2024

SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

Southeast COMMUNITY COLLEGE

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MESSAGE FROM THE PROGRAM FACULTY

Welcome to the Surgical Technology Program at Southeast Community College! We are so excited to have you as a student in our program and cannot wait to help you as you pursue your passion for the operating room! Please know we are here to assist you with every step of your journey as you gain the skills you will need for success in your career as a surgical technologist.

SCC Surgical Technology Program Faculty

Full Time Program Faculty Pictured Left to Right: Rick Horne, Amy Goracke, Casey Glassburner, Laura Stallings, and Elliot Wagner

SOUTHEAST COMMUNITY COLLEGE

SOUTHEAST COMMUNITY COLLEGE MISSION, VISION STATEMENT & CORE VALUES

MISSION:

- The mission of Southeast Community College is to empower and transform the diverse learners and communities of southeast Nebraska through accessible lifelong educational opportunities. The College provides dynamic and responsive pathways to career and technical, academic transfer and continuing education programs that contribute to personal, community and workforce development.

VISION STATEMENT:

- Southeast Community College seeks to transform and empower its diverse learners for fulfilling careers, life-long learning and community and societal advancement. The College is committed to ongoing intellectual, financial and strategic investment in its infrastructure and all phases of its operations.
- The College is dedicated to creating destinations and the highest quality learning climates through permanent, innovative, modern, virtually linked, sustainable, and collaborative facilities and green spaces. SCC will ensure its open-access mission is celebrated and realized through inclusivity, respect and compassion toward the diverse views and ideas of its various student populations and constituents. The College will work collaboratively and courageously with its higher education partners, employers and local and state officials to address Nebraska's skilled worker shortage and the need for everyone to have affordable access to the life-changing benefits of higher education. SCC will utilize valid and dynamic data to respond to local and statewide needs to strengthen the College's diverse communities and economies.
- SCC strives to be a national leader in developing high-contact technical and academic experiences through personal and sincere relationships with engaged and invested faculty, staff and administrators. These personal connections will be coupled with intensive learning opportunities through co-curricular involvement, research, volunteerism, and public service. SCC's commitment to student transformation intentionally encompasses the development of essential life skills, including reflective thinking, resiliency and emotional intelligence proficiency.

CORE VALUES:

1. **Excellence** – Commitment to the highest level of performance in all facets of the College's programs, services, and operations through effective investment and support of all assets.
2. **Integrity** – Continuous pursuit of fulfillment of mission and goals through transparency and ethical practices in all College operations.
3. **Innovation** – Commitment to proactive discovery and application of emerging concepts and technologies, and promotion of the respectful challenging of ideologies and practices to cultivate creativity, alternative viewpoints and opportunities for ongoing discovery and intellectual growth.
4. **Inclusion** – Promotion of opportunities and advancement for a diverse and dynamic student, employee and community population through the creation of a positive, compassionate and reflective culture.
5. **Stewardship and Accountability** – Commitment to our students, employers and communities through investment in resources to fulfill the College's mission, vision and goals and responsible management of human, physical and financial resources.

SOUTHEAST COMMUNITY COLLEGE MISSION & VALUES

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CODE OF ETHICS AT SOUTHEAST COMMUNITY COLLEGE

At Southeast Community College we aspire to:

- **Be Accountable and Show Respect for Others** - Be accountable. Accept responsibility for decisions, for the foreseeable consequences of action and inaction, and for setting an example for others. Remember the special obligation to lead by example, to safeguard and advance the integrity and reputation of the College as a whole. Demonstrate respect for human dignity, privacy, and the right to self-determination for all people by being courteous, prompt and decent.
- **Be Honest and Demonstrate Integrity** - Be truthful, sincere, and straightforward as well as honorable, upright, and courageous. Act with conviction.
- **Pursue Excellence in Fulfilling Responsibilities and Job Duties** - Pursue excellence in all matters. In meeting personal and professional responsibilities, be diligent, reliable, industrious, and committed. Perform all tasks to the best of our ability, and develop and maintain a high degree of competence. Be well-informed and well-prepared.
- **Be Kind and Compassionate** - Be dedicated to the ideas and principles that demonstrate the spirit of kindness and compassion. Give and share services with others while being trustworthy and fair in fulfilling commitments.
- **Adhere to the Principles of Diversity** - Adhere to the principles of nondiscrimination and equality without regard to race, color, gender, sexual orientation, age, marital status, disability, religion, ancestry, veteran status, national origin or other factors prohibited by law or College policy. Be true to the equal treatment of individuals, including the tolerance for others and acceptance of diversity. Fulfillment of these conduct practices reflects on the promises we have made to ourselves, to our community and to Southeast Community College. Respectful of these promises, we are guided by this motto: "Make each decision as if it were the one decision for which you would be remembered." –Walter Burke, Texas Instruments.

