
- A pattern of convictions within the past 10 years.
- Conviction for a violent crime, including conviction of a reduced charge resulting from a violent crime.
- Convictions for drug related offenses, including theft, sale, and/or possession.
- Convictions for falsification of records.
- Convictions for theft, including shoplifting.
- Convictions of any serious crime within the past 3 years, including disorderly conduct domestic abuse.

The single most important recommendation is complete disclosure on the Background Information Disclosure (BID) form, even for crimes that have been expunged. Failure to fully disclose and accept accountability may result in losing opportunities. Knowingly providing false information or omitting information may result in denial of program entry or dismissal. Citations, arrests and conviction records occurring in Wisconsin are most frequently found on the Consolidated Court Automated Program (CCAP) website. Open public records laws allow anyone, free of charge, to access rulings on court cases at <https://wcca.wicourts.gov>.

Once completed, Blackhawk Technical College, its employees, and agents will provide a copy of the student's signed State of Wisconsin Background Information Disclosure (BID) form and information obtained from the Caregiver Background Check to assigned clinical affiliation sites. This information will be used in determining eligibility and suitability for clinical placement.

#### Students with New or Pending Charges:

In accordance with Wisconsin law, students are required to notify the appropriate program official (Associate Dean, Coordinator, Lead Instructor, etc.) the next business day following any citation (arrest/ticket). Students may notify the appropriate college official by calling 608-757-6340 and leaving a message if the call is made after hours. Failure to provide prompt notification will result in permanent removal from the program.

Students who are arrested or receive a citation may be administratively withdrawn from current classes that involve a clinical experience until the criminal offense has been processed and a final judgment reached. Students who have not already registered will not be allowed to register for any classes that involve a clinical experience until the criminal offense is resolved. After resolution, the student must notify the appropriate program official with their court documentation. At this point, eligibility for clinical education placement will be re-assessed with input from the program's clinical education affiliates as deemed necessary. All information is kept strictly confidential.

## Insurance

### **Health Insurance:**

All students are required to carry health insurance and provide documentation of coverage to be placed for clinical education activities. If the student's medical insurance expires, or if the insurance carrier or policy changes during the educational program current documentation must be provided to assure that clinical education activities are not interrupted. BTC Student Services has information regarding health insurance coverage for students. *Additional information regarding Health Insurance available through Blackhawk Technical College is found in the BTC Student handbook, located at MyBTC as well as the college webpage.*

### **Accidental Insurance:**

All BTC students purchase accident insurance as part of registration fees that provides coverage for all injuries occurring during educational activities.

### **Incidental Medical Liability Insurance:**

All students enrolled in the Blackhawk Technical College Associate Degree Surgical Technology Program are required to carry incidental medical liability insurance. This insurance is obtained by accessing a fee to each clinical education course in the curriculum.

Students are only covered by the BTC incidental medical liability policy while performing approved clinical education activities. Consequently, students may not be present at the clinical education setting outside of the assigned clinical hours (make-up time etc.) without authorization by both the clinical affiliate and a member of Surgical Technology faculty.

## **Program Progression Guidelines**

Program students who successfully complete all of the required program courses with a course grade of 75% or above are eligible to enter the subsequent semester.

- These students will register for courses following the schedule and process established by BTC.

Students who do not successfully complete all of the core program courses with a course grade of 75% or above may or may not be eligible to continue in their program based on guidelines outlined in this policy. Withdrawing from a course may count as an unsuccessful attempt according to the BTC Withdrawal Policy.

A student may be out of program sequence, but not out of the program if one of the following occurs:

## **Withdrawal from the Surgical Technology Program**

If the student decides to withdraw from the Surgical Technology Program, he/she must submit in writing the reason and the effective date of withdrawal to the Surgical Technology program coordinator. The student is further required to officially drop all academic courses in the Student Services department. Failure to follow proper withdrawal procedures will result in failure of academic and clinical education courses, effecting possible program re-entry in the future. Tuition will be refunded in accordance with college policy. If the student withdraws in good academic and clinical standing, re-entry, as described below, can be considered.

The following situations *would not* constitute withdrawal in good standing:

1. Failure to follow the withdrawal process as outlined above.
2. Withdrawal following disciplinary advising, unless the disciplinary situation has been documented as resolved.
3. Withdrawal while under the status of probation or suspension.
4. Withdrawal with a current non-passing (below C) grade in any Surgical Technology course: academic or clinical.
5. Withdrawal at a time of any pending disciplinary action.

## **Surgical Technology Program Re-Entry**

Any student that has withdrawn from the program *in good standing* may apply to re-enter the program. Students that withdraw prior to successful completion of the first clinical semester must reenter as a new student, while students that withdraw after successful completion of the first clinical semester may be considered for re-entry at the beginning of the semester of withdrawal in the next academic year. If a student that has withdrawn in good standing but does not re-enter the program the next academic year, the student must apply to the program as a new applicant.

Any student that *has not* left the program in good standing by either withdrawal or dismissal may be considered for program re-entry under the following conditions:

Requirements and Submissions:

- A request for Re-Admission form is submitted.
- A written request for program re-entry must be submitted to the Program Director prior to the semester proceeding the semester of re-entry as described above. The request should include:
  - Why the student want to re-enter the program
  - How the student plans to be successful
  - How this re-admission will lead to graduation
  - Please include relevant circumstance changes that will lend to successful completion.

### Re-admission process

- The student will submit the completed request for Re-Admission Form and written request to the Surgical Technology Program Coordinator.
- The Program Coordinator, in consultation with program faculty and other college officials will consider the request.
- If it is determined that the request warrants consideration, the student will meet with the Program Director and appropriate members of program faculty to determine the terms of re-entry. These terms will be documented as a learning contract to be signed by both the student and Program Director.

If program re-entry is not granted, the student may appeal this decision following the college procedures as outlined in the current Blackhawk Technical College Catalog and Student Handbook. If re-entry is not granted through this process, the student is not eligible for program entry through the petition process.

Regardless of circumstances, students are only permitted program re-entry one time. This includes those students that re-enter through the process described above, or those that re-enter the program through the petition process.

## Early Program Release

The Blackhawk Technical College Associate Degree Surgical Technology Program does not currently allow for early program release.

## Tuition Refund on Withdrawal

You may have a portion of your tuition and fees refunded if you drop or withdraw from a course. The amount of refund will depend on when you leave the course. Refunds will be in accordance with the state guidelines as outlined in the Current Blackhawk Technical College Catalog and the current Student Handbook.

## Advance Standing/Transfer Policy

Institutional policy concerning prior credit and advanced status can be found in the current Blackhawk Technical College Catalog and the Student Handbook.

In addition to BTC institutional policy concerning prior credit and advanced status, the Blackhawk Technical College Associate Degree Surgical Technology Program requires the following, prior to transfer into the program:

1. The student must transfer from a program accredited by CAAHEP in order for Surgical Technology courses to be considered for transfer.
2. The student must provide a transfer portfolio
  - Transcripts from a previous program
  - Official high school or other college transcripts
    - A grade of C or better in pre-program and program courses is required for consideration of credit for prior coursework.
  - Academic standing form completed by previous program responsible party (i.e. Program Director or Dean)
  - Copies of clinical competencies from previous program
  - Copies of syllabi from any program courses taken
    - Program courses completed more than 1 year prior will require time spent in refreshing content through course auditing or some other means as determined by the Surgical Technologist Program Admissions Committee.
  - Personal letter that includes:
    - Why the student wants to enter the program
    - How the student plans on being successful
3. The student must meet the existing prerequisites for admissions to the Surgical Technology Program.
4. Have an advising session with the Program Director of Surgical Technology as well as an academic counselor in order to evaluate the degree of success in the completion of didactic and clinical education at the school of origin as well as anticipated success at Blackhawk Technical College.
5. Interview with appropriate admissions personnel.

The Blackhawk Technical College Associate Degree Surgical Technology Program reserves the right to perform laboratory and clinical pre-testing of knowledge and skills prior to clinical placement. Additionally, the program may require any transfer student to repeat any academic course previously taken based on either transfer transcripts or test scores. Finally, the Blackhawk Technical College Associate Degree Surgical Technology Program reserves the right to require any transfer student to repeat any clinical competency examinations as deemed necessary.

Students transferring from a hospital-based or technical educational program in Surgical Technology are required to complete all general education and technical support courses for associate degree completion before graduation.

Students that have been out of a Surgical Technology Program for more than one year at the time of application are not eligible for consideration for transfer. These students must apply to the Surgical Technology Program as a new applicant.

#### Transfer Process

- Students will contact the admissions office to complete an application
- Student will compile and submit the program transfer portfolio to Jessica Donahue, Surgical Technologist Program Coordinator.
- Have an advising session with the Program Coordinator of Surgical Technology as well as an academic counselor.
- The Surgical Technology Program Admissions Committee will review the application materials.
- The student will be notified of the Surgical Technologist Program Admissions Committee's decision.

Upon acceptance into the Surgical Technology program the student will meet with the Surgical Technology program coordinator where the following will be discussed or outlined:

- Timeline for completion of CastleBranch requirements for clinical facility acceptance and courses on campus
- Individualized modules specific to the student for content and skill competencies to assure the student is prepared for entry into the program at the level determined by the Surgical Technologist Program Admissions Committee
- Process or timeline for potential skill examinations or checklist demonstrations
- Any potential transfer student is required to satisfactorily complete all requirements and technical stands of the program to which they have been accepted.

Those applicants accepted for transfer enter the program contingent upon the following:

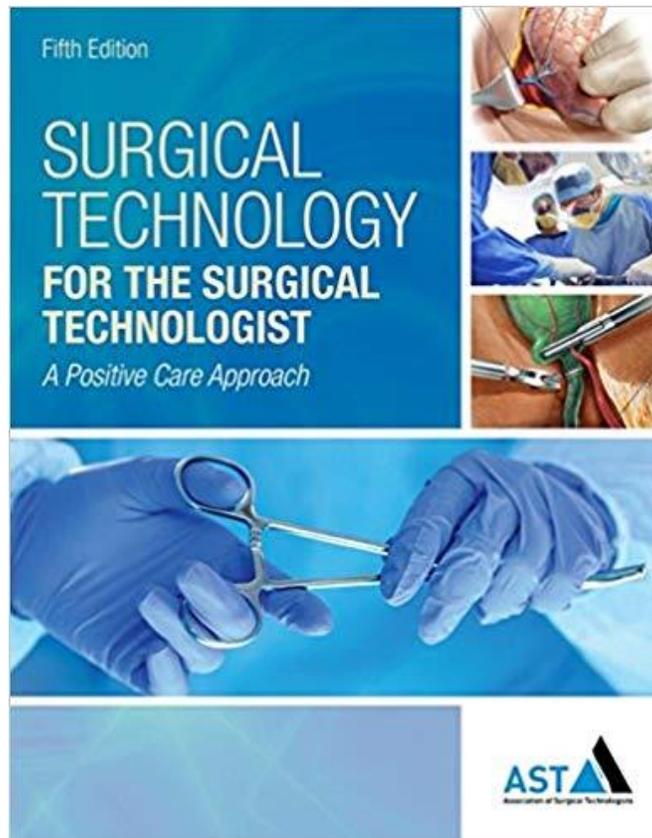
1. The acceptance of a transfer student will not disrupt the educational progress of those students currently enrolled or negatively affect the accreditation status of the Surgical Technology Program.
2. The student is required to complete a minimum of two semesters in Blackhawk Technical College Associate Degree Surgical Technology Program.
3. The student agrees to abide by all policies and procedures of the Surgical Technology Program.
4. As the Blackhawk Technical College Associate Degree Surgical Technology Program is perusing accreditation for a predetermined number of students, transfer can be considered only if there are openings available.

