

Bluegrass Community & Technical College

Kentucky Community And Technical College System

SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

KEVIN R. CRAYCRAFT
PROGRAM COORDINATOR
REVISED MAY 2017

ADMINISTERED BY:
BLUEGRASS COMMUNITY & TECHNICAL COLLEGE
SURGICAL TECHNOLOGY

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ALLIED HEALTH
BUILDING A

CLASSROOM # A135

OFFICE # A138

OFFICE PHONE NUMBER: 859-246-6615

Information Subject to change by Surgical Technology Faculty

Please Review this information carefully

You will be required to testify and sign that you understand the various requirements, rules and policies at the Surgical Technology Program Orientation meeting.

Introductory Statement

Welcome to the Surgical Technology Program at Bluegrass Community & Technical College (BCTC). We hope that your experience with our college is a rewarding one. Each student should have received or have access to a BCTC Student Handbook at our general orientation session or online. Most questions regarding school policies should be answered in that handbook. Please refer to it as needed.

This is an 11 month program which provides the participant with the knowledge and skills required to enter the field of Surgical Technology in accordance with the American Medical Association and the Association of Surgical Technologist guidelines.

Bluegrass Community and Technical College maintains Institutional Accreditation through SACS (Southern Association of Colleges) and the Surgical Technology program is accredited through CAAHEP/ARC-STSA.

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

The clinical experience is received at various Regional Medical Center and Hospitals in the Lexington area. The student functions under the supervision of the instructor, staff Surgical Technologists, or registered nurses in performing as a member of the operating room team. The clinical phase includes further classroom instruction that will be scheduled, but emphasis is placed on extensive clinical experience in actual surgical procedures. Students must be available to perform clinical rotations on all shifts.

The following information will provide information about each course in the program and what is expected of you as a student in the program.

Program Purpose

The purpose of technical education in the Bluegrass Region is to provide educational experiences for post-secondary and adult students necessary for the development of knowledge, skills, and attitudes to enable them to become gainfully employed in their chosen occupations.

The surgical technology program is designed to provide educational opportunities, which will enable the student to prepare for entrance into the work force as a beginning practitioner (entry level) and to perform the duties indicated and implied in the definition of a surgical technologist. This program provides clinical experience built upon classroom instruction in the basic sciences, patient care, aseptic techniques and surgical procedures.

Students enrolled in the Surgical Technology Program are required to **achieve a minimum grade of "C" in each Surgical Technology course**. Graduates from this program are eligible to take the certifying exam offer by the National Board of Surgical Technologists and Surgical Assisting (NBSTSA).

Statement of Philosophy

Mission

The mission of the Surgical Technologist program is to provide classroom, didactic and clinical instruction that will enable individuals to perform as competent, entry-level Surgical Technologists as an integral part of the team of medical practitioners providing surgical care to patients in operating room procedures.

Objectives

The objectives of the Surgical Technologist program are as follows:

- Provide current curriculum, instructional materials, and equipment which are used to teach **knowledge (cognitive), skills (psychomotor) and attitudes (affective)** appropriate to the needs of the industry for an entry level Surgical Technologist.
- Provide educational facilities which foster learning and provide safe, healthy environment available and accessible to all students who can benefit from the program.
- Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
- Provide workplace readiness skills which foster appropriate working attitudes, working habits and problem-solving skills, such as a sense of responsibility, self-discipline, pride, team work, enthusiasm, which will enable graduates of the program to perform as good employees.
- Nurture the desire for learning so graduates will pursue their own continuing education as a lifelong endeavor.
- Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
- Provide education that fosters development and application of good safety habits.
- Provide admission, educational and placement services without regard to race, color, creed, ethnic or national origin, religion, sex, age, disability, marital status, academic disadvantage, or economic disadvantage.
- Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
- Promote good public relations via contacts and regular communications with business, industry, and the public sector.
- Promote faculty and student rapport and communications to enhance student success in the program and workplace.
- Prepare students to successfully pass the National Surgical Technologist certifying examination.

Degree

During the scheduling process, each student has been advised on a chosen academic pathway. The program offers an AAS degree in Surgical Technology, or a diploma as a Surgical Technologist. The pathways consist of different classes and therefore if you are unsure of which pathway you are completing please refer to course sequences below. If you have questions please feel free to discuss this topic with your advisor.

Associate in Applied Science - Surgical Technology @ Bluegrass Community and Technical College

Course	Course Description	Credit Hours	Course # completed	Date completed	Grade
General Education Core – total hours needed – 20					
BIO 137	Human Anatomy & Physiology I AND	4			
BIO 139	Human Anatomy & Physiology II	4			
MAT 110	Applied Mathematics OR	3			
MT 150	College Algebra OR	(3)			
	Higher level Quantitative reasoning	(3)			
ENG 101	Writing I	3			
	Social Interaction (KCTCS/BCTC Catalog)	3			
	Heritage/Humanities (KCTCS/BCTC Catalog)	3			
		Total hrs			
Technical Courses – total hours needed – 40 - 45 hours					
CIT 105	Introduction to Computing OR	3			
OST 105	Intro to Info Systems	(3)			
	Computer literacy must be demonstrated either by competency exam or by completing a computer literacy course.	(0-3)			
AHS 115	Medical Terminology OR	(3)			
MIT 103	Medical Office Terminology	(3)			
BIO 225	Medical Microbiology OR	4			
BIO 226	Principles of Microbiology OR	(3)			
BIO 118	Microbes and Society	(3)			
SUR 100	Surgical Technology Fundamentals/Theory	12			
SUR 101	Surgical Technology Fundamentals Lab	1			
SUR 125	Surgical Technology Skills Practicum I	2 (3)			
SUR 130	Principles of Surgical Pharmacology	2			
SUR 200	Surgical Technology Advanced Theory	9			
SUR 201	Surgical Technology Skills Practicum II	6 (7)			
SUR 275	Surgical Technology Advanced Clinical Practicum	2			
		Total hrs			
	Total Credit Hours Required for AAS in Surgical Technology	60 – 65			
Recommended Electives – total hours – (0 – 10)					
SUR 103	Surgical Technology Supplemental Lab	(1)			
SUR 270	Pathophysiology for Surgical Technology OR	(2)			
MAI 200	Pathophysiology for Medical Assistants	(3)			
BAS 120	Personal Finance	(3)			
MNA 100	Medicaid Nurse Aide	(3)			
NAA 100	Nursing Assistant Skills I	(3)			
	Total Hours W/Electives	60 – 75			

***CPR:** American Heart Association Healthcare provider CPR certificate must be obtained prior to enrolling in the first Surgical Technology course and certification must be kept current throughout the Program.

**Completion of Surgical Technology program prerequisites with a grade of “C” or greater.

Program Drops/Adds

Students may change their class status (i.e. drop/add) the first week of the semester. Adds will not be accepted after the first week and will be based on selective admission process. Drops will be accepted during the semester based on the BCTC academic calendar.

Students are responsible for completing drop/add forms (located in admission department), obtaining appropriate instructors' signatures, and submitting the completed form to the admission department. Forms must be complete and legible to be valid. Students are not to sign for the instructors under any circumstances. Students who are not passing a class as of midterm may be advised by his/her instructor at that time to consider withdrawing from the course. (Refer to the Academic Calendar on the BCTC website for important semester dates)

Advisors/advising

Advisors will help you with your scheduling, outlining courses to be completed each semester, graduation procedures, and any concerns you may have. Advising hours will be posted on the program director's door or by appointment. At this point in the program your classes are preset in order to complete the program. (Surgical Technology classes listed in the handbook.)

Bypass exams

The Surgical Technology program does not offer any bypass exams.

Phone Use

**No Cell Phone Usage is allowed in Classroom or Laboratory
The office phone is for instructors' use only.**

If you carry a cell phone, make sure it is in the vibrating mode/ silent mode while attending classes. **Texting is also prohibited during lectures and lab activities.** The instructor will answer any phone calls/text that disrupt the lectures and/or confiscate the disruptive device. Please do not leave class simply to return or answer a call, wait until class has ended. Students will have a break approximately every hour or two; this would be a good time to make/return calls.

Computer and Tablets usage is also prohibited during lectures and laboratory activities.

NO CELL PHONE USAGE IS ALLOWED IN THE CLINICAL SETTING.

If you carry a cell phone, make sure it is in the vibrating mode/ silent mode while attending practicums. Please refrain from using your cell phone while in the clinical setting. If you **MUST** use your cell phone at the clinical site limit the usage to your lunch and breaks. If you are contacted by the program faculty on your cell phone during the clinical day reply on your next break or between assigned activities. Do not use your cell phone in the operating room, step into the hallway or go to the break/locker room. Over using your cell phone in the surgical suite will be seen as a negative reflection on your professionalism. This includes verbal calls, texting, social media surfing and gaming.

If you are expecting important information or an emergency call, the caller should contact the program director at 859-552-0698 or clinical instructors (Rebekah Travis at 859-351-5044 or Carolyn Vest Lewis at 859-588-6728) and the message will be relayed to you ASAP. **Keep in mind these numbers are for emergency use only.** Personal emergency calls should not be made through the clinical site's operators or control desk; because they will not know how to locate you and they are not your personal answering service.

Requirement for Students to Maintain an Active Email Account

To facilitate communications and have quick and easy access to grade reports, schedules, schedule changes, bills, etc. all students are issued a KCTCS e-mail account. Students are required to have an active email account. **All students need to access, manage, and utilize your account.** Be sure to monitor your e-mail account, if the account is “full” you will risk losing e-mails regarding BCTC information, grades, and assignments. Your instructor will also use e-mail as a **primary** means of communication. Students should also access, manage and utilize the PeopleSoft Account. This is where official communication occurs between yourself, the college and the instructor. Students who don't access and manage their email accounts will fail to receive important information about the course and college. It is the student's responsibility to maintain contact with the instructor by phone if his/her e-mail account is inoperable. The instructor is not responsible for contacting the student if his/her e-mail account is inoperable. Students who do not currently have internet access may use computers located in the library, or a designated computer lab on campus. The directions for activating and accessing your KCTCS e-mail account and other frequently asked questions are found at the following link: http://bluegrass.kctcs.edu/Current_Students/User_Account_Center.aspx

Course Management System/Web-enhancement

Information will be supplied regarding each course via the website/e-mail. The website will provide notes, assignments, general information, tips, updates and EXAMS for surgical technology students. You will want this information.

The student is responsible for accessing and navigating the course management system (Blackboard), and notifying the instructor of any problems with this. The instructor will provide an orientation on navigating the course management system for any student who requests this.