HEALTH SCIENCES MISSION STATEMENT

·The mission of SCC Health Sciences is to empower and prepare students to meet the health and wellness needs of our community.The Health Sciences division is committed to providing innovative, collaborative, student-centered learning to individuals pursuing healthcare and wellness careers.

SURGICAL TECHNOLOGY PROGRAM MISSION STATEMENT

- The Surgical Technology program is an integral unit of the Health Science Department of Southeast Community College. The mission of the Surgical Technology Program is to use cognitive, psychomotor, and affective domains of learning in order to prepare graduates to function as proficient, entry-level Surgical Technologists.

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SURGICAL TECHNOLOGY PROGRAM PHILOSOPHY

- The Surgical Technologist is a highly skilled professional, trained and educated to function as a valuable and integral part of the surgical team. They are responsible for rendering quality patient care to each individual entrusted to their care or the care of the surgical team.
- The Program has identified the knowledge and skills essential to developing uniform standards of excellence in performance among Surgical Technologists in relation to their role.
- For the Surgical Technologist to fulfill this role and to become a safe, competent practitioner it is essential for him/her to understand the theory and principles from which techniques and procedures are developed and have an opportunity to apply and practice these techniques and procedures over an extended period of time.
- The students should have an opportunity to learn this knowledge and acquire these skills in situations conducive to learning. Since the primary focus of the Program is learning, students must accept the responsibility for their learning. We believe this can best be accomplished in a community college with a combination of theory and directed clinical practice in the hospital setting.
- The Surgical Technology Program values communication between Instructors and students to foster success for each student. The program reserves the right to share any and all information between Instructors needed to achieve this success.
- The instructor and the students will act with integrity and strive to engage in equitable verbal and nonverbal behavior with respect to differences arising from age, gender, race, disabling conditions and religion.

SURGICAL TECHNOLOGY CODE OF ETHICS

Adopted by the AST Board of Directors, 1985, Updated January 2013.

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

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SURGICAL TECHNOLOGY PROGRAM GOALS

The goal of the SCC Surgical Technology Program is to prepare competent entry level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This preparation will provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and become contributing members of the health care team.

- To provide the information necessary for the student to demonstrate the ability to comprehend, apply, and evaluate the information relative to their role as a successful Surgical Technologist, both in the traditional classroom and through distance education. (Cognitive Domain)
- To provide the environment necessary for the student to practice and demonstrate technical proficiency in all skills required to fulfill their role as a successful Surgical Technologist. (Psychomotor Domain)
- To develop surgical technologist who practice standards in a professional manner in order to meet the expectations of the patient, employer, and surgical team. (Affective Domain)
- To prepare students for successful completion of the national certification exam, administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). (Cognitive Domain)

SURGICAL TECHNOLOGY PROGRAM STUDENT LEARNING OBJECTIVES

- Students will be able to utilize the principles of surgical asepsis and sterile technique during surgical case management in a lab or clinical setting without contamination.
- Students will be able to identify basic and specialty instruments by type, function, and proper name and will demonstrate care, handling and assembly of such instruments.
- Students will be able to perform the first scrub role skills independently and efficiently while exhibiting mastery of procedural sequence in relation to anticipation of instrumentation needs.
- Students will be able to demonstrate the skills necessary to achieve effective communication, confidentiality, and interpersonal relations with classmates, instructors, surgeons, operating room personnel and patients.
- The student will be able to demonstrate the skills associated with the unsterile role in the preoperative and postoperative phase.
- The student will pass the NBSTSA Certification Exam.