**BECAUSE OF THESE CONSIDERATIONS, THE BLACKHAWK TECHNICAL COLLEGE ASSOCIATE DEGREE SURGICAL TECHNOLOGY PROGRAM CANNOT GUARANTEE NORMAL GRADUATION TIME TO STUDENTS WHO TRANSFER INTO THE PROGRAM**



Blackhawk Technical College  
Associate Degree  
Surgical Technology Program

# Student Handbook



## Section 4: Academic and Behavioral Guidelines



## Academic Standards

### Length & Requirements of the Program:

1. Two academic years, full time. Upon graduation, students receive an Associate of Applied Science degree with emphasis on Surgical Technology.
2. Core Courses for the Surgical Technology courses are offered in the Fall and Spring Semesters. No summer sessions are required but you may take general education/science courses during the summer. All general education classes need to be successfully passed prior to the completion of 4<sup>th</sup> semester in order to graduate on time.
3. All Surgical Technology Core courses must be taken and passed in sequences. Each class is offered only once per academic year.

### Graduation Guidelines

1. All required courses must be passed in order to advance through and graduate from the program.
2. All course pre-requisites must be completed prior to entering each specific course.
3. All Surgical Technology Core Courses must be passed at a 75% "B/C" or better
4. The required Gen Ed courses must be passed at a grade of "C" or better
5. This program relies on both academic standing and skill based competency for completion. Students must complete all skill based competencies with a passing grade to be eligible to advance to the next course.
  - a. Failure to pass a single competency will result in a failing grade for the course despite academic standing
  - b. Failure to pass a single check-off will result in a failing grade for the course, despite academic standing

### Academics

Grading reflects work produced by the student. To pass this course, all criteria for all competencies must be demonstrated. Grading reflects the level of achievement of the competencies.

- The academic and clinical performance of all students will be evaluated at midterm and at the end of each semester.
- In order to remain in good academic standing, academic grades must be at least 75% (on a 100% scale) in all courses in the core curriculum, Surgical Technology Program Courses, (Prefix 512). Any student failing to maintain these standards for the Surgical Technology Program curriculum is not permitted to advance into subsequent academic and clinical courses. Students removed from the Surgical Technology curriculum may be eligible to re-enter the program in accordance with program policy.

**IF THE STUDENT REPEATS A CLASS DUE TO NOT MAINTAINING THE MINIMAL ACADEMIC REQUIREMENTS, THE BLACKHAWK TECHNICAL COLLEGE ASSOCIATE DEGREE SURGICAL TECHNOLOGY PROGRAM CANNOT GUARANTEE NORMAL GRADUATION.**

## Grading Scale

The grading scale for the Blackhawk Technical College Associate Degree Surgical Technology Program (10-512) requires the final grade in the core programmatic courses be equal to or higher than 75% on a 100% scale. The ST Program (10-512) classes use a straight scale. Grades are taken to one decimal point and are not rounded up or down. General education courses must be completed with a grade equal to or higher than 70% on a 100% scale.

<b>Grade</b>	<b>Percent Attained</b>
A	93-100%
A/B	88-92%
B	80-87%
B/C	75-79%
C	70-74%
D	60-69%
F	=<59%

## Academic Honesty

Adherence to the standards of academic honesty and integrity are an absolute expectation. It is therefore important that students are familiar with the rules and consequences of academic misconduct. Please refer to the Blackhawk Technical College Student Handbook.

***Failure to comply with BTC academic honesty policies will result in disciplinary action, up to and including dismissal from the program.***

## Academic Advising

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between the instructors and the students. Feedback come in the form of grades, practical exams, clinical instruction, and student advising conferences.

There are two formats primarily utilized for student advising conferences:

- 1. The first of which is a routine advising sessions that will take place at mid-term and the end of each semester. These sessions will allow program faculty the opportunity to discuss current academic and clinical standing with each student and to discuss strategies for improvement. These are mandatory attendance and grades may be held until the student meets with tin instructor. The evaluation form for these routine academic advising sessions at the semester midterm is the Mid Semester Academic Advising Form*
- 2. The second type of student advising conference is reserved for a student experiencing academic, attendance or attitudinal difficulties. These conferences are schedule with the student and program instructor(s) and when necessary, additional conferences deemed may be schedules with program counselor or other BTC personnel.*

At the end of each semester, students will be given the opportunity to complete a course evaluation for each academic and clinical education course. Examples of the Academic and Clinical Course Evaluation forms are included in the forms section of this document.

Unscheduled counseling sessions with the program director and/or members of the Surgical Technology faculty may occur in instances of program faculty receiving any information, positive or negative, about the clinical performance of a student or as recognition of excellent academic performance.

The Anecdotal Record form is used to document any aspect of the student's clinical or academic performance and will be placed in the student's record.

## Support to Students at Risk of Failure

If the student fails a quiz or examination, or if laboratory performance is unsatisfactory, students are encouraged to make an appointment to discuss concerns with the course instructor, school counselor, or the Program Director for the Surgical Technology. The Learning Lab may be able to offer assistance as well.

A referral to counselor will be sent to Student Services for students at risk of failure. This document serves as official notification of unsuccessful performance and possible failure of the course if improvement is not made.

## Accommodations of Special Needs / ADA Statement

If you have a documented disability and would like information about support services and accommodations, please contact disability support staff at (608) 757-7796 or in room 2209 at Central Campus. Please discuss your approved accommodations with your instructor during office hours or after class and be sure to allow at least one week to arrange appropriate classroom or testing accommodations.

## Meeting with Faculty/Office Hours

All Surgical Technology Program faculty have posted office hours specifically to meet with students individually; this information is located on each instructor's course syllabi. Students are encouraged to make an appointment to meet with the program director or any member of the Surgical Technology Program faculty in order to discuss any issue. Your instructors make every effort to respond to phone calls and emails in a timely manner but are not required to do so outside the normal work week.

## Attendance for Classroom & Laboratory Sessions

Regular attendance and punctuality in classroom, laboratory, and clinical education activities is necessary for satisfactory achievement of learning objectives and program outcomes. The instructor will, at the first class meeting, indicate the attendance policy for the individual course. Students are required to contact the instructor promptly to make up the missed assignments. Students are expected to log their laboratory hours in Trajecsys.

**Attendance Notification:** All absence from any class or laboratory session must be called in, or emailed to the course instructor at least 30 minutes prior to the start of class. In the case of an extended illness, the Surgical Technology Program director should be notified each day of absence. For absences of three (3) or more consecutive days, student must submit a doctor's slip..

**Planned Absences:** In the event of a planned absence, the student must turn in a written statement to their instructor requesting the date as a scheduled absence. The statement will include: Students name, date, planned time missed, and obtain written approval from their instructor. It is at the instructors discretion whether or not time can be made up, this will be based on the course content that is missed.

**Tardiness:** A tardy consists of arriving to class/clinical/lab 1 to 15 minutes after the designated start/arrival time. Three tardy events equal one absence in the academic, lab and clinical setting.

**Lecture Session Makeup:** Following a missed lecture, the student is expected to contact the instructor to request in writing, makeup work, quiz, or exam. Permission for makeup work is at the instructor's discretion. If permission for makeup work is granted, student must complete a quiz or exam on the day of return. If a quiz or exam is scheduled the day you return, you will be expected to take the exam on that day. The same requirement applies for course assignments. In the event you fail to notify the instructor of your absence prior to the scheduled start time, you will not be allowed to make up any work missed. This means that all assignments, quizzes, or exams scheduled for that day will be issued the grade of zero.

**Lab Session Makeup:** Following a missed lab session, student is expected to contact the instructor to request in writing, makeup work or lab time. Permission of makeup work/lab is at the instructor's discretion. All absence from Surgical Technology laboratory sessions must be made up. As students may not enter the clinical setting prior to completing laboratory competency. It is recommended that students make every effort to schedule lab make-up days during the same week that an absence occurs to increase the opportunity to receive the same curriculum objectives and demonstrations that were scheduled for that week. For each lab session missed due to absence the student must make up the entire time missed. The schedule progression of the labs will not be altered to accommodate absences. Please note that the student must satisfactorily meet all lab competencies in order to pass the course and progress in the Surgical Technologist Program. Failure to notify your instructor of an absence at least thirty minutes prior to the scheduled start time may result in disciplinary action as this indicated a lack of responsibility and poor work habits.

**ABSENCE FROM CLINICAL EDUCATION IS DISCUSSED LATER IN THIS DOCUMENT.**

## Recording Educational Activities

Blackhawk Technical College prohibits recording and transmission of any educational experience (e.g. lecture, lab, clinical, simulation) by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording is not a transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments. Permission to record is only for the individual course and semester identified on the permission form.

Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the Student Code of Conduct and other applicable policies and laws. Violation of this policy may subject a student to disciplinary action under the BTC's Code of Conduct.

*Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission must be coordinated among BTC Disability Services, the faculty member, and the student.*

## Cell Phones & Social Media – On Campus

In the interest of preserving an effective learning environment as well as part of professional work behaviors in this class, cell phones must be turned off or set to “vibrate” during class. In order to keep from disturbing others, you must leave the classroom to accept a call when necessary. You may not answer a call or text in the classroom. Disregard for these guidelines may result in disciplinary action, which could include the student being excused from class and marked absent for that day to being suspended from that class.

## Textbooks

Students are expected to purchase all required Surgical Technology textbooks and/or ebooks. Required book purchases are kept to a minimum for the program course. This necessitates faithful attendance and good note taking, since some of the material will not be from a purchased textbook. Students are advised to retain their textbooks through the length of the educational program and for preparation for the NBSTSA CST examination.

## Missing Tests

Policy for make-up of tests due to absence is at the discretion of the course instructor as indicated in the course syllabus. Excessive absence on test days may be cause for disciplinary action and instructors may give an alternate examination that addresses the same academic material. It is the responsibility of the student to make arrangements with the course instructor in the event of missed test having to be made up.

## Surgical Technology Lab

The Blackhawk Technical College Surgical Technology lab provides a setting for students to practice and demonstrate skills in a mock operating room under faculty supervision. When in the lab please respect ST lab personnel, equipment, materials, and other students by practicing consideration and professional conduct.

### Guidelines for ST Lab:

1. No Food or drinks allowed in the lab
2. No Smoking
3. No children are to be in the ST lab
4. Handle all equipment/supplies with care
5. Report any difficulties with equipment to the instructor
6. Use care with electrical cords. Do not run wheels over cords. If frayed, report to instructor.
7. Report accidental injuries
8. Keep Lab clean and picked up.
9. Any instruments or equipment that are sharp may NOT be removed or checked out from the ST Lab.
10. Students are required to sign out/in any material(s) (i.e. books, DVD, instrument) that are borrowed from the lab and sign it out/in once again when returned.