To log on to **Blackboard**: <http://elearning.kctcs.edu/webapps/portal/frameset.jsp>

You will need to use your user id and password that you use to access your student e-mail or PeopleSoft account to access the SUR course information, assignments and exams

Students who enroll in this class are expected to be independent learners on a number of levels. They are expected to have the ability to:

- Recognize common computer terminology (files, Web browser, etc.)
- Input data via a keyboard and mouse
- Open/close programs, save, print, copy, cut and paste files, attach documents to e-mail and to receive documents which have been attached to e-mail (Word 97/2003 or more recent version, or saved as rtf files)
- Install programs and manage files
- Access the Internet via modem, send and receive email, download, install, and handle files and graphics from the Internet

The student is ultimately responsible for learning. In an Internet/web enhanced course, it is imperative that the student have the following attributes: motivation to learn, basic technical skills on the computer, a learning style that is not contingent upon face-to-face interaction with an instructor, and strong time management and personal organization skills. For more information regarding online learning resources go to the following links.

BCTC Distance Learning Home Page

https://bluegrass.kctcs.edu/academics/distance_learning/index.aspx).

BCTC Current Student link offers various useful tools and information.

http://www.bluegrass.kctcs.edu/Current_Students

Technical/Environmental Difficulties

In the event that the course management system becomes inoperable, student and faculty communication will continue through the use of personal text and/or e-mail accounts. Assignments will continue to be submitted as e-mail attachments to the instructor. The instructor will provide guidance on this should it be needed.

Hardware

Students enrolled in this class are expected to:

- Have access to a multimedia-capable personal computer with full duplex sound card and speakers
- Have a reliable Internet provider with Web browsing and email services (AOL is not recommended because of frequent problems; Firefox or Internet Explorer is preferred)
- Have cable or DSL Internet service (or if others are not available, Satellite Internet Service)
- Or access to a computer lab equipped with the above features for example BCTC Computer labs
- If using a public computer, you may need headphones, as not to distract other people in the area.

Software

Students enrolled in this class are expected to have the ability to utilize software to access information located in the course management system. Current common shareware/free software students may need access to include:

- RealPlayer Basic Player - <http://www.real.com>
- Adobe Acrobat Reader - <http://www.adobe.com/products/acrobat/readstep2.html>
- Microsoft Office PowerPoint (97/2003 or more recent version) (a viewer can be downloaded for free from Microsoft)
- QuickTime - <http://www.apple.com/quicktime/download/>
- Or access to a computer lab equipped with the above features for example BCTC Computer labs
- If using a public computer, you may need headphones, as not to distract other people in the area.

Lockers

Lockers are available on a first come first served basis. You will simply need to buy a combination or key lock. Please keep the lockers clean, and do not mark or write on them in any manner. You should carry a spare key for the lock, should you need to have a lock cut off, ask your instructors to notify the maintenance staff. Keep in mind that the maintenance crew is often times working on other projects, making it difficult to assist the student in a timely fashion.

Weather policy

Bluegrass Community and Technical College Weather or Emergency Closing Information

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are delayed, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages.

The most up-to-date and complete information can be obtained through the following sources:

- BCTC infoline at (859) 246-4636 or (859) 246-6200 or Toll-free at 1 (866) 774-4872

- BCTC website home page at www.bluegrass.kctcs.edu
- Sign up at www.kctcs.edu/SNAP for voicemail, email and/or text messages received on your cell phone
- BCTC Facebook Page

BCTC closures will be implemented on a campus by campus basis depending on the weather conditions in each city and campus/site location.

For those of you, who travel from other counties, simply use your best judgment when deciding whether to attend classes when inclement weather occurs in your area. However, keep in mind that if BCTC is open the attendance policy will be applicable.

Academic:

- ✓ If classes at BCTC are canceled due to inclement weather conditions coursework will be reassigned as necessary.
- ✓ If classes at BCTC are delayed due to inclement weather conditions class will begin at the designated time.

Clinical:

- ✓ Due to requirement of the program, any clinical time missed due to inclement weather conditions should be made up at the discretion of the program faculty.
- ✓ If BCTC delays classes, this will be addressed with more details in the clinical course syllabi.
- ✓ Do not come to clinical if you feel the weather conditions are hazardous to your well-being, or if the college is closed.
- ✓ Students not reporting to clinicals because of bad weather, yet the college is open, are required to call the program coordinator or clinical instructor and the clinical site 1 hour prior to the start of clinical shift.

Safety Notification Alert Process (SNAP)

SNAP is the Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies for all 16 KCTCS colleges and the System office. Sign up for your college now! BCTC!! **I strongly recommend you sign up for this service.** Here is the link/address to sign-up: <http://kctcs.edu/snap> .

Safety and security at BCTC

Here is a link/address for more detailed information: https://bluegrass.kctcs.edu/safety_and_security/

Fire Drills/Fire:

In the event of a fire drill or fire, follow the fire evacuation route posted in each room. Instructors will take a head count at the reassembly point outside of the building (near the lower parking, just beyond the tree). Please be sure to check in at the designated location upon exiting the building with your instructor, to be sure all students are safe.

Upon the discovery of a fire, explosion, or smoke in a building, activate the fire alarm.

- Call 911.
- Then call 55911.
- You should immediately evacuate the building using the evacuation routes. Do not use the elevators.
- If possible, assist the mobility-impaired individuals, and take them to the nearest exit, then find an emergency official to evacuate them.
- Do not re-enter the building.
- Go to your preplanned assembly area.

Earthquake:

Stay where you are, get under a desk or table or stand in a doorway or interior hallway—stay away from windows.

- If you are outside, get into an open area away from buildings, power lines, and trees.
- If driving, pull over and stop—avoid overpasses and power lines—remain in the vehicle.

Following the Earthquake:

- Evacuate the building, assist the disabled and injured. Do not move seriously injured people unless the danger in the area is greater than their injuries.
- Call 911 and provide first aid, if necessary.
- Assemble in your designated meeting areas and account for all employees and students.
- DO NOT re-enter the building.
- Advise emergency personnel if there is a possibility that people are still in the building.

<p><u>Tornado:</u> Watch means severe weather is possibly approaching. Warning means approaching severe weather is deemed to pose an immediate threat to the area. You should take the following steps: 1. Dial 55911. 2. If it is a thunderstorm warning, stay indoors and away from the windows until the storm passes. 3. If it is a tornado warning, you should seek shelter in a safe haven in the building, usually the lower level or basement rooms without windows or interior rooms without windows, or interior hallways. Look for areas designated with “Severe Weather Shelter” signs. If you are in a vehicle, get out, and seek shelter in a sturdy building or a depression, such as a ditch or ravine.</p>	<p><u>Bomb Threat:</u> Upon notification of a threat: Evaluate your area for any unusual objects in the vicinity. If there are unusual objects, then make note of where they are located and report to emergency personnel</p> <ul style="list-style-type: none"> • Do not touch any suspicious objects. • Immediately evacuate the building and go to the established location as far away from the building as possible. (near the lower parking, just beyond the tree). • Upon exiting your room lock your doors to make a search easier. • Be certain that all persons have successfully exited the building and detain them at the location until told to do otherwise. • <u>Do not pull a fire alarm</u> • Follow the instructions of the local authorities upon their arrival. • Upon completion of the threat evaluation and approval of local authorities and administration, return to class. It is preferable to resume class as normal as soon as possible • No communication with the media is to be made by any personnel other than the President or his/her designee

Crisis management Plan:

BCTC has developed a Crisis Management Plan for emergency and crisis situations, which are available online. Some of these situations have been outlined above. Other situations, such as criminal activity, workplace violence/intruder, are not outlined above, but documentation could be found online at Response Plan (https://bluegrass.kctcs.edu/safety_and_security/). BCTC is committed to providing a safe environment for students, faculty, and staff.

Equipment in the classroom

Instructors will cover all safety instructions as related to equipment/surgical supplies in the classrooms/laboratory. Instructors should be present while equipment is being used in the Lab setting.

Parking

Student/visitor parking is available in the lower lot behind building A, in the lot beside building A, or in the lower lot beside building M. Parking spots are available on a first-come, first-served basis. If you are physically challenged, you will need to park in any designated handicapped parking spots behind building A. All vehicles illegally parked, are subject to being towed. (Approx. \$150.00 Plus) On a side note a parking space is defined as the area between to parking space lines. If you have one line beside your car you are parked in the driveway.

BCTC Current Student link offers varies useful tools and information.

http://www.bluegrass.kctcs.edu/Current_Students

Lunch Break

In addition to various vending machines, the students also have off-campus food services available in close proximity to the campus. Such as Mancino’s, McDonald’s, Wendy’s, Applebee’s, Zaxby’s, Papa John’s, and Subway to name a few.

Student will have the privilege to eat and drink in the classroom responsibly, if all individuals cleanup their workspace, if not this privilege will be removed. The microwave in Surgical Technology Classroom is for faculty and student alike, yet must remain clean at all times, or it will be removed from the classroom. The classroom must be clean and orderly at the end of each day prior to being dismissed. Along with the classroom, the students may eat in the various locations such as the student center and picnic areas on campus. There is a

break room available to students on the upper level of our building. Both the student center and the break room have microwaves and vending machines. (Discuss Refrigerator options)

Copies and Copiers: Pay for Print

Each student will be credited with \$5.00 worth of “free” printing (50 pages) each semester. If you use more than the 50 “free” pages during the semester, you will need to purchase additional print privileges in \$1 or \$5 increments. Accounts will be reset to \$5.00 approximately one week prior to the beginning of classes each semester. Unused pages will not carry forward to the next academic year nor will cash refunds be issued. This charge will apply to all BCTC classroom printers, open lab printers, and the Learning Resource Center (LRC) printers. (link to more details: https://bluegrass.kctcs.edu/Current_Students/)

Policy on Bringing Children on Campus

Children of faculty, staff, or students must be accompanied and attended by an adult while on campus. The college campus is not suited for small children, and children should not be left unattended at any time while on campus, neither in the buildings, nor on the grounds, including in automobiles. If children are discovered left unattended, parents will be located and instructed to remove the children from campus. Adults who bring children to campus will be asked to control the actions of the children and remove them from the campus if the children disturb college operations. **Due to safety concerns, children are not to be taken to classrooms, laboratories, or clinical sessions unless they are to take part in the educational program.**

Grievance Policies

If a disagreement should arise between a student and program faculty member, the student should bring this to the attention of the involved instructor. If the student is not satisfied with the outcome of this meeting she/he may bring the matter to the attention of the next higher “level of command” in the following order:

1. Clinical Coordinator (If the problem involves a clinical instructor.)
2. Program Coordinator
3. Although it not a requirement in the process the student may contact the BCTC-Leestown Academic Ombud Jake Gibbs jake.gibbs@kctcs.edu (859) 246-6313 Cooper MB214) (https://bluegrass.kctcs.edu/academics/ombuds_by_campus.aspx)
4. Assistant Dean(s) (listed on page 1)

If the disagreement remains unresolved the student can follow the student appeals process outlined in the BCTC/KCTCS student code of conduct. Tammy Liles, Assistant Dean, would handle grievances not handled at the student/instructor level. Please remember that instructors deserve respect. Insubordination toward an instructor will not be tolerated. If necessary, student would be counseled and warned. Should inappropriate behavior persist, student may be suspended and/or expelled.