### Lab Dress Code:

Blackhawk Technical College Surgical Technology Professional Dress Code Policy

Surgical Technology program students are to comply with the Scrubs/Uniform standards throughout all lab experiences.

**Students may be asked to leave class and be counted absent, if out of compliance with the BTC Surgical Technology Professional Dress Code.**

Scrubs/Uniform Standards

1. Scrubs are to be neat and clean.
2. Scrubs should fit well, not too tight or too loose. They should not hang past the heel of the shoes or be too high that they show skin.
3. Name badges are to be worn with scrubs.
4. Clean (not clogs, open toed or canvas) shoes and socks are to be worn with scrubs.
5. Proper and modest undergarments are to be worn under scrubs.
6. Hair is to be clean, neat, off the collar, and must be out of the face. Hair accessories must be practical and subdued. This means no items that dangle, such as feathers or scarfs.
7. Nails are to be short, clean, and natural. No artificial nails or nail tips or nail polish.
8. Personal hygiene is to be maintained, including daily bath or shower, brushing and flossing of teeth, and use of deodorant.
9. Make-up is to be used in moderation. Perfume/cologne/body sprays are prohibited.
10. One simple post earring may be worn in each ear lobe. No other jewelry is acceptable.
11. Tattoos are to be covered and body piercings are to not to be visible, including clear or flesh colored spacers.

### **ST Lab Etiquette:**

1. Do not disturb students or faculty during a “check off”
2. When finished practicing or checking off, the equipment is to be restored to the same condition as when you started.
3. You are expected to know the theory and principles underlying each skill and to have a degree of technical expertise when “checking off” in the lab. Those who are not adequately prepared will view the material again, continue to practice, and repeat “check off”.

**ST Lab Guidelines for Personal Safety:** All students must adhere to the following procedures when handling needles and sharps (any object that can pierce, puncture, or cut the skin) in the surgical technology lab.

- All efforts must be taken to prevent needle sticks and punctures with sharps during practice in the surgical technology skills lab.
  - Extreme caution should be used whenever handling needles or sharps to prevent accidental puncture of the skin.
    - Treat all needles as a potential source of injury.
    - Store needles properly
    - Needles that are being reused for simulated practice must have a protective cap on at all times when not in actual use. The protective cap should be applied using the one-handed scoop method or a passive recapping device. Recapping of needles using two hands is prohibited.
  - Any broken glassware should not be picked up directly with hands; clean up using a mechanical means (brush, dust pan, tongs, forceps, etc.)
  - Dispose of all needles and sharps in an appropriate container (puncture resistant, leak-proof, labeled).
- Failure to observe the above guidelines and etiquette may result in dismissal from the Surgical Technology Lab.

## **Student Code of Conduct & Due Process**

The Blackhawk Technical College Student Code of Conduct is published in the current Student Handbook. In addition to expected conduct as published in this document, the Blackhawk Technical College Associate Degree Surgical Technology Program requires that students conduct themselves in a manner consistent with the profession of Surgical Technology.

## **Problem Resolution**

Students should be aware that there is a proper chain of command when addressing policies/guidelines, personal issues in the classroom and/or clinical.

1. Discuss your concerns with the INSTRUCTOR with whom you are having difficulty – either in the classroom or clinical instructor.
2. Discuss your concerns with the PROGRAM DIRECTOR/CLINICAL COORDINATOR if you still feel the problem has not been resolved to your satisfaction
3. Discuss your concerns with the ASSOCIATE DEAN – ALLIED HEALTH of Health Science Division.

If the problem remains unsolved at this points, the Associate Dean will discuss the college grievance policy. Please remember the proper steps to expedite the appeals process.

## Technical Skills Attainment - Exit Interview

At the end of the two-year program, each student will be given an exit interview in order to comment on some specific areas of the program. Questions dealing specifically with academics and clinical will be asked in an effort to help determine strong and weak areas in the program. In addition to the specific questions asked, each student will be given the opportunity to comment on any other areas where he or she thought the program was particularly weak or strong. The exit interview form is placed in the student's record.

## Field Trips / Student Travel

*As published as Blackhawk Technical College Board Policy J-720 - Student Travel:*

Extracurricular events may be sponsored or co-sponsored by Blackhawk Technical College student organizations. Students who participate in these events are expected to follow the rules and regulations set forth by the College regardless of whether the events are held on campus or off campus.

1. Participants' behavior traveling to or from, or during the event, should be such that it reflects credit to the group/organization, school and the individual at all times.
2. At all times, participants should show respect and courtesy toward others.
3. Advisors must be present at all off-campus functions. Students are not allowed to attend conferences or other off-campus events without the presence of an advisor or other designated BTC staff member pre-approved by the Student Services office.
4. All individuals (students and staff) attending off-campus functions must sign and have on file in the Student Life office the BTC Extracurricular Travel Liability Waiver form.
5. Conference identification badges or BTC Student/Staff IDs will be worn by each participant at all times.
6. Participants will dress appropriately for each situation (e.g., no jeans, T-shirts, sweats, etc. at formal get-togethers and/or banquets).
7. Participants are expected to attend **ALL** business meetings, workshops, and other scheduled event programs. Please be prompt and prepared for sessions.
8. Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.
9. Alcoholic beverage consumption is not allowed at any conference-related functions. The consumption of alcohol outside of conference sessions is allowed only at the discretion of the advisor, but must adhere to all local, state, and national laws.
10. The use and/or possession of illegal drugs, handguns or weapons are not allowed.
11. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and will be subject to disciplinary action.
12. Any long distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant and cannot be reimbursed using college funds.
13. The advisor(s) to the student organization or group participating in the extracurricular travel who accompanies the group shall have total authority over the supervision of the event and its participants.
14. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Code of Conduct, in addition to any disciplinary actions acted upon by local, state, or national law enforcement officials.

## Professional Development

Surgical Technology students are encouraged to become active student member of the Association of Surgical Technologist (AST).

## HOSA Membership

HOSA (Health Occupations Students of America) is an on-campus club for students in Nursing and Allied Health Programs. This club performs a number of positive functions for the community, as well as for its student members. All HOSA members are required to participate in one fundraising activity annually.

Blackhawk Technical College  
Associate Degree  
Surgical Technology Program

# Student Handbook



## Section 5: Clinical Education Policies



## Overview of Competency Based Clinical Education

The Blackhawk Technical College Associate Degree Surgical Technology Program is committed to providing a comprehensive clinical education experience that is essential to prepare a student for an entry-level position as a surgical technologist.

## Objectives of Clinical Education

The student will observe, practice, and demonstrate the professional skills of a Surgical Technologist by:

1. Apply healthcare and technologist science principles to the perioperative environment.
2. Maintain principles of sterile technique in the surgical environment.
3. Provide a safe, efficient, and supportive environment for the patient.
4. Prepare the patient, operating room and surgical team for the preoperative phase.
5. Perform intraoperative case management in the scrub role
6. Perform postoperative case management
7. Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies.

Therefore, students will observe, practice, and demonstrate learning and growth in the profession by:

1. Demonstrating an ability to work with others and independently as required.
2. Communicating a caring attitude to the patients.
3. Accepting constructive criticism willingly as a helpful contribution toward his/her improvement.
4. Demonstrating an effective use of time by working systematically and efficiently.
5. Adhering to program policies and requirements.
6. Demonstrating ethical conduct and respecting the patients' rights, values, and confidentiality.
7. Demonstrating initiative in clinical responsibilities.
8. Demonstrating dependability and responsibility in clinical assignments.
9. Presenting an appearance and demeanor that communicates professionalism and competence.
10. Adhering to the policies and procedures of the clinical education center.

*(Evaluation of Affective Domain)*

*Unacceptable performance in any of the areas identified above may result in the student being denied the opportunity to participate in the clinical practicum rotation until the deficiencies are corrected. Failure to exhibit desirable professional behaviors during the clinical practicum rotation may result in disciplinary action and/or dismissal from the affiliating agency and/or ST program.*

## Structure of Clinical Education Experience

The clinical curriculum is composed of five sequentially linked, competency-based clinical education courses that increase in complexity and requirements.

Fall 2020	Spring 2021	Fall 2021	Spring 2022
2 week SPD rotation 4hrs/day Wednesday	14 week OR rotation 6hrs/day Tuesdays	16 week OR rotation 6hrs/day M/W/R	16 week OR Rotation 8hrs/day M/W/R

The clinical education curriculum is designed to ensure that the student progress systematically through the above listed sequence before ultimately achieving clinical competence. Starting with the last four weeks of the first semester of program enrollment, students are placed in the clinical education environment. The clinical assignments and schedule for clinical education rotations are posted and given to the student. It is the student's responsibility to be present in the clinical assignment on time and at all times. All changes in the clinical assignment require faculty approval. Students not at the proper clinical assignment or switching clinical education assignments will be subject to disciplinary action in accordance with program policies related to unexcused absence.

Students are solely responsible for their transportation to and from any clinical site, as well as other assignments that require transportation.

Offsite Clinical education rotations are scheduled for daytime hours (6:30 am – 4:00 pm). The eight-hour clinical education shift includes a ½ hour lunch break. Students may not elect to skip the lunch break and leave early. Breaks taken at the clinical education center are at the discretion of the OR staff.

### Clinical Experience:

1. Clinical sites will be assigned by the Instructor with concern to the student's best interests and needs taken into consideration when possible. Ideally, all students will be placed at each facility on a rotational schedule which provides a well-rounded clinical experience at different locations.
2. Students are **NEVER** to be substituted as paid personnel, there should always be an agency surgical technologist in the room with you.
3. The Clinical component of the program shall be educational in nature.
4. Daily start times may fluctuate depending on the clinical site, the surgical procedure you are assigned to and the scheduled time.
5. Students must maintain health requirements and current CPR certification.
6. The student is expected to adhere to the Standards of Ethical Conduct for the Surgical Technologist adopted by the Association of Surgical Technology.
7. Students are required to follow each facilities code of conduct.

## Clinical Education Surgical Case Requirements

*2014 Revised Core Curriculum for Surgical Technology. 6<sup>th</sup> edition Surgical Rotation Case Requirements:*

Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations: "To prepare competent entry-level surgical technologists in the cognitive (knowledge), Psychomotor (skills), and affective (behavior) learning domains."

**2014 REVISED CORE CURRICULUM FOR SURGICAL  
TECHNOLOGY, 6th edition  
SURGICAL ROTATION CASE  
REQUIREMENTS**

Goal Statement: The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. As stated in CAAHEP Standard II. Program Goals, C. Minimum Expectations: "To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Objectives:

- I. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
  - A. While it is understood that no program is able to control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience.
  - B. No information in this document prevents programs from exceeding the minimum established by the Surgical Rotation Case Requirements.
  
- II. Students must complete a minimum of 120 cases as delineated below.
  - A. General Surgery cases
    1. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
  - B. Specialty cases
    1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
      - a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
        - (1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
        - (2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
      - b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
  - C. Optional surgical specialties
    1. Diagnostic endoscopy cases and vaginal delivery cases are **not** mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
      - a. Diagnostic endoscopy cases **must** be documented in the category of "Diagnostic Endoscopy", rather than by specialty.
      - b. Vaginal delivery cases **must** be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty.
  - D. Case experience in the Second Scrub Role is **not** mandatory.
  - E. Observation cases **must be documented**, but do not count towards the 120 required cases.
  - F. Counting cases

1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.I.a. above).
2. Examples of counting cases
  - a. 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.
  - b. 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.
  - c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (I) procedure--one case.

Surgical Category	Total # of Cases Required	Minimum # of First Scrub Cases Required	Additional first or second scrub role cases that can be applied towards minimum of 120
General Surgery	30	20	10
Surgical Specialties:	90	60	30
<ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• GU</li> <li>• Neuro</li> <li>• Ob-Gyn</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedics</li> <li>• Peripheral vascular</li> <li>• Plastics</li> </ul>			
Optional: Diagnostic Endoscopy:			10 diagnostic endoscopy cases may be applied only toward the Second Scrub Role cases.
<ul style="list-style-type: none"> <li>• Bronchoscopy</li> <li>• Colonoscopy</li> <li>• Cystoscopy</li> <li>• EGD</li> <li>• ERCP</li> <li>• Esophagoscopy</li> <li>• Laryngoscopy</li> <li>• Panendoscopy</li> <li>• Ureteroscopy</li> </ul>			<ul style="list-style-type: none"> <li>• Refer to Objective II. C.</li> </ul>
Optional: Labor & Delivery			5 vaginal delivery cases may be applied only toward the Second Scrub Role cases.
			<ul style="list-style-type: none"> <li>• Refer to Objective II. C.</li> </ul>
Totals	120	80	40

## **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 to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by 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 by performing one or more 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.

## Clinical Site Selection & Placement

Clinical sites have been identified within a 100 mile radius of Blackhawk Technical College Main Campus. Students will be expected to provide their own transportation to the clinical site. Blackhawk Technical College and the Surgical Technology Program are not liable for any accidents during the off campus surgical rotation.

Clinical sites are chosen for students based on availability of the facility and the number of students enrolled in the course at that given time. Clinical sites will be assigned by the Instructor with concern to the student's interests and needs taken into consideration when possible. Ideally, all students will be placed at a facility on a rotational schedule which provides a well-rounded clinical experience at different locations.

Student Work Policy - All student activities associated with the curriculum, especially while students are completing his/her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this education experience, nor will he/she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

## The Code of Conduct & Due Process

The Blackhawk Technical College Student Code of Conduct and Due Process is published in the current Student Handbook, available to all students through the BTC portal. In addition to expected conduct as published in this document, Blackhawk Technical College Health Sciences Division requires that students conduct themselves in a manner consistent with their chosen profession. The Health Sciences Division has identified the following as unethical conduct during any educational activity (lecture, clinical, laboratory, or simulation):

1. Improperly revealing confidential patient information. (Refer to HIPAA policy.)
2. Refusing to provide care based on a patient race, color, sex, religion, age, belief, disability, or the nature of the illness. (Refer to Non-Discrimination Policy.)
3. Abusing a patient physically or psychologically by conduct such as striking, improper confinement, swearing, or cursing at the patient.
4. Practicing beyond the scope of the student's education, training, or experience and/or outside of college sanctioned clinical assignments.
5. Falsifying patient records or reports.
6. Use of alcohol or other drugs that impair the ability to safely provide patient care.
7. Failure to report one's own errors.
8. Failure to safeguard the patient from incompetent or unethical health care provided by another person.
9. Destroying or stealing property of the instructor, school, clinical education center, or its employees.
10. Failure to report arrests or citations within one working day, in accordance with state law.

***Failure to comply with any College and/or program policies will result in disciplinary action, up to and including dismissal from the program.***

## Guidelines for Professional Behavior

The Surgical Technology Program regard the following as guidelines for professional behavior. Students are expected to show professional behavior with or in front of patients, members of the health care team, and others in the professional environment (school, hospital) including members of the faculty and administration, other students, patients, and staff. Students are expected to adhere to the Standards of Ethical Conduct for the Surgical Technologists adopted by the Association of Surgical Technology.

### Professional Attributes

Displaying honesty and integrity

- Never misrepresents or falsifies information and/or actions (ie cheating)
- Does not engage in other unethical behavior

Showing respect for patient's dignity and rights

- Makes appropriate attempts to establish rapport with patients or families.
- Shows sensitivity to the patients' or families' feelings, needs, or wishes.
- Demonstrates appropriate empathy.
- Shows respect for patient autonomy.

- Maintains confidentiality of patient information

#### Maintaining a professional demeanor

- Maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry.
- Never expresses anger physically.
- Accepts professionally accepted boundaries for patient relationships.
- Conforms to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol, and any other existing policy of the school.
- Is not arrogant or insolent.
- Appearance, dress, professional behavior follow generally accepted professional norms

#### Recognizing limits & when to seek help

- Appears aware of own inadequacies; correctly estimates own abilities or knowledge with supervision
- Recognizes own limits, and when to seek help

### Relationship to Others

#### Responding to supervision

- Accepts and incorporates feedback in a non-resistant and non-defensive manner
- Accepts responsibility for failure or errors

#### Demonstrating dependability and appropriate initiative

- Completes tasks in a timely fashion (papers, reports, examinations, appointments, patient notes, patient care tasks)
- Does not need reminders about academic responsibilities, responsibilities to patients or to other health care professionals in order to complete them.
- Takes on appropriate responsibilities willingly (not resistant or defensive)

#### Interacting with other members of the team

- Communicates with other members of the health care team in a timely manner
- Shows sensitivity to the needs, feelings, wishes of health care team members
- Relates and cooperates well with members of the health care team

## Unsafe and Unprofessional Clinical Practice Defined

Student behaviors are expected to reflect ethical and legal accountability for actions taken in the course of the practice of surgical technology. The ultimate attainment of professional behaviors is the responsibility of the student, but faculty assumes a mentoring role. Faculty accepts responsibility to evaluate, provide feedback and initiate corrective action when necessary.

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, classmate, staff and/or instructional staff.

The following are examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

1. **Physical Safety:** unsafe behaviors; inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, ect.
2. **Biological Safety:** unsafe behaviors; fails to recognize errors in aseptic technique, attends clinical site while ill. Performs technical actions without appropriate supervision, fails to seek help when needed, ect.
3. **Emotional Safety:** unsafe behaviors; threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors.

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 Blackhawk Technical 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 which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

**Violations of these standards are considered to be exceptionally serious. At the clinical instructor's discretion the student may be removed from the clinical site immediately. Such a violation WILL result in the student being placed on probation and MAY result in withdrawal from the program**

## Violation Clinical Educational Policies

The clinical experience is a privilege extended to us by the clinical facilities involved. While at clinical, students are expected to conduct themselves in a professional manner and to abide by the affiliating agency's standards for performance. BTC Surgical Technology faculty reserves the right to dismiss any student from participating in clinical affiliations at any time if they are not following affiliation guidelines, or if a conflict arises between a clinical affiliation site and the ST student. Any violations of the program policy or any other issues of disciplinary actions will be documented using the Anecdotal Note Form and will result in a reduction in the clinical grade of 2% minimally per occurrence. All pertinent information related to the disciplinary action will be recorded on this document and will be placed in the student's file. The student will be given a copy of all documents related to disciplinary actions.

## Clinical Probation

For violations of program clinical policy not warranting a clinical suspension, a student may be placed on clinical probation. This probation can be the result of either a single infraction of program policy, or as a result of a recurrent problem. The student is required to meet with an assigned member of program faculty regularly (usually weekly) for the duration of the probation period. The Plan for Success will serve as a written documentation of these meetings, and copies of this document will be maintained in the student's file. The completed Plan for Success must be returned to the appropriate member of program faculty the next day the student is on campus and the student will receive a 5% point reduction in the clinical grade for each school day it is late being turned in. The student may receive copies of these records on request. Probationary status is ended at the mutual agreement of the student and program faculty.

All point deductions for clinical infraction are doubled for the duration of the probationary period. Students on Clinical Probation are not permitted to use accrued compensation time or leave clinical early for the duration of the probation period.

## Clinical Suspension

The effects of violation of clinical education policy on the clinical grade are discussed at length in this document. However, certain severe acts of inappropriate, dangerous, or unethical/illegal behavior will result in the immediate removal from the clinical setting. If the problem can be resolved to the mutual agreement of the Blackhawk Technical College Associate Degree Surgical Technology Program and the Clinical Education Center, return to clinical education can occur with probationary status. If the problem is not resolved, the student will receive a failing grade in the clinical education course and removal from the program in accordance with program and institutional policy. All clinical time missed during the resolution of the problem will not be eligible to make up. Accrued compensation time may not be used to make up time missed due to disciplinary reasons. Any violations of clinical education policy will be documented using the Anecdotal Note Form. Violations of clinical policy will impact the clinical grade by percentage point deduction identified throughout this section of the student handbook.

Any violations of the program policy or any other issues of disciplinary actions will be documented using the Anecdotal Note Form and will result in a reduction in the clinical grade of 2% minimally per occurrence. All pertinent information related to the disciplinary action will be recorded on this document and will be placed in the student's file. The student will be given a copy of all documents related to disciplinary actions.

Students are reminded that they and the faculty of the Blackhawk Technical College Associate Degree Surgical Technology Program are the guests of the Clinical Education Centers. Students will not be permitted to jeopardize this relationship. Clinical Education Centers affiliated with the Blackhawk Technical College Associate Degree Surgical Technology Program have the right to request the removal of any student from the center.

## Communication of Disciplinary Actions to Clinical Affiliates

Any disciplinary action resulting in either clinical probation or suspension will be communicated to all ST program clinical affiliates. In accordance with signed clinical education affiliation agreements, the clinical education center may refuse student placement at the facility. In the event that no clinical placement can be arranged, the student will receive a failing grade for the current clinical course.

Students are reminded that they and the faculty of the Blackhawk Technical College Associate Degree Surgical Technology Program are guests of the clinical education centers. Students will not be permitted to jeopardize this relationship. Clinical Education Centers affiliated with the Blackhawk Technical College Associate Degree Surgical Technology Program have the right to request the removal of any student from the center.

## Trajecsys

All clinical documentation will be handled with Trajecsys web based software. Students will be expected to use their clinical site computer to clock in and clock out (verified by IP address). All clinical forms will be used through this software. See clinical handbook for examples of these forms.

## Signing In and Out for Clinical Education

All clinical documentation will be handled with Trajecsys web based software. Students will be expected to use their clinical site computer to clock in and clock out (verified by IP address). All clinical forms will be used through this software. See clinical handbook for examples of these forms.

## Clinical Time Off (CTO)

Students may only take CTO time in clinical hour block (varies between semesters). CTO days cannot be accrued. Students are allotted:

- one (1) CTO days per fall semester
- one (1) CTO days per spring semester

All CTO must be recorded on a CTO form and submitted to the Clinical Coordinator.