KCTCS CODE OF STUDENT CONDUCT

Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses. Students are expected to conduct themselves in a professional manner at all times including clinical settings. Every patient, physician, instructors and all members of the health care team & college are to be treated with respect. Students enrolled in this course of training are expected to demonstrate a high level of motivation, reliability and dedication to the practice of their chosen profession. The KCTCS Student Code of Conduct may be accessed in its entirety at

http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx A summary of the code of conduct is provided in the BCTC Student Handbook at http://www.bluegrass.kctcs.edu/Current_Students

Student Organization

Membership in student organization is advantageous to you as a student. Prospective employers like to see that students are involved in a professional organization. Membership will enhance your leadership skills, will strengthen confidence in yourself and your work, and will involve you in projects and activities for the improvement of school, community, and self.

If you are interested in joining a student organization please visit the BCTC website (https://bluegrass.kctcs.edu/student_life/activities_and_organizations.aspx) for options and details. Also check your e-mails for various school activities.

Job Description

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 such as medical offices, outpatient clinics, and the operating room.

The surgical technologist works 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 environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic techniques and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. (Entry-level earnings approximately from 33,280 (\$16.00) to 41,600 (\$20.00) yearly)

Length and hours of Program

The course of study is full time, three semesters (Fall, Spring, Summer*), it's a preparatory program based upon a forty-hour week (8:00 am - 4:00 pm); Class schedules vary during the program due to clinical requirements and completion of courses that must be completed before clinical exposure.

Holidays and other special activity days are observed as designated by the official BCTC calendar.

* check your financial aid and /or 3rd party aid regarding the summer semester*

Program Objectives:

Following completion of the Surgical Technology Program, the graduate will:

1. Demonstrate knowledge and practice of basic patient-care concepts
2. Demonstrate the application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room
3. Demonstrate basic surgical case preparation skills
4. Demonstrate the ability to perform the role of first scrub on all basic surgical cases
5. Demonstrate responsible behavior as a health care professional

Class Information

A syllabus will be distributed for each class/course. Please make sure you receive one for each class and ask the instructor if you need clarification on a policy. Each course will have class policies related to makeup work, makeup tests/times, attendance, etc. You are expected to adhere to these policies. See your instructor if you have any questions.

Surgical Technology Course (KCTCS) Descriptions and Competencies

Fall Semester:

SUR 100 Surgical Technology Fundamentals Theory 12 credits

Description: Provides a brief overview of the history of surgery and an in-depth introduction of the role and responsibilities of the surgical technologists, an integral health care professional in the delivery of perioperative patient care and surgical services. Includes professional responsibilities, legal and ethical considerations, interpersonal relationships and communication skills. Incorporates safety, all hazards preparation, aseptic technique and duties of the scrubbed and the circulating surgical technologist during a surgical procedure. Provides in-depth information for the successful preparation performance and completion of basic surgical procedures. Addresses specialty areas of general surgery, ob/gyn with attendant specialty equipment. Introduces the theory of abdominal incisions, wound closures, and standard precaution skills in each clinical assignment.

Competencies: Upon completion of this course, the student will:

1. Compare and contrast health care facilities, hospital organizations, management, and governing bodies.
2. Identify and interpret the job description for a surgical technologist.
3. Identify the members of the surgical team and their roles.
4. Identify the aspects of the physical environment of the surgical suite.
5. Identify the hospital departments that relate to the surgical suite.
6. Identify and demonstrate principles of communication and their importance in the surgical setting.
7. Trace the historical development of surgery.
8. Explain the scope and principles of all hazards preparation.
9. Define and interpret ethical, moral and legal responsibilities of the surgical technologist including development of surgical consciences.
10. Describe the identification process for surgical patients including the time-out process.
11. Identify patients' physical and psychological needs and provide appropriate reassurance.
12. Identify the perioperative routine required.
13. Describe the principles and modes of transportation of the patient.
14. Describe patient transfer, positioning, prepping, and draping for a surgical procedure.
15. Describe the various patient positions and the operating room table attachments with relationship to these positions.
16. Define the handling, labeling, and containment of specimens and transporting to the lab.
17. Identify principles and techniques of sterilization and operation of a sterilizer.
18. Describe correct hand washing and a surgical scrub.
19. Explain steps and methods followed in sterile gloving and gowning of self and others.
20. Identify and describe handling of equipment used in specific areas of the body.
21. Explain the purpose of dressings and drainage devices/system.
22. Identify the principles of aseptic technique before, during, and after surgery.
23. Identify instruments, supplies, and equipment or lasers for specific surgical procedures.
24. Describe the cleaning and restocking of the operating room while identifying safety hazards of equipment and supplies.
25. Describe techniques for handling contaminated instruments, equipment, and supplies.
26. Describe common general, ob/gyn, and abdominal incisions including endoscopy and their uses in surgical procedures.
27. Describe different suture materials including clips and staples for general wound closure.
28. Identify diagnostic procedures used in surgical specialties.
29. Identify and describe retractor use.

30. Identify when to irrigate, suction, and sponge operative sites.
31. Describe the technique of counting instruments, sharps, and sponges before, during, and after surgery.
32. Define and describe biomedical sciences of electricity and robotics as they pertain to perioperative practice.
33. Identify information resources using current technology.
34. Describe procedures and identify instruments, supplies, and equipment for general surgery, endoscopic surgery obstetrics and gynecological surgeries, emergency and trauma related to surgical specialties, and advantages and disadvantages of tissue replacement materials as related to surgical specialties.

SUR 101 Surgical Technology Fundamentals Lab 1 Credit

Description: Addresses skills in preparing the patient, operating room, basic equipment, supplies, and performance of the daily functions of an operating room team member. Incorporates safety, aseptic technique, and duties of both the scrubbed and circulating technologist during a surgical procedure, following OSHA standards. **Students must successfully complete SUR 101 prior to being eligible to participate in SUR 125; failure to successfully complete SUR 101 leads to being administratively withdrawn from the program. (SUR 101 is usually offered the first half of the semester.)

Competencies: Upon completion of this course, the student will:

1. Practice within the physical environment of the surgical suite.
2. Demonstrate principles of communication and their importance in the surgical setting.
3. Demonstrate the scope and principles of all hazards preparation.
4. Practice within ethical, moral and legal responsibilities of the surgical technologist including development of surgical consciences.
5. Demonstrate an understanding of the identification process for surgical patients including the time-out process.
6. Demonstrate an understanding of the patients' physical and psychological needs and provide appropriate reassurance.
7. Demonstrate an understanding of the perioperative routine required.
8. Demonstrate an understanding of the various modes of transportation.
9. Demonstrate an understanding of patient transfer, positioning, prepping, and draping for a surgical procedure.
10. Demonstrate an understanding of the various patient positions and the operating room table attachments with relationship to these positions.
11. Demonstrate an understanding of the handling, labeling, and containment of specimens and transporting to the lab.
12. Demonstrate principles and techniques of sterilization and operation of a sterilizer.
13. Demonstrate an understanding of the identification process for surgical patients including the time-out process.
14. Demonstrate sterile gloving and gowning of self and others.
15. Demonstrate an understanding of the handling of equipment used in specific areas of the body.
16. Demonstrate an understanding of the purpose of specific dressings and various drainage devices/system.
17. Practice aseptic technique before, during, and after surgery.
18. Identify and select instruments, supplies, and equipment or lasers for specific surgical procedures.
19. Demonstrate cleaning and restocking of the operating room while identifying safety hazards of equipment and supplies.
20. Demonstrate handling contaminated instruments, equipment, and supplies.
21. Demonstrate an understanding of common general, ob/gyn, and abdominal incisions including endoscopy and their uses in surgical procedures.
22. Demonstrate an understanding of suture materials including clips and staples for general wound closure.
23. Demonstrate an understanding of basic diagnostic procedures used in various surgical specialties.
24. Demonstrate correct retractor use.

25. Differentiate when to irrigate, suction, and sponge operative sites.
26. Demonstrate the technique of counting instruments, sharps, and sponges before, during, and after surgery.
27. Demonstrate an understanding of biomedical sciences of electricity, and robotics as they pertain to perioperative practice.
28. Demonstrate procedures and select instruments, supplies, and equipment for general surgery, endoscopic surgery, obstetrics and gynecological surgeries, emergency and trauma related to surgical specialties and application of tissue replacement materials as related to surgical specialties.

SUR 103 Surgical Technology Didactic Practicum 1 Credit

Description: Provides additional experience in the following areas as needed by the individual student: preparation and maintenance of operating room physical environment, patient preparation, scrub, gown and glove, setup (instrumentation, equipment, supplies) and counts. Recommended to accompany SUR 101. This course is Pass/Fail.

Competencies: Upon completion of this course, the student will:

1. Demonstrate sterile gloving and gowning of self and others.
2. Demonstrate an understanding of the handling of equipment used in specific areas of the body.
3. Practice aseptic technique before, during, and after surgery.
4. Demonstrate an understanding of patient transfer, positioning, prepping, and draping for a surgical procedure.
5. Identify and select instruments, supplies, and equipment or lasers for specific surgical procedures.
6. Demonstrate handling contaminated instruments, equipment, and supplies.
7. Demonstrate medication identification, handling, and labeling.
8. Demonstrate an understanding of suture materials including clips and staples for general wound closure.
9. Demonstrate retractor use.
10. Differentiate when to irrigate, suction, and sponge operative sites.
11. Demonstrate the technique of counting instruments, sharps, and sponges before, during, and after surgery.

SUR 125 Surgical Technology Skills Practicum 2 Credits

Description: Provides students with experience in a clinical setting, performing the duties of a scrubbed and/or circulating technologist during an assigned surgical procedure. OSHA standards are emphasized.

Competencies: Upon completion of this course, the student will:

1. Practice within the physical environment of the surgical suite.
2. Apply principles of communication and their importance in the surgical setting.
3. Demonstrate the scope and principles of all hazards preparation.
4. Practice within ethical, moral and legal responsibilities of the surgical technologist including development of surgical consciences.
5. Assist in the identification process of surgical patients including time-out.
6. Analyze the physical and psychological needs and provide appropriate reassurance.
7. Demonstrate the perioperative routine required.
8. Transfer, position, prep, and drape patients for surgical procedures.
9. Handle, label, and prepare specimens for transport to the lab.
10. Operate a variety of sterilization equipment.
11. Perform sterile gloving and gowning of self and others.
12. Handle equipment used in specific areas of the body.
13. Apply specific dressings and various drainage devices/system.
14. Practice aseptic technique before, during, and after surgery.
15. Identify and select instruments, supplies, and equipment or lasers for specific surgical procedures.
16. Clean and restock the operating room while identifying safety hazards of equipment and supplies.

17. Handle contaminated instruments, equipment, and supplies.
18. Use wound closing materials.
19. Demonstrate an understanding of basic diagnostic procedures used in various surgical specialties.
20. Apply techniques for retraction, irrigation, suction, and sponging of operative sites.
21. Count instruments, sharps, and sponges before, during, and after surgery.
22. Demonstrate an understanding of biomedical sciences of electricity and robotics as they pertain to perioperative practice.
23. Select instruments, supplies, and equipment during general surgery, endoscopic surgery, obstetrics and gynecological surgeries, emergency and trauma related to surgical specialties and application of tissue replacement materials as related to surgical specialties.

SUR 130 Principles of Surgical Pharmacology 2 Credits

Description: Introduces the fundamental principles of the clinical use of drugs. Emphasizes the role and responsibility of the surgical technologist related to drugs, a review of basic mathematic skills, a thorough knowledge of the systems of measurement, and conversion and application of skills to perform dosage calculations. Presents information related to medicines in common use in the surgical setting.

Competencies: Upon completion of this course, the student will:

1. Define general terminology associated with drug use including nomenclature, abbreviations, and symbols;
2. Calculate medication conversions and dosages.
3. Identify, mix, and measure medications for use on the sterile field with 100% accuracy.
4. Demonstrate correct aseptic procedures for care and handling of drugs in the sterile and non-sterile areas.
5. Review and describe the history of anesthesia and pharmacology from a global perspective.
6. Identify the principles of drug use in the care of the surgical patient.
7. List and describe medication sources, forms, and informational resources.
8. Describe current legislative regulation of controlled substances and the ramification of noncompliance in perioperative practice.
9. List common pre-operative medication rationale for administration and the effects of each on the body.
10. List and describe the effects and side effects of commonly used medications and drugs in surgery.
11. Describe and explain the principles of administration and types of anesthesia in the operating room.
12. Identify types of anesthesia as appropriate for selected surgical procedures stating advantages and disadvantages of each.
13. Review fluid and electrolyte balance, including blood products administration, and apply learned principles to the selected surgical procedures.
14. Assist with the preoperative preparation of the patient for anesthesia, assist with I.V. induction and intubation procedure.
15. Identify and describe current medications utilized in emergency situations in surgery including malignant hyperthermia.
16. Describe post-operative care, equipment and discharge.

Spring Semester:

SUR 200 Surgical Technology Advanced Theory 9 Credits

Description: Focuses on the relevant anatomy, indications for surgery, patient preparation, special equipment and supplies, purpose, expected outcomes, and possible complications of specialty areas following OSHA standards.

Competencies: Upon completion of this course, the student will:

1. Describe procedures and identify instruments, supplies, and equipment for otorhinolaryngologic, plastic and reconstructive, oral and maxillofacial, urologic, orthopedic, neurosurgical, cardiothoracic, peripheral vascular, and ophthalmology surgeries.

SUR 201 Surgical Technology Skills Practicum II 6 Credits

Description: Provides opportunity for application of techniques learned in SUR 200 in a healthcare setting performing the duties of a scrubbed and/or circulating technologist during an assigned surgical procedure with an emphasis on OSHA standards.

Competencies: Upon completion of this course, the student will:

1. Set up instruments, supplies, and equipment for and participate in otorhinolaryngologic, plastic and reconstructive, urologic, orthopedic, neurosurgical, cardiothoracic, peripheral vascular, and ophthalmology procedures.

SUR 275 Surgical Technology Advanced Clinical Practicum 2 Credits

Description: Provides experience in an advanced clinical setting performing the duties of a scrubbed and/or circulating technologist during an assigned surgical procedure with limited supervision.

Competencies: Upon completion of this course, the student can:

1. Implement knowledge and practice of patient-care concepts.
2. Apply the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room.
3. Execute surgical case preparation.
4. Perform the role of first scrub on all surgical cases.
5. Display responsible behavior as a health care professional.

Cardiopulmonary Resuscitation - (CPR)

CPR is required during clinical rotations. All students' CPR will have to be valid during the clinical phase of the program, October through June, prior to beginning clinicals. A student will not be allowed to begin clinicals if their CPR expires between October and June.

Classroom and Laboratory Rules

Students are expected to demonstrate professional behavior at all times in the classroom and laboratory. All students, teachers, visitors, and employees of BCTC are to be treated with courtesy and respect.

- Students are expected to **be on time** when reporting to classroom and laboratory sessions.
- Follow directions the **first time** they are given
- Meeting **personal needs** such as going to the bathroom should be taken care of during break and at lunch.
- Students are to be **awake, attentive, and courteous** at all times.
- **No talking or texting** during lecture or classroom assignments
- **Work independently** unless you are assigned a group or partner.
- Eating, chewing gum, hard candy or drinking is allowed in the classroom as a **privilege and can be removed if eating and drinking becomes distracting to the lectures/labs**. If this privilege is revoked eating and drinking will only be permitted during break in designated areas at the school.
- **No video tapes, audio tape recorders or pictures are allowed in the classroom or Lab**, unless approved by the instructor/program director
- Read assigned material, **before scheduled lecture/lab**.
- **No equipment, instruments, or reference books** may be removed from class without instructor's permission.
- **Ask Questions during lecture/lab** if you are unclear about any particular concept
- Inappropriate questions or comments, bad language or behavior **will not be tolerated**.

Classroom Maintenance

All students are responsible for maintaining a neat and orderly classroom:

- Do NOT attempt to use or operate any equipment until you have received the appropriate instruction for its use.
- When using equipment, treat it kindly. All equipment should be replaced in the appropriate storage area after use.
- Class or Laboratory sessions are not considered adjourned until the lab and classroom are in proper order.

BCTC Tobacco Free

- BCTC Tobacco Policy was revised to create a tobacco-restricted college that encompassed all the BCTC campus sites, including all BCTC owned, operated, or leased properties. The new tobacco-free campus policy will extend to prohibit the use of all tobacco or e-tobacco products on any and all BCTC campuses.
- BCTC strives to continue to provide a safe and healthy environment for students, faculty, staff and visitors. The new policy underlines this commitment and reminds campus goers about the high standard that BCTC sets for its students, faculty and staff.

Laboratory Rules

- **Safety goggles** must be worn at all times when performing a surgical hand scrub.
- **No knives or sharps** may be used without the presence of a clinical instructor.
- Students must maintain an **arm's length distance** from other students when **loading knife blades or suture to prevent accidental injury**.
- **Point knife handle toward the backtable** when loading or unloading the blade. NEVER point the knife toward another person.
- **Blades are to be loaded and unloaded by using a needle holder. NEVER load or unload blades with the fingers**.

- **No horseplay.** Surgical tools may cause serious injury when used improperly. Improper conduct when knives and other sharps are in use may result in the dismissal of the student from the Surgical Technology Program.
- **Injury of any type** is to be reported to the instructor immediately.

** Any violations of these rules may result in disciplinary action and possible dismissal from the program.

Funds

In order to remain in the program, each student must have his/her money for books, tuition, field trips, etc., the day it is due. Students will always have advance notice of money needed.

Travel

During the course of the program, the class may have opportunities to go on field trips that may involve staying out of town overnight, such as attending AST state assembly meetings, in addition to other trips they may present in the area and travel to from clinical sites. The class outings will be discussed as soon as possible in order to allow as much planning as possible. During these trips the student will be responsible for any expenses incurred and BCTC will not be held responsible for any expenses, accidents or bodily injury that may occurred related to the trip.

Evaluation of Student Progress

1. Students in this program are expected to show consistent progress in their abilities; acquire and retain essential content with appropriate applications in clinical practice, evaluate their own strengths and weaknesses with respect to their educational goals and seek appropriate instruction when indicated.
2. As the student progresses in this program, indication of growth will be assessed by performance in the classroom, clinical area, attendance, and interpersonal relationships with peers, staff and health care facility personnel. Periodic (Mid-term & as needed) written evaluations will be completed for all students and discussed with them as needed.
3. Course grade are provided to students at mid-term if needed and at the end of each term from the registrar. Since this class has an online component, students will be able to follow their assignments and grades throughout the course. The students may request a meeting to discuss grades with the program coordinator by appointment.
4. Students will be asked to confer with faculty members individually or as a group at periodic intervals so that progress can be discussed. All students are reminded they may seek an advisor's assistance to explore options for problem resolution.

Progression and Grading Policy

Punctuality, maintaining regular attendance and achievement in all levels of the program is required to demonstrate accomplishment of the objectives of the surgical technology program. Therefore, the student must:

1. Adhere to the attendance policy adopted for the surgical technology program. Attendance policy will be included and discussed in each course syllabus.
2. Maintain at least a "C" grade in each course required in the term in order to progress in the program. A grade of 77 or higher is acceptable. Any student not maintaining a passing level in a program course will be notified by the faculty. If satisfactory achievement is not attained during the remainder of the course, the student will not be able to progress in the program. **The student will be required to repeat entire program.**

The grading scale is listed below:

- A 93- 100
- B 85-92
- C 77-84
- D 69-76
- E 0-68

Satisfactory completion of any and all courses requires at least a 77% (C). Grading is simply a method of quantifying the degree of a student's competency development. It is the hope and intent of the program that each student will excel. Since the Surgical Technology Program is progressive in nature, courses in one semester must be successfully completed before the student may enter the next semester.

Course Grades will be determined by an average of grades for examinations, quizzes, assignments and final examinations. Distribution for these various components will be announced by the instructor at the beginning of each course in the course syllabi. All examination dates will be announced by the instructor in advance. Quizzes may or may not be announced in advance.

When a student experiences difficulty mastering the competencies of any course, he/she is expected to seek extra help from the instructors. Students should contact the instructors if he/she has any questions concerning their progress. Students may be formally notified of their averages at midterm and final course grades at the end of each semester. However, all grades will be posted on the Blackboard website so that the student can continuously calculate and review the grade for each course as desired.

Students are expected to submit their own work. Evidence of plagiarism, copying, or any other form of cheating will result in forfeiture of the grade for the work and/or formal disciplinary action, and the student will be referred to the schools' administration.

Re-admission

A student who withdraws from or earns less than a grade of "C" in any course with the Surgical Technology program prefix such as SUR will be dropped from the Surgical Technology. Re-admission to the Surgical Technology program will be dependent upon available resources. The re-admission process for the program is as follows:

- a) Students who wish to apply for re-admission to the program must do so by the same dates as for admission by June 1st.
- b) Update information in the admissions office three (3) months prior to expected date of enrollment; and
- c) Submit a written request to the Surgical Technology Program Coordinator including information to justify readmission.
- d) If more than three years have elapsed since initial enrollment in a Surgical Technology program, the entire sequence of surgical technology courses must be repeated unless the student has demonstrated current competency by passing examinations equivalent to comprehensive course final examinations. If more than one semester has elapsed since a student has been in a clinical rotation, he/she must demonstrate proficiency prior to re-admission and/or the entire sequence of surgical technology courses must be repeated.
- e) A student may be readmitted to the Surgical Technology program one (1) time. A student must have a minimum grade point average of 2.00.
- f) **Application is not a guarantee of re-admission to the program. ****

** This information was obtained from the Surgical Technology Program (KCTCS) System Guidelines for Admission, Readmission and Transfer Rules.

Academic and Remedial Assistance

The faculty makes every attempt to help students meet necessary standards through counseling and academic assistance. Students needing remediation in Surgical Technology will have the opportunity to receive help by appointment with the instructors. The instructor may also assign remediation task to assist with areas of weakness during remediation. The college does not offer a specific surgical technology remediation or tutoring, however the college offers various techniques to improve overall study skills.