- Scheduled CTO requires that a CTO form be submitted 48 hours prior
- Unscheduled CTO requires that the CTO form be submitted prior to returning to the clinical site

## Unexcused Absence

Unexcused absence is defined as a failure to report absence by the student to program officials and the clinical education facility within 30 minutes of the scheduled start time. Excessive incidents of being outside of the assigned clinical area will be treated as unexcused absence.

Unexcused absence will result in the following:

- Disciplinary Advising at the return to school to document the incident as well as a 5% deduction in the clinical grade.
- Placement on clinical probation.

CTO may not be used to make up unexcused absence.

ny second offense of unexcused absence from clinical education will result in removal from the clinical education setting and failure of the clinical education course.

## Leaving Early from Clinical Education

Unless excused by a member of BTC ST Faculty or clinical instructor at the clinical site, leaving the clinical education assignment prior to the end of that assignment is viewed as an occurrence of absence.

## Absence and Tardiness from Clinical Education

Every clinical experience is a unique and valuable learning experience leading toward the development of a skilled surgical technologist. In keeping with this belief, students are expected to attend all clinical experiences as assigned.

**REPORTING ABSENCE FROM CLINICAL:** In the event that the student is to be tardy more than 15 minutes from the assigned start time, or absent from clinical education session, the student is required to notify the Clinical Education facility and the Instructor prior to the scheduled start time. You must call into the appointed phone number for the clinical education facility to let them know of your absence by at least 30 minutes before your scheduled arrival. Failure to contact both the Clinical Education Facility and instructor prior to the scheduled start time may result in an automatic deductions or failure of the course.

An absence report form will be completed by the student for all absences.

An absence of more than two (2) consecutive clinical days requires a physician's note before returning to your clinical site. A student absent without notification for three (3) consecutive clinical days on which the student was scheduled for clinical duty is considered a voluntary resignation from the Program without notice.

**ABSENCE MAKE-UP WORK:** Students who miss a clinical will NOT have the opportunity to make up the clinical experience. For each absence, student will be required to complete a *Surgical Case Study* on a surgical procedure that they would have "scrubbed". The surgical procedure chosen for the report will be at the discretion of the clinical instructor. The *Surgical Case Study* will be due no later than 2 days after the absence (absent on Tuesday, report due Thursday). Failure to complete the *Surgical Case Study* with a 75% or above will prevent the student from successfully completing the course. If assigned *Surgical Case Study* are late or missed, student will receive zero credit, which will be factored into the student's clinical competency grade portion.

**TARDINESS:** Tardiness from clinical education is defined as failure to be in the clinical education assigned area at the start of the clinical education session and clocked into Trajecsys. Each incident of tardiness of less than 15 minutes will result in a 2 percentage point reduction in the clinical grade. Three tardiness up to the fifteen (15) minutes count as an absence. Tardiness in excess of 15 minutes becomes an occurrence of absence resulting in a point deduction as described in the Clinical Absence Grading chart below. As with any occurrence of absence, this time cannot be made up.

The combined number of incidents of tardiness greater than 15 minutes and absence affect the clinical grade as indicated by the table below:

Occurrence	Clinical Absence Grading Chart
1st	No Impact on Clinical Grade, CTO applied
2nd	A 2% penalty will be assigned to the overall clinical course grade and a verbal warning.
3rd	A 5% penalty will be assigned to the overall clinical course grade and student is placed on clinical probation
4th	A 10% penalty will be assigned to the overall clinical course grade and any further absence will result in withdrawal from the course.

**UNEXCUSED ABSENCE, OR EXCESSIVE TARDINESS/ABSENCE MAY BE GROUNDS FOR DISCIPLINARY ACTION, INCLUDING CLINICAL PROBATION AND/OR REMOVAL FROM THE CLINICAL EDUCATION CENTER.**

## Extended Illness and Absence & Medical Return to Clinical Activities

Absence due to extended illness would constitute a single occurrence of absence. In the event of illness or injury of three (3) consecutive days (excluding weekends and school breaks), a written release from the student's physician must be submitted to program faculty before the student may return to clinical activities. Upon returning to school, the student must fill out and Absence Request Form within 24 hours. For extended illnesses and/or injuries, disability services should be contacted.

Students returning to clinical activities following any medical condition resulting in three consecutive missed school days (excluding weekends) must have the Medical Release to Return to Clinical Activities form. Based on the program's functional abilities, it assures that the provider completing the form has a clear understanding of the student surgical technology duties prior to releasing without restrictions

## Return to Educational Activities Following Health-Related Absences

Following any extended health-related absence, returning students must provide a Release to Return to Educational Activities completed by their health provider stating that they may resume educational activities without restriction or with reasonable accommodation. In the case of clinical education activities, return to the clinical assignment may be impacted by policies of that particular institution. Such conditions could include, but are not limited to:

- Surgery
- Hospitalization
- Lifting restrictions
- Other temporary physical restrictions (e.g. crutches, cast, sling, etc.)
- Pregnancy and related conditions.

If the student's physical condition in the classroom, laboratory, or clinical setting is deemed by program faculty or clinical staff as posing a safety risk to classmates, patients, or self, the program reserves the right to excuse the student from that activity.

## Bereavement Time

Students will be granted up to five consecutive days (including weekends, holidays and school breaks) for funeral leave for a member of the student's immediate family. Immediate family would include; husband or wife, parents, sibling, children, grandparents, in-law parents, stepparents, step or half siblings.

Approved bereavement time meeting the above criteria will not be counted against the student's absent time, and is not considered an occurrence of absence.

## Holidays & Vacations

Surgical Technology students are committed to 24 consecutive months of full time education. Within this time, students are eligible for holidays recognized by the college and vacation time during semester breaks. The student should consult the academic calendar which is published in the MyBTC portal, for the dates of recognized holidays and semester breaks. Vacation time should not be scheduled during the academic semesters.

## Emergency Closing of BTC

- <https://blackhawk.edu/About/Safety-Security/Emergency-Information> or the correct text
  - In the event that some or all of our locations are forced to close due to inclement weather or other emergencies, BTC will:
    - issue a [SAFE Alert message](#) (emergency notification system for BTC students, faculty and staff)
    - post closing or cancellation information on our [website \(www.blackhawk.edu\)](http://www.blackhawk.edu)
    - post closing or cancellation information on [Facebook \(www.facebook.com/blackhawktch\)](https://www.facebook.com/blackhawktch)

We will make every effort to communicate closings by 6:00 a.m. for day classes and by 3:00 p.m. for evening classes.

BTC will also send notifications to the local media in the event of a College closing but cannot be guaranteed coverage or listing. Please note: BTC is listed as **Blackhawk Technical College**, not Blackhawk Schools or Black Hawk Schools.

## Related Work Policy

While the faculty of the Blackhawk Technical College Associate Degree Surgical Technology Program does not condone students working in capacity of a surgical technologist during the educational program, it is understood that students are free to work where they choose.

For this reason, students that choose to work as a paid employee in surgical technology must observe the following criteria:

- The Blackhawk Technical College Associate Degree Surgical Technology Program will not be liable for the actions of one of its students when he/she is working as the paid employee of any institution. The BTC Professional Liability Insurance Policy only covers students while performing approved clinical education activities.
- The student will not wear any attire that would identify that individual as a student in the Blackhawk Technical College Associate Degree Surgical Technology Program while working as a paid employee.
- Class and clinical schedules will not be altered to accommodate work schedules.
- 
- Work time and clinical education cannot be performed concurrently, including the performance of clinical competency surgical cases.

## Pregnancy Policy

Blackhawk Technical College views pregnancy as a wellness event and accommodations for a pregnant student will be made. While it is not required that any student declare pregnancy, there are unique hazards in the medical setting for a pregnant student. Consequently, Blackhawk Technical College advises that the pregnant student - in consultation with her physician – consider declaring pregnancy. Blackhawk Technical College requires that any declaration or un-declaration of pregnancy be in writing, signed and dated by the student, and delivered to the appropriate Dean or program administrator.

### ***Title IX: Pregnant/Parenting Students***

*Blackhawk Technical College will excuse any absences due to pregnancy or any related conditions for as long as a health provider documents that it is necessary to be absent. Upon return to school the student will be reinstated to the status held before the leave.*

*Consistent with Health Sciences policies related to absence from clinical education activities, a health provider's note releasing the student to return to clinical education activities without restrictions is required.*

*Students will not be penalized academically for pregnancy or related conditions and will be given the opportunity to earn back any credit and make up any work missed from classes missed due to pregnancy or any related condition.*

*Students can initiate this option by contacting the college's Access and Accommodations Specialist at (608) 757-7796.*

For more information, please refer to the document Know Your Rights: Pregnant or Parenting? Title IX Protects You From Discrimination At School, found below.

### **Know Your Rights:**

#### **Pregnant or Parenting? Title IX Protects You from Discrimination at School**

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.

All public and private schools, school districts, colleges, and universities receiving any Federal funds ("schools") must comply with Title IX\*

**Here are some things you should know about your rights:**

#### ***Classes and School Activities - your school MUST:***

- o Allow you to continue participating in classes and extracurricular activities even though you are pregnant. This means that you can still participate in advanced placement and honors classes, school clubs, sports, honor societies, student leadership opportunities, and other activities, like after-school programs operated at the school.
  - Allow you to choose whether you want to participate in special instructional programs or classes for pregnant students. You can participate if you want to, but your school cannot pressure you to do so. The alternative program must provide the same types of academic, extracurricular and enrichment opportunities as your school's regular program.
- o Allow you to participate in classes and extracurricular activities even though you are pregnant and not require you to submit a doctor's note unless your school requires a doctor's note from all students who have a physical or emotional condition requiring treatment by a doctor. Your school also must not require a doctor's note from you after you have been hospitalized for childbirth unless it requires a doctor's note from all students who have been hospitalized for other conditions.
- o Provide you with reasonable adjustments, like a larger desk, elevator access, or allowing you to make frequent trips to the restroom, when necessary because of your pregnancy.

#### ***Excused Absences and Medical Leave - your school MUST:***

- o Excuse absences due to pregnancy or childbirth for as long as your doctor says it is necessary.
- o Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.
- o Ensure that teachers understand the Title IX requirements related to excused absences/medical leave. Your teacher may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your teacher's grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you didn't have the chance to earn.
- o Provide pregnant students with the same special services it provides to students with temporary medical conditions. This includes homebound instruction/ at-home tutoring/Independent study.

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\*A school that is controlled by a religious organization is exempt from Title IX when the law's requirements would conflict with the organization's religious tenets.