KCTCS/BCTC: Graduation Requirements

For the Associate in Arts, Associate in Science, and Associate in Applied Science degrees, regardless of the time the student has attended the college, a minimum of twenty-four (24) credits must be completed within the KCTCS colleges and at least 25 percent of the approved curriculum credits must be completed at the college granting the degree. For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the community college granting the credential. Students must have a minimum cumulative grade-point average of 2.0 (C) in order to be eligible for graduation. Please refer to BCTC/KCTCS graduation policies.

Programmatic Graduation Requirements

Student must pass all Surgical Technology Courses/Curriculum with a grade of “C” or better. Students must also complete a minimum of 120 surgical cases based on the criteria set forth in the Association of Surgical Technologist *Core Curriculum for Surgical Technology 6th Edition* regarding specialties, and the assist and solo requirements. This information will be further explained and discussed in the course syllabi for SUR 125 Surgical Technology Skills Practicum I, SUR 201 Surgical Technology Skills Practicum II and SUR 275 Surgical Technology Advanced Clinical Practicum.

Exit Exam/Assessment

Students will be required to take the National Certification Exam for Surgical Technologist (CST), distributed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) & required by the Accreditation Review Committee on Education in Surgical Technology, near the end of the summer semester. Cost, is approximately \$255.00 and will be discussed as details are confirmed. The CST exam is administrated at Bluegrass Community & Technical College testing center.

Accreditation Information

Bluegrass Community and Technical College and its educational programs are accredited and/or approved by the following body:

Southern Association of Colleges and Schools (SACS) 1866 Southern Lane, Decatur, Georgia 30033-4097 Phone (404) 679-4500.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) will act upon the recommendation from the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) (www.arc-stsa.org) and students receiving a Degree will eligible to sit for the Surgical Technologist Certifying Exam to receive certification from The National Board of Surgical Technology and Surgical Assisting (NBSTSA). For more information on certification visit The National Board of Surgical Technology and Surgical Assisting (NBSTSA), (www.nbstsa.org) and for information on the Association of Surgical Technology please feel free to visit (www.ast.org)

Surgical Technology -

Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Accreditation Review Committee on Education in Surgical Technology. 1361 Park Street, Clearwater, FL 33756 Phone (727) 210-2350. Fax (727) 210-2354, www.caahep.org

Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) 6 West Dry Creek Circle, Suite 110, Littleton, Colorado 80120-8031, Phone (303) 694-9262, Fax (303) 741-3655, www.arcst.org

Professional Organization

The Association of Surgical Technologist (AST) is your professional organization. Membership is mandatory for this program.

Benefits include:

1. Association with other students and other practicing Surgical Technologists.
2. Surgical Technologist - a monthly scientific publication.
3. Discounts in registration fees at AST sponsored educational programs.
4. A forum for voicing your concerns for the profession.
5. A discount in fee for taking the National Certification Examination.

Bluegrass Community and Technical College - Leestown Campus
Surgical Technology Program 2017-2018

Student Work Policy

A student is free to work during times that do not interfere with classroom or clinical hours or requirements. However, it is strongly recommended that work hours not exceed 20 hours per week, and that hours are not on the night shift prior to a school day.

Past experience has shown that it is difficult for students to maintain a “C” average while employed full-time. **At no time will work be an excuse for missed assignments, lack of alertness, absences, or tardiness.**

It is the policy of The BCTC Surgical Technology Program and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) that students cannot be substituted for paid personnel during the Clinical Portion of the program.

1. Recognizing that Surgical Technologists are not required to have completed and/or be certified in order to work in the field, this work policy will apply during the entire period of a student’s enrollment in the program. This policy will be strictly enforced and non-negotiable regardless of extenuating or mitigating circumstances.
2. Students are placed in a facility for the purpose of clinical experience and education. For this reason, regardless of a student’s relationship and/or affiliation with the clinical facility(s) they are placed in, when assigned to the respective facility they will function in no role except that as a student, i.e. they are not entitled to wages, workers’ compensation, medical or liability insurance (except that required by the Surgical Technology program), or other employee benefits for activities related to the clinical experience indicated in the course syllabus.
3. At no time will students work without proper supervision by Surgical Technology program faculty or appointed preceptors. This includes providing morning, lunch or afternoon breaks for facility personnel and/or employees. Again, students are assigned to the clinical facility for the purpose of clinical experience and education, not to provide back-up coverage for the facility should there be an unplanned personnel shortage. Students are **NOT** allowed to be used as **Substitutes for Surgery Staff** during practicums.
4. Should a student be found to be functioning without proper supervision, that student will be removed from the facility immediately, and permanently, referred to the Surgical Technology program coordinator and a written warning given and/or the student will be expelled from the Surgical Technology program.
5. Patient, staff and student safety are of paramount importance at all times, especially in the clinical environment. For this reason, should a student be employed, either part-time or full-time, regardless of the nature of the organization, they will report to the clinical site well rested and prepared to provide quality patient care.
6. Should a student have a question(s) regarding any of these work-related and clinical policies, they should consult Surgical Technology faculty for clarification and guidance prior to making any decision(s) and/or taking any action(s).

Immunization, Insurance, Background Check, Drug Screens, and Mock Medical Minor Mockkit Requirements for Students with Clinical Responsibilities

The following immunizations, background checks, drugs and records are required for all students involved in clinical activities in academic programs. These requirements have been established to help protect health care providers and their patients during encounters with one another in clinical settings.

Students must have completed all immunizations, background check, drug screens and records prior to beginning the surgical technology program. Your personal healthcare provider will provide you with appropriate documentation for the immunizations. You will need to provide a copy of your medical insurance and complete the process regarding background checks and drugs screens via CastleBranch by **_August 11th_, 2017.**

1. TUBERCULOSIS SCREENING

- a. Recent negative Two-step TB Screening or QuantiFERON Gold Blood test. The TB documentation include the date given, the date read, and the reading in millimeters. It must also be signed by the clinician who performed the read test. If you have a positive TB skin test you will need a clear chest X-ray within 1 year and proof of past positive test.

2. MMR

- a. Written documentation of MMR Combined or Individualized (3) requirements, 2 vaccines or positive antibody titer. If the series is not completed individual will submit current stage within process and continue CDC vaccination schedule. Non-Immune actions will require single booster and repeat titer. Any and all titers result must be documented by a medical professional.

3. HEPATITIS B

- a. Written documentation of hepatitis B vaccination series (3), positive antibody titer or declination completed.
- b. Must have the series of Hepatitis B injections started when submitted. The Hepatitis B vaccination is given in a series of three injections. If the series is not complete the individual will submit current stage within process and continue CDC vaccination schedule. Non-Immune actions will require single booster and repeat titer. Any and all titers result must be documented by a medical professional.

Note: If you need a declination wavier please download, print and sign the Hepatitis B Wavier Form from the CastleBranch website. The Surgical Technology program faculty strongly recommends completing the Hepatitis B vaccination.

4. VARICELLA

- a. Written documentation of the varicella vaccine (2 vaccines), or documentation of a positive antibody titer. If both injections are not complete the individual will submit current stage within process and continue CDC vaccination schedule. Non-Immune actions will require single booster and repeat titer. Any and all titers result must be documented by a medical professional.

5. T-DAP

- a. Written documentation of full Tdap (tetanus, diphtheria, and pertussis) vaccination.

6. INFLUENZA

- a. Written documentation of flu shot administered during the current flu season (September-March).

7. PROOF OF MEDICAL INSURANCE:

- a. Evidence of Medical Health Insurance coverage including front and back of card. Provider-verified evidence required if name on document does not match (ex: applicant's parents or maiden name on document) Coverage must be in effect through June30th, 2018.

8. CURRENT CPR CARD:

- a. Must be American Heart Association Healthcare Provider course. Must be front and back of card OR eCard. Card must be signed; eCard does not need signature. Renewal date will be set for the expiration date on certification.
- b. Must be current through June30th, 2018.

9. BACKGROUND CHECK:

- a. 7 Year Flat Rate County Criminal Search
- b. Nationwide Healthcare Fraud and Abuse Scan
- c. Nationwide Record Indicator with Sex Offender Index Search
- d. Social Security Alert/Residence History Search

10. DRUG SCREEN TESTING

- a. 10 Panel Drug Test:
 - i. Includes Amphetamine, methamphetamine, barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates, codeine, morphine, phencyclidine, propoxyphene

**** This information is required by all clinical sites Surgical Technology students will be using during the program. If the clinical site requirements change they will be applied immediately by the program upon notification.**



Bluegrass Community and Technical College

Bluegrass Community and Technical College has partnered with CastleBranch to manage your program requirements including the following:

- Background Check
- Drug Screen
- Immunizations
- Additional Requirements

To access QualifiedFirst go to:

<http://scholar.verifiedcredentials.com/bluegrass>

How It Works:

1. **Enter code for the program you will be attending** located above the “Get Started!” button on the right side of the page

Background Check, Drug Screen, & Additional Requirements – Leestown Campus – Allied Health Division – Surgical Technology Program
HJKJT-46473

2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.

Mock Medical Tools for Training Minor Mockkit



Box 269 . 107 South State Street . Terril, Iowa 51364 . 712-845-6777

This Mandatory item MUST be ordered by 8/01/2017

Minor Mockkit Ordering Instructions:

1. Follow this link http://www.mockmedical.com/Minor-Mock-Kit-_p_457.html
2. Have your credit or debit card number ready
 - a. Cost :\$250.00 plus \$15.00 freight TOTAL charge to your card will be \$265.00
3. The Mockkit will be shipped directly to your school
4. THANK YOU and good luck this year!!!

Any questions or concerns, please call me direct at 712-845-6777 or email dari@mockmedical.com

Dari Dingel-Fehr, CST, CPhT



Attendance Policy for Clinical Experience

Regular attendance and punctuality are expected of all students in the BCTC system. Each student's attendance records may have a negative impact on initial employment opportunities. All students shall assume responsibility for regular attendance, completion of all assignments, completion of all examinations, and completion of required laboratory and clinical times. All absences are recorded regardless of reason. **There are no excused or unexcused absences.**

Attendance will be recorded as a part of each student's permanent records. It will be utilized in reporting to Financial Aid and other 3rd party aid. **It will also be utilized for inquiries made by potential employers.**

If a student has recurrent punctuality, attendance issues due to illness, personal difficulties, childcare difficulties, etc. the student may want to consider withdrawing until such matters are resolved.

Pregnancy Policy

A student who becomes pregnant at any time during the program should declare the fact to the Program Director **as soon as possible**, but is not required to do so. Once declared, the Program Director will counsel the student and then present options regarding continuing or withdrawing from the program.

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

Upon declaring pregnancy the student will be required to:

- 1) Review and implement radiation safety practices outlined in the copy of USNRC, Regulatory Guide 8.13. (will be obtained as needed), which is **“INSTRUCTIONS CONCERNING PRENATAL RADIATION EXPOSURE”**.
- 2) The student will be required to choose one of two options.

Option #1: Remain in the program and follow the protocol discussed below: If the student so decides, she may continue in the program with special considerations and requirements:

Option #2: Request a leave of absence, during the pregnancy.

- 1) The student may request a leave of absence not to exceed one year. The student may withdraw from courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class and the student would be required to complete the program in its entirety.

*A declaration of pregnancy form and counseling will be available upon request.

THE PROGRAM DIRECTOR RESERVES THE RIGHT TO DEAL INDIVIDUALLY WITH STUDENTS IN THE EVENT OF AN EMERGENCY OR CATASTROPHIC EVENT.

More details will be supplied with each course syllabi regarding the attendance policy for that course.

Clinical Rotations and Sites

Each student must complete a series of clinical rotations through various hospital settings. Rotations and sites will be assigned based on clinical experience, not location proximity. The student will be required to supply their own transportation to clinical sites. Our hope is to provide students with the opportunity to have the best clinical experience possible by rotating through the various facilities. All Students will have at least one rotate through University of Kentucky Medical Center and could have more than one rotation.

Refusal in accepting a clinical assignment may result in the inability to complete the program successfully.

BCTC Clinical Sites: Based on surgical volume, available clinical spots and program needs these sites may be utilized.

- Bourbon Community Hospital (Paris)
- Center for Advanced Surgery (Lexington)
- Central Baptist Hospital (Lexington)
- Clark Regional Medical Center (Winchester)
- Ephraim McDowell Regional Medical Center (Danville)
- Frankfort Regional Medical Center (Frankfort)
- Pattie A. Clay Hospital (Richmond)
- Samaritan Hospital (Lexington)
- Shriners Hospital for Children (Lexington)
- Saint Joseph Healthcare (Lexington)
- Saint Joseph Healthcare East (Lexington)
- Saint Joseph Mount Sterling (Mt. Sterling)
- UK Chandler Medical Center (Lexington)
- Veterans Administration Medical Center (Lexington)

SUR 125: Students will have a 5-week clinical rotation during which they will visit areas associated with the operating room, such as patient transport, central processing, instrument room, housekeeping and observe the anesthesia department. The student will also observe and participate in surgical procedures as a surgical team member (scrub or asst. circulator).

SUR 201: Student will have a 15-week clinical rotation. These students will spend their clinical term in the role of the surgical technologist, scrubbing or asst. circulating in the various surgical service areas. This rotation will be divided into one 7 week rotation and one 8 week rotation.

SUR 275: Students will have 3 additional weeks of clinicals. The students will attend Monday through Friday, 7am – 3:30pm. These students will continue their role as surgical technologist, scrubbing and asst. circulating.

All clinical rotations will focus on the following areas:

- | | |
|-----------------|-----------------------|
| General surgery | Orthopedic |
| Neurosurgical | Plastics |
| Ophthalmology | Vascular |
| Urology | Cardio-thoracic |
| Otolaryngology | Gynecology/Obstetrics |
| Pediatric | |

Clinical Education Requirements

Clinical Education Requirements are designed to help the student learn to adjust to the requirements of the professional workforce.

Rules

The student should:

- Maintain prompt attendance in all clinical assignments.
- Call the Program faculty and clinical site, if sick or cannot be at their clinical assignment one hour prior to the start of the schedule rotation.
- Pass the physical requirements of the program.
- Rotate through all clinical assignments and gain working knowledge of the instrumentation, equipment, techniques and procedures done.
- Complete all clinical competency objectives & assignments on or before the required deadlines set each semester.
- Maintain satisfactory clinical evaluations completed by staff Surgical Technologists and clinical instructors.
- Demonstrate compassion and professional conduct at all times while working with patients.
- Be able to communicate properly with patients.
- Be able to communicate and work with fellow students and Surgical Technologists.
- Exhibit professional conduct and adhere to dress codes at all times while assigned to the clinical area.
- Be able to cope and function during stressful situations.
- Complete the clinical case requirements as described in the clinical syllabi (SUR 125, 201, 275)

Any infraction of the above rules will result in the necessary disciplinary actions.

Patient Medical Records

Students are allowed access to patient medical records and with this privilege come the responsibility for maintaining **PATIENT CONFIDENTIALITY**.

1. Medical Records may **NOT** be removed from a nursing station or from the Medical Records Department at any time. This includes Surgical Schedules.
2. Medical Records may not be reproduced at any time or for any purpose.

BREACH OF CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM. PATIENTS, THEIR PROCEDURES AND THEIR PHYSICIANS ARE NOT TO BE DISCUSSED.

Clinical Dress Code

Because people form impressions, usually within the first 15-30 seconds after being introduced, appropriate visual impressions are important as they influence how others perceive your abilities.

Clinical uniform will consist of comfortable shoes, Scrub suit (color will be announced at a later date and a student identification badge.

Scrubs will be ordered & purchased in the classroom, to be arranged early in the fall semester

Basic Grooming - Meticulous personal hygiene is required!

- A. Hair - Hair must be clean and off the face. Conservative hair color and a professional style are required. Hair must be off the collar in patient care areas and completely covered in the operating suite.
- B. Nails- Fingernails must be kept short, trimmed and clean. The nail should not be allowed to grow out past the end

of the finger. Nail polish is **NOT** allowed. **NO ARTIFICIAL FINGERNAILS.**

- C. Make-up – Is allowed in minimal amounts. If excessive make-up is worn you will receive one warning; after this the individual will not be allowed to wear any make-up.
- D. Fragrance – Cologne, perfume, or scented after shave lotion are **NOT** allowed. Many patients have severe allergic reactions to these “triggers” while many other patients who are nauseated experience exacerbation of the nausea when exposed to these offenders.
- E. **TATTOOS MUST BE COVERED!!**
- F. Beards - No longer than 1 inch and trimmed neatly. Faces must be clean shaven unless wearing a beard. Beards must be completely covered with a hood in the operating suite.

Jewelry - Jewelry should not interfere with the ability to perform tasks. No earrings, necklaces, or bracelets allowed! Jewelry for body piercing **NOT** allowed! (Example: eye, nose, tongue... etc.)

Rings & Watches - of any kind are not permitted to be worn by the scrub team.

The hospital and school will not be responsible for jewelry worn to the clinical area and left in lockers or pinned to scrub attire. The best policy is to leave your jewelry, rings and watches at home.

Note- You are to wear hospital laundered scrubs only when in the OR setting.

Chewing Gum and Hard candy– Is not permitted anywhere in the clinical facilities.

Smoking – Is not permitted anywhere in the clinical facilities.

Student Identification: Must be worn at all times.

1. Students are required to wear their BCTC ID badges at all times when on clinical assignment.
2. If the student is assigned to UKMC, a UKMC security badge (\$17.00) will be required.

Student Conduct

Students are expected to conduct themselves in a professional manner at all times. Every patient, physician, all instructors and all members of the health care team are to be treated with respect. Students enrolled in this course of training are expected to demonstrate a high level of motivation, reliability and dedication to the practice of their chosen profession.

Eye Protection

Students will be **required** to wear eye protection at all times in the operating room. They will also be required in other areas (i.e. central supply - decontamination area) where there is a risk of contact with body fluids. Students disregarding this rule are subject to disciplinary action and dismissal from the Surgical Technology Program.

1. Eye Contacts are not allowed when bone cement is in use. If you wear contacts to the OR then you must have glasses available.

Breaks & Lunch At Clinicals

Students are allowed 30 minutes for their lunch break when they are scheduled for all day clinicals. An assigned lunch break will not be made, but may be taken at a time when your assigned duties are completed or at the discretion of the assigned clinical preceptor (one 30 minute lunch per 6 hours of clinical assignment).

Breaks are limited to 10 minutes in length to begin when you leave the OR suite. One 10 minute break is required for every four (4) hours of clinical. No student is to leave his or her assigned areas without permission from the supervisor.

The student may or may not be able to use the OR Department/Lounge refrigerator based on availability. Student should plan on eating in the staff lounge or the cafeteria depending on availability of seating. Each

hospital/facility will have different requirements on the Surgical Technology students with regard to locker space, refrigerator space, lounge space, and meeting/debriefing areas.

At UKMC student will not have access to refrigerator space or lounge space therefore the students at UKMC should plan on using the cafeteria for lunch, breaks, assignments and debriefing.

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

Responsibilities and Duties:

All assigned duties and procedures are to be completed without exception, unless otherwise specified by the supervising nurse or the clinical instructor.

If an assigned area does not have an adequate workload to accommodate a student, the student is to report to the supervisor or instructor for further instruction. At no time should the student be sitting unless on break.

Telephones and Computers found in the operating rooms and the entire surgery units are for hospital business only. Personal calls are to be made at pay phones or a personal cell phone; calls are to be made during break time only, unless it is an emergency.

Grounds for Dismissal

The Grounds for Dismissal are listed below. It should be pointed out that a student can be suspended from the program at any time during their training for violation of any one of the grounds listed either for academic reasons or disciplinary reasons. Due process would be allowed in applicable situations.

- Failing grades in Surgical Technology and/or college courses.
- Attendance and punctuality issues.
- Insubordination
- The conviction and distribution of, or possession of illegal drugs or controlled substances.
- Failure to accomplish clinical assignments and objectives.
- Unprofessional or unethical conduct.
- Cheating in any academic/clinical courses.
- Refusal to render care to any patient in a manner which follows the clinical facilities guidelines may result in dismissal from the program.
- If a clinical education center refuses to allow a student into their facility for violations such as theft, misconduct and/or patient safety issues, the student will not be allowed to continue the program.
- Failing either drug screen or background check criteria.
- **If at any time a clinical site request that a student be removed from that site due to a lack of Intraoperative skills, lack of professionalism or any patient safety issues, that situation will be reviewed by program officials and the student will be withdrawn from the program immediately.**

THIS LIST IS NOT INCLUSIVE AND THE PROGRAM DIRECTOR RESERVES THE RIGHT TO DEAL INDIVIDUALLY WITH STUDENTS IN THE EVENT OF UNFORESEEN EVENTS.

Student Injury – Exposure to Blood or Bodily Fluid in the Clinical Setting

Infectious Diseases

Each clinical facility is expected to practice universal precaution procedures in the care of patients with infectious diseases. The Surgical Technology student is educated in, and is expected to be knowledgeable in the practice of these precautions and care for these patients.

Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner which follows the clinical facilities guidelines may result in dismissal from the program.

NOTE: Students are not required to scrub in on surgical procedures in which the patient has a confirmed case of HIV/AIDS or Hepatitis C, however the student can observe the case without handling sharps, passing instruments or retracting tissues.

The operating room is an area of high risk for injury. When an accidental injury occurs, the student is to report the incident to the preceptor, circulating nurse, OR supervisor and clinical instructor/program coordinator immediately. Depending on the injury incurred, it may be necessary for the student to seek immediate medical care at the facility.