## Dress Code for Clinical Education

<p><b>Dress Code for Clinical Education: Daily personal hygiene is required. For the dignity and protection of the patient, the dress code for student Surgical Technologist while in clinical education assignments is as follows:</b></p>	
<p><b>Hair</b></p> <ol style="list-style-type: none"> <li>Hair will be neat and clean and worn in conservative style at all times. Un-natural colors, spiked or punk styles will not be permitted.</li> <li>Hair will be appropriate in style and color.</li> <li>Long hair will be tied back at all times in the clinical setting.</li> <li>All hair must be contained in surgical hat.</li> <li>Facial hair will be neat and trimmed, and contained in approved surgical coverings.</li> </ol>	<p><b>Jewelry/Tattoo</b></p> <ol style="list-style-type: none"> <li>Post type earrings are the only acceptable jewelry for clinical education.</li> <li>Piercing of the ears is the only acceptable visible piercing in the clinical education setting. Only small post earrings (no more than two per ear) in lower lobe on the ear only.</li> <li>All body art/tattoos will be covered while performing clinical education.</li> </ol>
<p><b>Tops</b></p> <ol style="list-style-type: none"> <li>Approved clean and freshly internally-laundered two piece scrub pantsuit must be worn by all persons entering the semi-restricted and restricted areas of the surgical department, the surgical site will provide these scrubs.</li> <li>Appropriate undergarments should be worn.</li> <li>Clothing that is too tight, form fitting, loose fitting, exposes cleavage, undergarments, mid-section, underwear or buttocks is not allowed.</li> <li>Clothing that is torn or ripped is not allowed.</li> <li>The BTC nametag worn on the left chest or on a lanyard when in the clinical setting.</li> <li>Clothing that has offensive or inappropriate language may not be worn.</li> </ol>	<p><b>Socks/Shoes</b></p> <ol style="list-style-type: none"> <li>A new pair of closed toe with back, mostly non-porous, shoes may be worn in the clinical setting.</li> <li>Clinical shoes may not be worn outside the clinical setting at any times.</li> <li>Shoes must be in good repair at all times.</li> <li>Socks must be worn in the clinical setting at all times.</li> <li>Shoe covers should be worn over clinical shoes to avoid transference from one clinical site to another during your rotations.</li> </ol>
<p><b>Fingernails/Fragrances</b></p> <ol style="list-style-type: none"> <li>Fingernails will be cut short.</li> <li>Nail polish is not acceptable for clinical education.</li> <li>Artificial nails will not be worn in the clinical setting.</li> <li>Cologne, Perfume or scented personal products will not be worn in the clinical setting.</li> <li>Any others odors viewed as offensive or unprofessional will be viewed as out of uniform.</li> </ol>	<p><b>Name Badge/X-ray Badge</b></p> <ol style="list-style-type: none"> <li>A program nametag is required at all times in the clinical setting.</li> <li>Badges must be in clear view.</li> <li>Name badges are worn above the chest, name side out, so that they can be easily seen and read.</li> <li>Appropriate radiation protection should be worn during procedures where exposure may occur (follow education facility guidelines) and submit your x-ray badge to the program Clinical Coordinator for regular monitoring.</li> </ol>
<p><b>Surgical Hats/Mask/PPE</b></p> <ol style="list-style-type: none"> <li>Masks must be worn in restricted sterile environments and when cleaning contaminated items.</li> <li>Masks must fit snugly over the nose and chin.</li> <li>Masks may not dangle around the neck.</li> <li>PPE must be worn at all times that blood or body fluids will be present.</li> <li>Protect eyewear must be worn on all surgical procedure (even if hospital staff is not required)</li> </ol>	
<p><b>Students out of uniform must correct the infraction immediately. If this requires leaving the clinical facility to change, absent time, as described previously will be documented. Additionally, a 1 percentage point deduction will be incurred for each violation of dress code policy.</b></p>	
<p><b>The faculty of the Blackhawk Technical College Associate Degree Surgical Technology program reserve the right to judge any issue of appearance not specifically addressed above as inappropriate for clinical education.</b></p>	

## Clinical Grading

Students are required to perform a minimal number surgical cases in the first and second role. There are a variety of clinical competency evaluations each semester and prior to program completion. All clinical competency forms are completed on Trajecsys. These evaluations are necessary to assure the knowledge, skills and competency level of all students required for graduation.

The process of demonstrating clinical competency follows a number of distinct steps:

- Didactic instruction and testing in the classroom setting.
- Laboratory demonstration, return demonstration and competency evaluation as indicated.
- Clinical performance and competency evaluation.

If clinical competency is unsuccessful, the student may be asked to return to the laboratory setting for structured remedial instruction, practice, and evaluation before returning to the clinical facility. If at any time it is determined (by either you instructor or preceptor) that the student is practicing at a level below minimal criteria or unsafely, that student will be subject to cautionary observation. If levels of performance/safety do not improve within a predetermined amount of time, the student will be dropped from the course.

The student instructor will come to the clinical site for a clinical observation(s); interviews will be conducted with staff, the charge nurse, your preceptor, etc. to evaluate the student's performance.

Evaluations will be completed by your preceptor on a weekly basis. They will also complete a final evaluation that your instructor will use, in addition to personal observations and interviews, to determine your final grade.

Clinical grade is calculated each semester and is determined based on clinical competencies. All of the clinical grade criteria are then entered into the Clinical Grade Worksheet from which a numeric clinical education grade is derived. Adjustments to the clinical grade due to any positive or negative clinical incidents are recorded using the clinical education adjustment worksheet.

Adjustments can be recommenced by Clinical Instructors or Staff or by members of the Program Faculty, and must be submitted in writing using the Anecdotal Note form. Final approval of clinical grade adjustments rests with the Program Director.

Final clinical grade is determined using the grading scale for academic courses as found in the program policy manual.

- **ANECDOTAL NOTE FORM**

This form is used to document any significant event, either positive or negative, for placement in the student's permanent file. This form is often used when a student has gone "above and beyond" the normal expectations of the staff and wishes that a documentation of this event be brought to the attention of program faculty. The effects of positive or negative information from the anecdotal notes form on the clinical grade are discussed in the next section of this document.

## Social Media Policy

The following applies to BTC Surgical Technology students who create or contribute to social media, including but not limited to: blogs, social networks, wikis and online forums.

As social media changes the way we socialize and conduct business, it is important to remember what you do online is ultimately linked to your personal and professional lives and that your "virtual footprint" can be tracked and traced.

Content posted on blogs, social networks, wikis and other online forums should comply with the organization's confidentiality and employee ethics policies. Any school or clinical-related comments should be respectful and relevant in a way that protects the organization's brand and reputation and follows the letter and spirit of the law.

Your online presence reflects upon the BTC ST Program and its reputation. Be aware that your actions captured via images, posts or comments can reflect that of the organization, regardless of whether or not it occurs during school hours. Tips for maintaining the BTC ST Program and your professional image online:

1. Keep your personal and professional lives separate to help protect your own privacy. However, if you use professional networking sites like LinkedIn please do promote your role in the organization in a positive way.
2. Remember that even anonymous comments can be traced back to your IP address, so use school Internet access for school-related purposes only.
3. Post meaningful, respectful comments that positively promote your role as a DMS student and reflect on your fellow students, program and organization.
4. Respect Health Insurance Portability and Accountability Act (HIPAA) privacy requirements.
5. Be transparent. Do not misrepresent yourself.
6. Respect copyright laws and reference or cite sources appropriately.
7. When disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, disengage from the dialogue in a polite manner.
8. Never participate in social media when the topic being discussed might be considered a crisis situation.
9. When in doubt about posting a comment or image, don't! Protect yourself, your privacy and the organization's confidential information and its reputation. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.

## Telephone Calls & Electronic Devices

The telephones in the surgery department are for business use only. Students are not to make or receive personal calls during clinical education activities. The use of cellular telephones, including text messaging and social networking at the clinical education center is permitted only during lunch or breaks or in the case of emergency. Consequently, students will not carry cell phones during clinical activities, but will retrieve them during lunch/breaks as necessary.

*Violation of this policy will result in a 5% reduction in the clinical grade*

## Computer Use at Clinical

As with telephones, the computers in the surgery department are for business use only. Students are not to use facility internet access unless directed to do so for facility or college/program activities. Students are reminded that any information about the clinical facility and its staff or Surgical Technology program and its faculty to social networking site deemed derogatory or unprofessional is subject to disciplinary actions including clinical suspension.

## Smoking

Smoking at Blackhawk Technical College is in accordance with institutional policy as described in the current Blackhawk Technical College Catalog and Student Handbook/Calendar.

Smoking during clinical education will be in accordance with the smoking policy of that individual institution. Students found in violation of the clinical education center's smoking policy will be subject to disciplinary action, including removal from the clinical education center and failure of the clinical education course. Excessive absence or tardiness to the clinical assignment due to smoking will be grounds for disciplinary actions. Smoking students are not granted more frequent or longer breaks or lunch periods than non-smoking students.

Students that smoke are reminded that ill patients are particularly sensitive to odor. Consequently, should the student smoke during the clinical day, any residual odors of smoke will be treated as a violation of the program dress-code policy as previously described.

Students in violation of the clinical affiliate smoking policy will receive a 5% clinical grade reduction and may be subject to removal from that facility.

## Alcohol and/or Drugs

The use of alcohol and/or drugs during clinical education is prohibited. Any student found to be under the influence or in possession of drugs and/or alcohol will be subject to disciplinary action as previously outlined. In the case of illegal substances, the police may be notified.

Any student smelling of alcohol while at clinical, regardless of sobriety, will be considered in violation of dress code policy. In the event of excessive or recurrent issues of smelling of alcohol, the student will be removed from the clinical education setting.

If a student is suspected of being under the influence of alcohol or drugs in the clinical/practicum setting, the clinical affiliate reserves the right to require a for-cause drug test consistent with its institutional policy. For on-campus educational activities, BTC policies related to drugs and alcohol are followed.

More details about the process of drug testing (where to be tested, the cost of the test, and results reporting) are disseminated to students as part of the program onboarding/orientation process.

## Gum Chewing

Students will not chew gum in the presence of patients or in the clinical setting.

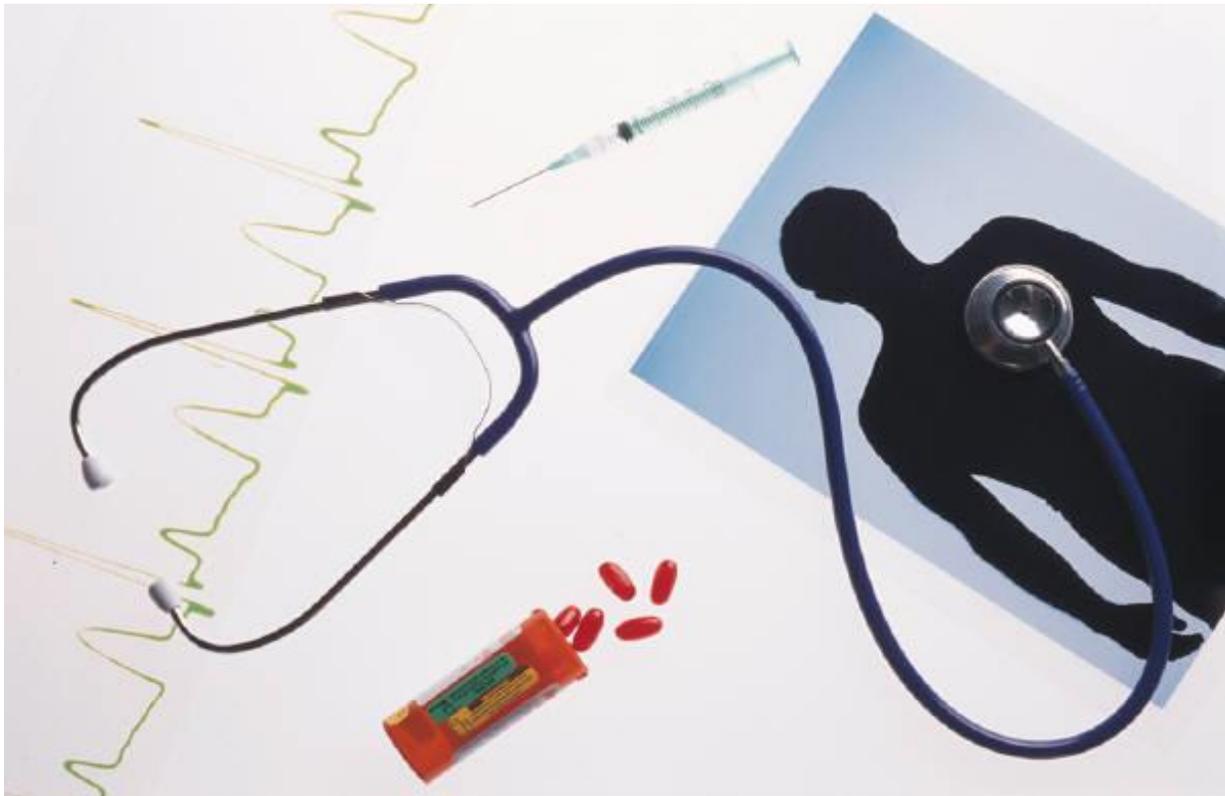
## ViewPoint Records

It is your responsibility to update records on ViewPoint. It is the student's responsibility to maintain current with immunizations, CPR certification and liability insurance. If a clinical site requests the documentation and a student cannot provide the appropriate paperwork available for review, the student will be sent home and the missed time must be made up before the end of the semester. If required information is not current, the student will not be eligible for clinical placement. Any clinical time lost due to missing/outdated information will need to be made up at a later date.



Blackhawk Technical College  
Associate Degree  
Surgical Technology Program

# Student Handbook



## Section 6: Student Health



## Health and Safety Requirements for Clinical Education

For your protection and for the protection of the patients with which you will come in contact, it is required that you complete the following health and safety requirements:

- 1. PHYSICAL EXAMINATION:** A physical examination is to be completed by your physician utilizing the Physical Requirements/Physical Examination form (*pp. 205-206*), which includes your immunization records for the following:
  - *2-Step Tuberculin Skin Test or Titer*
  - *Diphtheria Pertussis Tetanus Immunization*
  - *Measles Immunization (MMR).*
  - *Varicella*
  - *Hepatitis B*
  - *Influenza*
- 2. RELEASE OF RESPONSIBILITY FORM:** The student waives all clinical education centers of responsibility, financial or otherwise, for illness or injury during clinical education.
- 3. ACCIDENT INSURANCE:** ALL BTC students purchase accident insurance as part of registration fees that provides coverage for all injuries occurring during educational activities.
- 4. Health Insurance:** All students are required to carry health insurance and provide documentation of coverage to be placed for clinical education activities.
- 5. INCIDENTAL MEDICAL LIABILITY INSURANCE:** ALL STUDENTS ENROLLED IN BTC SURGICAL TECHNOLOGY PROGRAM ARE REQUIRED TO CARRY INCIDENTAL MEDICAL LIABILITY INSURANCE. THIS INSURANCE IS OBTAINED BY ACCESSING A FEE TO EACH CLINICAL EDUCATION COURSE IN THE CURRICULUM.
- 6. CPR CERTIFICATION:** All students are required to be certified in CPR for the Health Care Provider by the American Heart Association in order to attend clinical education. Any student whose CPR certification expires during the program will be removed from clinical until recertified. CPR certification/refresher courses are available at BTC (please check the current catalog or with registration), but are also available at other facilities.

**STUDENT HEALTH REQUIREMENTS AND CPR CERTIFICATION MUST BE CURRENT IN ORDER TO ATTEND CLINICAL EDUCATION. IF ANY OF THESE REQUIREMENTS LAPSE DURING THE EDUCATIONAL PROGRAM, A 5% REDUCTION PER DAY IN THE CLINICAL GRADE WILL BE ASSESSED. THE STUDENT IS PLACED ON CLINICAL PROBATION AND REMOVED FROM CLINICAL UNTIL ALL REQUIREMENTS HAVE BEEN MET.**

**IF THE ISSUE HAS NOT BEEN RESOLVED IN 2 WEEKS THE STUDENT WILL RECEIVE A FAILING GRADE IN THE CLINICAL COURSE.**

## Incident and Injury Reporting

Any non-injury incident that occurs on campus or at clinical education is documented using the Blackhawk Technical College General Incident Report form. Although this form will likely be completed by a member of program faculty, students may be involved with providing information included in the completed document.

Should the student suffer an injury or illness either on campus or during clinical education activities, it is required that a Blackhawk Technical College Injury and Illness Report form be completed and returned to the Surgical Technology Program director within 24 hours of the incident.

Should the injury occur during clinical education activities, the Clinical Education center incident report forms may additionally be required.

As stated on the previous page, Blackhawk Technical College, nor the Associate Degree Surgical Technology Program, nor the clinical education centers are responsible for injuries suffered by students during the clinical education component of the program. Students are again strongly advised to carry medical insurance.

## Change in Health Status

All students who experience a major change in health status must provide physician authorization to attend clinical. Major changes include surgery, hospitalization and pregnancy.

## Infection Control

Students receive extensive instruction in the mechanisms of disease transmission and infection control in the Methods of Patient Care course of the Surgical Technology curriculum. All students in Blackhawk Technical College Health, Human and Protective Services programs that perform procedures involving contact with blood or other body fluids, mucous membranes, or non-intact skin, are required to adhere to these practices.

Students are discouraged from engaging in patient care activities when they themselves have an active potentially contagious disease. It is the responsibility of the student to protect patients, visitors, and staff members. It is program policy that regardless of the nature or the cause of the patient's illness, Surgical Technology students may not elect to limit their participation in the care of any patient.

## Hand Hygiene

Hand hygiene has been cited frequently as the single most important practice to reduce the transmission of infectious agents in healthcare settings and is an essential element of Standard Precautions. The term "hand hygiene" includes both handwashing with either plain or antiseptic-containing soap and water, and use of alcohol-based products (gels, rinses, foams) that do not require the use of water. In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior microbicidal activity, reduced drying of the skin, and convenience. Improved hand hygiene practices have been associated with a sustained decrease in the incidence of MRSA and VRE infections primarily in the ICU. The scientific rationale, indications, methods, and products for hand hygiene are summarized in other publications<sup>559, 717</sup>.

The effectiveness of hand hygiene can be reduced by the type and length of fingernails. Individuals wearing artificial nails have been shown to harbor more pathogenic organisms, especially gram negative bacilli and yeasts, on the nails and in the subungual area than those with native nails. BTC Surgical Technology students may not wear artificial nails while performing clinical education.

The entire hand hygiene document is available for student reference in the Medical Imaging classroom/laboratory or at the CDC website: <http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf>

## Standard Precautions

Standard Precautions combine the major features of Universal Precautions (UP) and Body Substance Isolation (BSI) and are based on the principle that all blood, body fluids, secretions, excretions except sweat, nonintact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Also, equipment or items in the patient environment likely to have been contaminated with infectious body fluids must be handled in a manner to prevent transmission of infectious agents (e.g. wear gloves for direct contact, contain heavily soiled equipment, properly clean and disinfect or sterilize reusable equipment before use on another patient).

The application of Standard Precautions during patient care is determined by the nature of the HCW-patient interaction and the extent of anticipated blood, body fluid, or pathogen exposure. For some interactions (e.g., performing venipuncture), only gloves may be needed; during other interactions (e.g., intubation), use of gloves, gown, and face shield or mask and goggles is necessary. Education and training on the principles and rationale for recommended practices are critical elements of Standard Precautions because they facilitate appropriate decision-making and promote adherence when HCWs are faced with new circumstances. An example of the importance of the use of Standard Precautions is intubation, especially under emergency circumstances when infectious agents may not be suspected, but later are identified (e.g., SARS-CoV, *N. meningitides*).

Standard Precautions are also intended to protect patients by ensuring that healthcare personnel do not carry infectious agents to patients on their hands or via equipment used during patient care.

The entire isolation precautions document is available for student reference in the Medical Imaging classroom/laboratory or at the CDC website: <http://www.cdc.gov/hicpac/pdf/isolation/Isolation2007.pdf>

## Exposure to Blood and Body Fluids

Even with good adherence to all exposure prevention practices, exposure incidents can occur. Consequently, procedures have been established for post-exposure evaluation and follow-up following exposure to bloodborne pathogens.

If a Health Occupation student is involved in an accident where exposure to bloodborne pathogens may have occurred there are two areas where efforts should be focused:

- Documenting the circumstances surrounding the exposure incident;
- Encouraging the student to seek medical consultation and treatment as expeditiously as possible.

### EXPOSURE INCIDENT

The occurrence of an exposure incident must first be established. An exposure incident has been defined by OSHA as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

### POST EXPOSURE PROCEDURES

Early action is crucial. Reporting an exposure incident immediately permits early medical follow-up. Immediate intervention can forestall the development of Hepatitis B and enable the affected student to track potential HIV infection. Prompt reporting can also help the student avoid spreading bloodborne infection to others. Further, it enables an evaluation of the circumstances surrounding the exposure incident in order to find ways to prevent such a situation from occurring again.

The following procedures should be followed if an incident involving a Health Occupation student should occur:

1. **COMMUNICATION OF EXPOSURE:** If an incident occurs, the student must immediately notify the clinical instructor and a member of program faculty. The medical evaluation and follow-up then becomes the responsibility of the student. Should the exposure occur at a clinical affiliate of the BTC Sonography Program, the student will adhere to any policies and/or procedures of the facility.
2. **FILING THE INCIDENT REPORT:** Upon determination of exposure the following incident reports must be completed and become part of the student's record:
  - a. BTC Accident/Incident Report (*p. 203*).
  - b. Clinical Facility Incident Report as appropriate.

Copies of all incident reports are maintained by the office of the BTC Vice President of Learning Support, as well as the student's clinical education record, maintained by the program. Copies of incident reports are available to the involved student upon request.

3. **EVALUATION AND FOLLOW-UP:** While OSHA standards require employers to provide free medical evaluation and treatment to employees who experience an exposure incident, unfortunately at this time, this service is not typically available to Health Occupation students. However, evaluation and follow-up procedures and any recommended treatments are *strongly recommended* to any student exposed to blood or body fluids.

## Tuberculosis Testing and Precautions

Students are required to be tested for exposure to TB as part of the physical examination process. BTC requires a 2-Step TB skin test:

- There must be a minimum of 7 days between the two injections.
- The time between injections cannot exceed 21 days.
- The first injection must occur within 3 months of program entry.
- On May 2, 2005, the Federal Drug Administration (FDA) approved the QuantiFERON – TB GOLD blood test as a method to screen for active tuberculosis (TB) or latent tuberculosis infection (LTBI). Guidelines were published by the CDC on December 16, 2005.