If the student requires medical care, it is their responsibility to provide the facility insurance information at that time. If the student does not have medical insurance, other arrangements will need to be made. **Bluegrass Community & Technical College Insurance policy is a secondary policy and does not cover any cost related to sharp injuries; hence it will be the responsibility of the student.**

The facility will fill out an incident report. BCTC has an accident form that also needs filling out. A copy of the incident report from the facility must be obtained and sent in to KCTCS, along with the BCTC accident report. Copies of both forms will be placed in the student's file or filed with the safety office at BCTC.

Procedures for Accidental Exposure to Blood or Body Fluid

All contaminated sharps (suture needle, hypodermic needle, biopsy needle, scalpel etc.) sticks or bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If a student sustains a puncture would:
 - Withdraw the needle or other object immediately.
 - Notify the Preceptor and break scrub
 - Immediately wash hands/area of puncture wound using soap and water; follow application of povidone iodine and/or alcohol.
 - Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
 - Wipe away any blood.
 - Continue First aid as needed
2. If a student receives a spray of splash of body fluids:
 - To eyes, nose or mouth – irrigate with a large amount of water.
 - To a break in the skin, follow procedure for puncture wound (above).
3. The student will report the incident immediately to the preceptor, circulating nurse, OR supervisor and clinical instructor/program coordinator. The student must complete an exposure form according to the policy of the clinical facility and the BCTC incident form. An incident report is written documentation of the facts concerning injury to patient or student.
4. The student will follow the clinical facilities procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.

5. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner and Clinical Instructor.
 - 5a. The clinical facility will conduct the proper screening of the “source” (patient) and convey the information to the student’s healthcare provider. The expenses incurred by the facility may be billed to the student depending on the clinical site policies.
 - 5b. Student is to report to personal physician, emergency room, or other healthcare facility such as Urgent Treatment Center or Occupational Medical department for further screening, treatment and/or follow up.
- ** The hospital is not liable in the event of a sharp injury, the student must use his/her own private medical insurance.

School Related Accident and Incident Report

In the event of an accident in the classroom whether it is you or a classmate, please inform the instructor immediately.

Rules:

- ✓ Accident school coverage is only provided by BCTC for the student while attending class or clinical practicum.
- ✓ The instructor will determine the extent of the injury and may call 911 if necessary.
- ✓ The instructor will immediately complete an accident report, and will need the injured student and witness to sign a statement on the report. Depending on the extent of the injury, the injured student may need to complete his/her statement at a later time. An incident report is written documentation of the facts concerning injury to patient or student.
- ✓ The incident form, submit a summary of the incident to be kept in the student’s program file and a copy for the BCTC safety officer.
- ✓ Important that no student be exposed to the blood. Instructors have access to protective gloves, and must use them if it is necessary to touch a student who is bleeding.
- ✓ Depending on the insurance policy personal injuries and illness requiring medical treatment may become the financial responsibility of the student.

Surgical Technology Projected Program Cost

Proposed Expenses: 2017-2018 school year

Estimated expenses/ Subject to change

Items	Approx. Cost	Approx. Totals
Tuition (based on AAS 75 credit hours at 156.00/in state resident)	\$11,700	\$11,700
Pre-Requisites textbooks and fees. (Approximately)	\$1,000.00	\$1,000.00
<i>Program Tuition (based on 35 hours)</i>	<i>\$5,460.00</i>	<i>\$5,460.00</i>
Liability Insurance	\$25.00	\$25.00
Textbooks/instruments	\$860.80	\$860.80
Cap & Gown for Gradation	\$35.00	\$35.00
Uniform and supplies		
BCTC Name Tag	\$8.00	\$8.00
UKMC Name Tag	\$20.00	\$20.00
Scrubs Set (pants & shirts) Price will be based on Volume. Recommend at least 3 sets	\$25.00	\$75.00
Shoes (comfortable)	\$100.00	\$100.00
UK Parking (depends on rotations at UKMC) 9.00 per week	\$45.00 to \$207.00	\$110.00
Association of Surgical Technologist membership fees plus exam bundle cost (Gold package: membership, study guide and CST exam)	\$255.00	\$255.00
Immunization injections/titer	Varies based on location of treatment	Varies based on location of treatment
Clinical Compliant tracking such as CPR, Insurance, Background check, drug screen and document management (Random drug screen \$37)	\$100.00	\$100.00
Total Program without Tuition		2,588.80
<i>Total with program tuition only</i>		<i>8,048.80</i>
Total		\$14,288.80

Revised 5/2017

SURGICAL TECHNOLOGY BOOKLIST BY CLASS:

SEMESTER I: (FALL 2017)

Prices are approximated 5/17

Prices are subject to change.

SUR 100:

Author	Title	Edition	ISBN#	Publisher	Approx Cost (New*)
AST (2018)	Bundle: Surgical Technology for the Surgical Technologist: A positive care approach. (Mindtap access and Student Study Guide and Lab Manual.	5 th	978-1337-606-691	Cengage Delmar Learning	\$ 370.70

SUR 101:

Required Mock Medical	Mock Minorkit	1st	MINOR	Mock Medical	\$265.00
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SUR 103:

Rutherford, Colleen	Package: Differentiating Surgical Instruments and Differentiating Surgical Equipment and Supplies	2 nd / 2 nd	978-0-8036-5948-3	FA Davis	\$ 149.15
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SUR 125: Recommended/Optional:

No textbook required: All books act as references.

SUR 130:

Snyder & Keegan 2016	Pharmacology for the Surgical Technologist	4 th	978-0323-340-830	Elsevier	\$ 75.95
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SEMESTER II, III: (SPRING & SUMMER)

SUR 200, 201, 275: REQUIRES THE SAME TEXT AS USED IN FALL CLASSES

Approx Total = \$860.80 (Required Textbooks) *Various options such as used, e-books, rentals can help with cost and convenience.

However, it is the student's responsibility to obtain the correct edition of the textbook. Be sure the ISBN numbers match to ensure the correct edition.

Revised 5/17

Please review the following statements of understanding.

You will be supplied with a packet of signature pages at the Surgical Technology Program Orientation that will require your signature. The information below is strictly for your review.

Handbook Signature Pages

Each of the following forms will require the student signature and date of signature. Some of the forms require student initials be placed on certain statement/policies (please read carefully). By signing the forms, the student is agreeing that they understand the expectations and policies set forth on each form. Therefore, the student will be held responsible for the rules, regulations and policy listed within BCTC Surgical Technology Handbook.

**BLUEGRASS COMMUNITY & TECHNICAL COLLEGE
SURGICAL TECHNOLOGY PROGRAM**

Handbook Statement of Understanding

I _____ have received and do

Please Print Name

hereby understand the content of the material included within the Student Handbook for the Surgical Technology Program. I have been given the opportunity to clarify any questions.

I understand that by signing this statement that I am held responsible for the rules, regulations and policy listed within the Surgical Technology Student Handbook as well as the BCTC/ KCTCS Students Handbook and Code of Conduct.

I understand that I may be withdrawn from the program for any of the following reasons:

- **Receiving a grade lower than “C” in any of the Surgical Technology Courses.**
- **Failure to follow the rules and policies disclosed in the BCTC student handbook and the Surgical Technology Program handbook.**

BLUEGRASS COMMUNITY & TECHNICAL COLLEGE

STATEMENT OF UNDERSTANDING: SURGICAL TECHNOLOGY PROGRAM

I have read and understand each of the following statements.

- I. The program requires a period of assigned, guided clinical experience either in the school or other appropriate facility.
- II. For educational purposes and practice on "live" models, I consent in allowing other students to practice procedures upon me as I will practice these same procedures on them under the guidance and direct supervision of my instructor. The nature and educational objectives of these procedures have been fully explained to me. No guarantee or assurance has been given by anyone as to any problem that might be incurred as a result of these procedures.
- III. The clinical expectations of the surgical technology department include:
 - A. Work Environment:
 1. Works in usually well-maintained areas of various light intensities due to the 24-hour nature of the health care industry. The majority of the time is indoors.
 2. The health care industry requires performance of "tasks that involve exposure to blood, body fluids, or tissues. Included are procedures or other tasks that involve an inherent potential for mucous membrane, or skin contact with blood, body fluids with visible blood, or other fluids or tissues, or a potential for spills or splashes. The use of personal protective equipment is required if exposure is likely. I acknowledge that I have been informed of the Occupational Safety and Health Administration (OSHA) Standard on blood-borne pathogens that makes standard precautions mandatory in all health care settings.
 3. The workplace is subject to frequent interruptions and long irregular hours in a stressful environment.
 4. Must be able to maintain concentration on fine details while remaining alert to the environment. Attend to functions for more than 60 minutes at a time.
 5. Communicates effectively, in writing, electronically, and verbally, with a variety of individuals of diverse position, race, creed, color, national origin, religion, age, disability, and temperament. This includes physicians, health care facility management, patients and families, visitors, and other members of the health care team.
 6. May be exposed to hostile patients or other sources of violence in the clinical environment.
 7. May be exposed to infectious or communicable diseases such as
 - a. Hepatitis,
 - b. AIDS,
 - c. Tuberculosis,
 - d. Herpes
 8. May be exposed to hazardous materials such as:
 - a. Biological agents including blood, feces, urine or other identified or unknown body fluids.
 - b. Ionizing nuclear materials in different kinds and amounts under reasonably anticipated situations.
 - c. Flammable agents used in the health care industry
 - d. Chemical hazards, including, but not limited to:
 - (1) Carcinogens, (2) Teratogens, (3) Poisons, (4) Asphyxiants.
 - e. Explosive hazards, both from known or unknown sources.
 9. May be exposed to internal or external disasters.
 10. May be required to use ramps, stairs, or ladders for various job tasks.
 11. May be periodically exposed to physical injury (burns, cuts, needle sticks, etc.).
 12. May be exposed to electrical hazards.
 13. May be subjected to a variety of noises, usually of a moderate level.
 14. Must be able to tolerate environmental fluctuations of temperature and humidity.

B. Physical requirements:

1. Sits, bends, stands, stoops, crouches or crawls, reaches overhead, turns, lifts, and moves, sometimes in tight spaces, intermittently throughout the clinical experience and program.
 2. Seizing, grasping, holding, turning, twisting, or otherwise manipulating with the hand or hands for injections, equipment operation, resuscitation, etc.
 3. Picking, pinching, and other fine motor skills with the fingers for venipuncture, catheterization-cannulization, equipment setup, etc.
 4. Physically able to work beyond normal working hours including overtime, evenings, nights, weekends, and/or various holidays as required by the situation.
 5. Lift and move supplies, equipment, medical records, patients, etc as needed. Depending on position must be able to lift up to 50 pounds without assistance, 100-250 pounds with assistance. Must be able to carry objects weighing 50 pounds or more in the duty area. Must be able to move by pulling or pushing up to 250 pounds by wheeled device.
 6. Retrieve supplies and equipment from the floor to elevated shelving which may require moving mobile access equipment (ladders, stools, carts, etc.).
 7. Possess excellent eye-hand coordination for venipuncture, palpation of landmarks, and maintenance of sterile environments.
 8. Perceive such attributes of objects and materials as size, shape, relative temperature, texture, motion, etc. by means of receptors in the skin as in measuring a patient's pulse or skin condition.
 9. Ability to perceive or recognize similarities or subtle differences in colors, or in the shape or other values of the same color: to identify a particular color or its components in an individual's skin color as an assessment of wellness, etc.
 10. Sufficient visual acuity as needed to see objects closely as in reading a glass clinical thermometer and patient observation details.
 11. Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to perceive the sounds of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, fire alarms, etc. Additionally, must be able to perceive the nature of sound, including soft voice, by ear, to respond appropriately.
 12. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting healthcare needs;
 13. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in an individual's interest.
 14. Sufficient intellectual and emotional functions to follow directions and implement care for patients.
 15. Remember task/assignment for full shift.
- IV. The instructor assigns clinical experiences for their educational value and thus no payment (wages) will be earned or expected.
- V. The educational experiences and knowledge gained during the course do not necessarily entitle me to a job; however, if all educational objectives and requirements are completed, I will be qualified for a job in this occupation.
- VI. I will be a student within the clinical facilities that affiliate with my school and will conduct myself accordingly. All applicable personnel policies, standards, philosophy, and procedures of the clinical site will be followed. I also agree to obtain all tests (Drug Screening, Background checks, etc.) and immunizations required by the affiliating agency. The cost of all tests and immunizations will be the responsibility of the student. The required tests and immunizations are 1) proof of a negative tuberculosis (TB) skin test (good for 1 year from date given) or if a history of a positive TB skin test, a chest x-ray showing no active disease and proof of treatment if applicable. and 2) compliance with OSHA's Blood Borne Pathogen Standard's Hepatitis B immunization requirement.

Initial either A or B below:

- A. I understand that due to my clinical exposure to blood or other potentially infectious materials during my education program, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been informed that KCTCS recommends that I take the hepatitis B vaccination prior to entering the clinical site. I understand that by declining this recommendation to take the hepatitis B vaccine, I will be at risk of acquiring hepatitis B, a serious disease. I understand that if, in the future, I want to be vaccinated I can take the vaccine at any time.
If I choose to do this, I will furnish the Surgical Technology program faculty with proof of vaccination within 10 days of taking the vaccination.
- B. I have had the hepatitis B vaccination and will submit proof of vaccination to Surgical Technology program faculty within 10 days or by the programmatic date assigned.
- VII. Information regarding a patient or former patient is strictly confidential and is to be used only for clinical purposes within the educational setting in compliance with the Health Insurance Portability and Accountability Act (HIPAA). This confidentiality requirement applies to direct patient information, facility access codes, facility computer access codes and procedures, and any other patient or facility code or information not generally available to a member of the public. Violation of HIPAA or patient confidentiality may result in disciplinary action against the student, up to and including dismissal from the program. Confidentiality violations include any sharing of patient information outside the education setting, such as hallway discussions or postings on social networking or other websites.
- VIII. If a clinical facility or BCTC requires a background check, drug screen, and/or specific immunizations I understand that I am responsible for any fees associated with obtaining the background check. I also understand that if I do not pass the background check, per the standards defined by the facility, then I will be ineligible for clinical placement and be unable to fully meet the requirements of the program. I may be given the opportunity to withdraw from the program after a programmatic investigation of the situation.
- IX. Any action on my part inconsistent with the above understandings may warrant suspension or termination of my training in the Surgical Technology Program.
- X. I have read and agree to abide by the school policies, rules, and regulations related to my occupational program.

Student Injury – Exposure to Blood or Bodily Fluid in the Clinical Setting

Infectious Diseases

Each clinical facility is expected to practice universal precaution procedures in the care of patients with infectious diseases. The Surgical Technology student is educated in, and is expected to be knowledgeable in the practice of these precautions and care for these patients.

Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner which follows the clinical facilities guidelines may result in dismissal from the program.

NOTE: Students are not required to scrub in on surgical procedures in which the patient has a confirmed case of HIV/AIDS or Hepatitis C, however the student can observe the case without handling sharps, passing instruments or retracting tissues.

The operating room is an area of high risk for injury. When an accidental injury occurs, the student is to report the incident to the preceptor, circulating nurse, OR supervisor and clinical instructor/program coordinator immediately. Depending on the injury incurred, it may be necessary for the student to seek immediate medical care at the facility.

If the student requires medical care, it is their responsibility to provide the facility insurance information at that time. If the student does not have medical insurance, other arrangements will need to be made. **Bluegrass Community & Technical College Insurance policy is a secondary policy and does not cover any cost related to sharp injuries, hence it will be the responsibility of the student.**

The facility will fill out an incident report. BCTC has an accident form that also needs filling out. A copy of the incident report from the facility must be obtained and sent in to KCTCS, along with the BCTC accident report. Copies of both forms will be placed in the student's file or filed with the safety office at BCTC.

Procedures for Accidental Exposure to Blood or Body Fluid

All contaminated sharps (suture needle, hypodermic needle, biopsy needle, scalpel etc.) sticks or bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If a student sustains a puncture would:

- Withdraw the needle or other object immediately.
- Notify the Preceptor and break scrub
- Immediately wash hands/area of puncture wound using soap and water; follow application of povidone iodine and/or alcohol.
- Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
- Wipe away any blood.
- Continue First aid as needed

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

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

3. The student will report the incident immediately to the preceptor, circulating nurse, OR supervisor and clinical instructor/program coordinator. The student must complete an exposure form according to the policy of the clinical facility and the BCTC incident form. An incident report is written documentation of the facts concerning injury to patient or student.
4. The student will follow the clinical facilities procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
5. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner and Clinical Instructor.
 - 5a. The clinical facility will conduct the proper screening of the “source” (patient) and convey the information to the student’s healthcare provider. The expenses incurred by the facility may be billed to the student depending on the clinical site policies.
 - 5b. Student is to report to personal physician, emergency room, or other healthcare facility such as Urgent Treatment center or Occupational Medical department for further screening, treatment and/or follow up.

**** The hospital is not liable in the event of a sharp injury; the student must use his/her own private insurance.**

RESPONSIBILITY	ACTION
Student	<ul style="list-style-type: none"> • The student will report the incident immediately to the preceptor, circulating nurse, OR supervisor and clinical instructor/program coordinator. • The student will follow the clinical facilities procedures for reporting and follow-up of the exposure. • The student must complete an exposure form according to the policy of the clinical facility and the BCTC incident form. Any required incident report should be completed before leaving the facility. • Clinical instructor or program faculty will direct student to proper place to seek treatment dependent upon severity of injury. • Student is to report to personal physician, emergency room, or other healthcare facility such as Urgent Treatment center or Occupational Medical department for further screening, treatment and/or follow up. • Arranges payment for personal injury or sickness. • Submit the fully completed incident form to appropriate program faculty (Facility and BCTC)
Clinical Instructor	<ul style="list-style-type: none"> • Assists student in filling out appropriate forms. • Advises the student to seek medical attention if injured. • Reports documentation to program coordinator.
Clinical Instructor/Designee	<ul style="list-style-type: none"> • Accepts responsibility for student in absence of instructor. • Assists student in filling out forms.
Program Director	<ul style="list-style-type: none"> • Review all documentation.

HEPATITIS B VACCINE INFORMATION

The Disease

Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illness caused by or related to Hepatitis B are serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6-10% become chronic carriers and can continue to transmit the virus to others. There may be as many as .5-1.0 million carriers in the United States.

Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Hospital staff, therefore, is at increased risk of acquiring the disease. The risk for hospital personnel can vary, both among hospitals and within hospitals. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

The Vaccine

Various pharmaceutical companies have developed vaccines, which provide protection from Hepatitis B. Field trials have shown 80-95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of vaccine. The second and third doses are given at one and six months respectively, after the first.

Waiver Format

- Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Surgical Technology at certain institutions, has been designated in this group.
- Perhaps one in fifty employees may have an acquired immunity to Hepatitis b through previous illness or exposure and would not need the vaccine. This can be determined by a laboratory-screening test called a titer.
- The Hepatitis B viral vaccine is available through the Health Departments, personal physicians, Urgent Treatment Centers or any hospital.
- As with any immunization, there are disadvantages and risks. If you wish further advise, please contact your personal physician or care provider.
- I have read and fully understand the above.

**Infection Control Program
Statement of Understanding
Universal Precautions
HEPATITIS B VACCINE**

Student Name: _____

_____ I understand that due to my clinical exposure to blood or other potentially infectious materials during my training program I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been informed that BCTC recommends that I take the Hepatitis B Vaccination prior to entering clinical training. I understand that by declining this recommendation to take the vaccine it will be at risk of acquiring a serious disease, Hepatitis B. I understand that if, in the future, I want to be vaccinated I can take the vaccine series at any time. If I choose to do this I will furnish BCTC with proof of vaccination within 10 days of taking the vaccination

OR

_____ I have had or will have the hepatitis B vaccination and will submit proof of vaccination to Surgical Technology program faculty by the programmatic date assigned.

CONFIDENTIALITY AGREEMENT

I am aware of Kentucky Statute KRS 210-235 which states:

- **BY LAW WE CANNOT REVEAL ANY DIRECT OR INDIRECT INFORMATION ABOUT A PATIENT DUE TO CONFIDENTIALITY.**
- **MUST HAVE WRITTEN PERMISSION OF PERSON INVOLVED OR HIS/HER GUARDIAN.**
- **BREACH OF CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM. PATIENTS, THEIR PROCEDURES AND THEIR PHYSICIANS ARE NOT TO BE DISCUSSED.**

I do hereby swear to adhere to this Statute regarding any information made available to me by this affiliation.

Travel Form Statement of Understanding

This is to confirm that (student's name) _____ has authority to participate in any trip necessary to the Surgical Technology Program. I understand that the trips may involve going out of town for overnight or for several days. I also understand that I will be responsible for any expense incurred during the trip. In addition I will not hold Bluegrass Community and Technical College or any facility thereof responsible for any accidents or bodily injury that may occur to the above named student.

Drug-Free policy:

KCTCS colleges are committed to providing a safe environment for students, faculty, and staff. The KCTCS colleges have adopted the following drug-free policy:

Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the KCTCS college community shall result in disciplinary action up to and including suspension or termination. The KCTCS Colleges are in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989.

Authorization to Release Reference Information

I hereby authorize the Program Coordinator and/or instructors in the Surgical Technology Program of Bluegrass Community and Technical College to release information concerning my performance while enrolled in the program to potential employers.

This release is not mandatory and if the student does not sign this form no information, positive or negative, will be shared with potential employers for the purpose of job placement.

Authorization to Publish Information

I hereby authorize the Program Coordinator and/or instructors in the Surgical Technology Program of Bluegrass Community and Technical College to publish name and/or photograph of students on the Surgical Technology web pages, websites or other publications to promote the BCTC surgical Technology Program.

This release is not mandatory; however the program faculty would appreciate your willingness to allow the use of the student's names and images in a tasteful manner.