Contact with patients with known, active tuberculosis requires special equipment to assure safety of the caregiver. Consequently, no Blackhawk Technical College Associate Degree Surgical Technology Program student will work with a patient diagnosed with active TB.

# Hepatitis B

Unlike HIV/AIDS, which to date cannot be vaccinated against, Hepatitis B, which also causes catastrophic illness or death, can be prevented with a vaccine. Therefore, the Center for Disease Control & Prevention in Atlanta, Georgia made a recommendation that Hepatitis B vaccine should be considered for a number of groups. One of those groups is health care workers having blood or needle stick exposure.

Procedures, which deal with blood and body fluids, can present occupational hazards. Risks among health care professionals vary during the training and working career of each individual but are often highest during the professional training period. For this reason, it is *required* that vaccination be completed by the end of the fall semester of the first year of training.

You will receive instructions on protective procedures and universal precautions once you are in school. However, we encourage you to consult your personal physician about the advisability of receiving the hepatitis B vaccine before entering school. Should an exposure occur during a clinical experience, neither the school nor the health care facility can be held liable or responsible for costs incurred at such time.

The Hepatitis B Acknowledgment Release Form must be signed and returned as part of the requirements for participation in the program as previously described.

## THE DISEASE

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV), which causes death in approximately 1-2% of patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but continue to transmit the disease to others. Some may develop chronic active Hepatitis and Cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against Hepatitis B can prevent acute Hepatitis and reduce sickness and death from chronic active Hepatitis, Cirrhosis, and liver cancer.

## THE VACCINES

The hepatitis B vaccine has been available since 1982. The vaccines currently in use in the United States are made with recombinant DNA technology, and contain protein portions of HBV (usually parts of the outer protein or the surface antigen of HBV). Thus, the vaccines do not contain any live virus. The vaccine is administered intramuscularly in three doses usually given on a schedule of 0, 1, and 6 months, but there can be flexibility in this schedule. More than 95% of children and adolescents and more than 90% of young, healthy adults develop adequate immunity following the recommended three doses. Persons who respond to the vaccine are protected from both acute hepatitis B infections as well as chronic infection.

## WHO SHOULD BE VACCINATED?

The Advisory Committee on Immunization Practices (ACIP) recommends hepatitis B vaccination for everyone 18 years of age and younger, and for adults over 18 years of age who are at risk for HBV infection, which include:

- Sexually active heterosexual adults with more than one sex partner in the prior 6 months, or have a history of sexually transmitted disease;
- Homosexual and bisexual men;
- Illicit injection drug users;
- Persons at occupational risk of infection;
- Hemodialysis patients;
- Household and sex contacts of persons with chronic HBV infection;
- Clients and staff of institutions for the developmentally disabled.

## ADMINISTRATION

The vaccine is readily available at your doctor's office or local health clinic. Three doses are generally required to complete the hepatitis B vaccine series, although there is an accelerated two-dose series for adolescents.

- First Injection - At any given time
- Second Injection - At least one month after the first dose
- Third Injection - Six months after the first dose

## POSSIBLE VACCINE SIDE EFFECTS

Serious side effects after administration of the hepatitis B vaccine are extremely rare. There have been some anecdotal reports of the association of hepatitis B vaccination with chronic illness such as autoimmune disorders. However, there have been no scientific data supporting these claims. Large-scale immunization exercises have been ongoing in many other

countries and in the United States, and thus far there has been no association of hepatitis B vaccination with serious adverse events.

### **CONTRAINDICATIONS TO THE VACCINE**

A serious allergic reaction to a prior dose of hepatitis B vaccine or a vaccine component is a contraindication to further doses of hepatitis b vaccine. The recombinant vaccines that are licensed for use in the United States are synthesized by *Saccharomyces cerevisiae* (common bakers' yeast), into which a plasmid containing the gene for HBsAg has been inserted. Purified HBsAg is obtained by lysing the yeast cells and separating HBsAg from the yeast components by biochemical and biophysical techniques. Persons allergic to yeast should not be vaccinated with vaccines containing yeast.

## **Immunization Declination**

Blackhawk Technical College Health Sciences Programs requires vaccination or proof of immunity through titer to protect students, patients, and staff during clinical education/externship activities. Individuals in these patient-care settings not only put their own health and safety at risk, but also put at risk the health and safety of patients, family members, and other healthcare professionals with whom they come in contact.

Blackhawk Technical College requires immunization/ proof of immunity for the following communicable diseases:

- Measles, Mumps, Rubella (MMR)
- Varicella (Chickenpox)
- Hepatitis B
- Annual Influenza
- Tetanus/Pertussis/Diphtheria

Wisconsin law allows for immunization declination if the adult student, or the student's parent, guardian or legal custodian submits a written statement to the school, objecting to the immunization for reasons of health, religion or personal conviction. In the event of a medical declination (e.g. allergy), the signature of a physician or other provider is required. It is expected that the student will comply with all other health requirements, including providing evidence of immunization/proof of immunity for all items not declined.

The choice to decline required immunization requirements could result in the following consequences related to clinical education placement:

- Exposure to patients with the above listed diseases puts the student at risk of acquiring the disease.
- Exposure to any communicable disease listed above may result in the removal of the student from clinical education activities for at least the incubation period of the disease exposed.
- Clinical education affiliates may refuse placement to any student deemed a potential risk to patients, their families, or staff.
- For all of the reasons listed above, refusal of BTC Health Sciences immunization requirements may prevent the student from completing program graduation requirements.

Any student declining immunization requirements is required to complete the Immunization Declination form. This information will be shared with program clinical education affiliates, and placement is made at the discretion of these facilities.

## **Student Input**

The input of ideas and suggestions by the students in the Surgical Technology Program are very important to the faculty. A member of the senior class represents the interests of the students as a member of the program advisory committee. The faculty and administration of this program are also available to you for personal appointments at your request. A student representing the class may request to appear at a program faculty meeting to discuss issues related to any aspect of the educational program. If you feel that you have an idea that would increase communication between faculty and students, please let any one of us know.



Blackhawk Technical College  
Associate Degree  
Surgical Technology Program

# Student Handbook



## Section 7

Surgical Technology Program Student Agreement Form  
Latex Allergy Acknowledgement Program Policy and Form



## Acknowledge of Student Handbook

After having read The Blackhawk Technical College Associate Degree Surgical Technology Program Student Handbook, students must agree to comply with all academic and clinical education policies as written before entering the clinical education center. Failure to comply with program policy will result in disciplinary action as described throughout the student handbook.

The student is required to sign the Blackhawk Technical College Associate Degree Surgical Technology Program Student Agreement Form and turn this form into the Surgical Technology Program Director.

**STUDENTS SHOULD NOT SIGN THIS FORM UNTIL ALL POLICIES ARE CLARIFIED AND QUESTIONS ANSWERED TO THEIR SATISFACTION**

<b>Blackhawk Technical College Associate Degree Surgical Technology Program Student Agreement</b>	
<p>I have received and read the Blackhawk Technical College Surgical Technology Handbook and agree to comply with the printed policies expressed therein and in the Blackhawk Technical College Student Handbook. I understand all policies and regulations contained therein are my responsibilities as a student in the Blackhawk Technical College Surgical Technology Program.</p> <p>I acknowledge that program policy is subject to change, and that any changes in program will be communicated to me in writing. I acknowledge that I am required to comply with any changes in program policy.</p> <p>I understand that a minimum grade of B/C (75%) in the theory, clinical, and lab components is required to pass each course.</p> <p>I accept the responsibility for payment of personal transportation, purchase of books and supplies, required uniform, ViewPoint packages, and course fees.</p> <p>I acknowledge that failure to comply with the Surgical Technology Program established policies as outlined in this Student Handbook or the objectives/outcomes identified in course syllabi may result in disciplinary actions as outlined in the policy and may include suspension or dismissal from the Blackhawk Technical College Associate Degree Surgical Technology Program.</p> <p>I therefore agree to comply with all policies as written. My signature indicates acceptance of this agreement.</p>	
Student Signature	Date
Program Director Signature	Date



## Latex Allergy

The incidence of serious allergic reactions to latex has increased dramatically in recent years. In rare cases, these allergies can be fatal. Health care workers and others who are frequently exposed to products containing latex should be aware of the potential for developing an allergic reaction and individuals who exhibit symptoms of the allergy should be alerted to the need to avoid future exposure to latex products.

Allergy to latex proteins is a medical problem with symptoms similar to those seen in individuals who are allergic to bee venom or cat dander. Reactions on exposure to the allergen are generally acute and may mimic hay fever or asthma, with symptoms such as nasal congestion, hives, or difficulty breathing. The most severe cases can result in anaphylaxis, a potentially fatal reaction that affects many parts of the body at once. Symptoms are usually immediate, progress rapidly, and may include a dangerous drop in blood pressure, flushed skin, difficulty breathing, and swelling of the throat, tongue and nose, and loss of consciousness. Emergency attention should be sought at the first sign of an anaphylactic reaction. Skin problems, or contact dermatitis, resulting from the use of latex and non-latex gloves are frequently confused with latex allergy. Contact dermatitis is an old problem that is due to frequent hand washing with irritating soaps, skin abrasions from repeatedly donning and removing gloves, or an allergy to one of the chemicals used in the production of rubber gloves. These local skin problems are virtually never a result of true latex allergy.

Students who have or develop a latex allergy while in the surgical technology program may find it difficult to complete the program's requirements. A latex-free environment cannot be guaranteed at Blackhawk Technical College nor its health care affiliates. Students with concerns should contact the Surgical Technology Program Director and their health care provider to discuss the ramifications of a latex allergy.

If a student experiences symptoms of a latex allergy, he or she is responsible to complete the following:

1. See your doctor for evaluation as soon as possible.
2. Notify the Surgical Technology Program Director of documented allergy (written documentation of allergy from health care provider is necessary) within 3 class sessions and prior to clinical/surgical tech lab experience, whichever is the shortest period of time.
3. Sign latex allergy acknowledgement form
4. Notify each clinical and lab instructor of documented allergy.
5. Report any indications of allergic symptoms to instructor and/or clinical instructor immediately!

***Policies And Information May Be Subject To Change During The School Year. Complete this form turn into the Surgical Technology Program Director***



## Latex Allergy Acknowledgement

I, the undersigned, acknowledge that I have received information and understand the potential dangers of latex exposure that could become life threatening. I understand that Blackhawk Technical College will provide reasonable accommodations but BTC and its affiliating agencies cannot provide a latex-free environment. I will not hold BTC and/or its affiliating agencies liable for any illness/injury related to this condition or its complications.

My signature indicates that I understand the policies and procedures provided in the Blackhawk Technical College Surgical Technology Handbook and that I understand these policies and procedures are in effect throughout the program. I also understand that additional policies and procedures are contained in the Blackhawk Technical College Student Handbook and in each course syllabus for the Surgical Technology Program.

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Signature

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Print Name

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Date