ACCREDITATION STATEMENT

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

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CAA HEP
Commission on Accreditation
of Allied Health Education Programs

PROGRAM FACULTY CONTACT INFOMRATION

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SCC Bookstore   402-437-2560
Placement Services Office   402-437-2632
Learning Resource Center   402-437-2585
Retention Specialist   402-437-2678
Writing Center   402-437-2634

REASONABLE ACCOMMODATIONS

- To comply with the American Disabilities Act (ADA), nondiscriminatory practices, the Program will make reasonable accommodations to individuals with disabilities when requested.
- It is the responsibility of the student to make such requests at the beginning of each course, specifying the disability and requested accommodation(s). Official documentation is required before any accommodations will be made.

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FACULTY EXPECTATIONS OF THE STUDENT

·The student is responsible for knowing the contents of the Program rules and regulations contained within this Handbook.The student is responsible for periodically reviewing the rules and regulations throughout the duration of the program.

·It is expected that the online student set aside the proper amount of time to gain success, Three hours per week for each credit hour is the expectation, but you may find more is required to achieve the grades you desire. Example – a 4.5 credit course would need 13.5 hours a week for study.

SUCCESS IN THE PROGRAM IS FOSTERED BY:

·Maintaining professional communication related to all aspects of the Program.

·Maintaining a positive attitude in both didactic and clinical courses.

·Using appropriate time management skills to complete assignments on time and arriving to the clinical sites before required start time.

·Assuming responsibility for maximizing learning opportunities while in the Program.

·Complying with the policies and procedures of the College, Program and hospital clinical sites.

STUDENT WORK POLICY

·The clinical component of the program shall be educational in nature.

·All activities required in the program must be educational and students must not be substituted for staff.

STUDENT COMMUNICATION EXPECTATIONS:

·Communication from students to program instructors should occur through Canvas message, email, or office phone.

·Notification of absences shall be sent via Canvas message and should be communicated for every class and clinical absence to every instructor for that day. Notification should include the need to attend class remotely.

·Emergencies should be communicated through phone call to faculty office phone numbers.

·Students should expect response to all communication within 24 hours of the next business day. Communication received after 3:30pm will be responded to the next business day.

·Students should expect items to be graded within 48 business hours. If instructors need additional time to grade items this will be communicated to the student.

ESSENTIAL FUNCTIONS

- In order to provide safe and effective patient care in the Surgical Technology Program, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical experience requirements.
- See Appendix A for a list of required essential functions.

PROGRAM CURRICULUM

- The program will follow the outlined curriculum taught during the Spring, Summer and Fall terms annually in accordance with the most current edition of the AST Core Curriculum for Surgical Technology–7th edition–CCST-7e.
- See Appendix B for Current Program Curriculum Schedule

·Advancement in the Program is dependent upon obtaining a C+ (75%) in all term courses and meeting individual course requirements.

BOOKS

- It is the student's responsibility to purchase all required textbooks, which are available in the SCC bookstore. Books can be ordered online through the bookstore at https://www.sccbookstore.com/lincoln/portal/
- SCC Library (LRC) is available for use. Library resources can be accessed online at https://thehub.southeast.edu/library/Pages/default.aspx

PROGRAM SPECIAL FEES

- A variety of special fees will be attached to program courses throughout the duration of the Program. These fees will cover the National Certification Exam and Study Guide, Criminal Background Check, Drug Screen, Electronic Clinical Records system access, BoardVitals CST exam preparation access and Liability Insurance related to clinical experience.
- Please see Appendix C for a breakdown of special fees associated with each SURT course.

HEALTH AND SAFETY/OCCUPATIONAL HAZARDS

- All students are required to have a current BLS for Healthcare Providers CPR certification from the American Heart Association at the beginning of the program and are required to remain current throughout the duration of the program.
- A current 2 step TB test is required prior to the beginning of the program. TB tests are current for one year requiring the students to get an updated TB during the program to remain current throughout the duration of the program.
- All immunizations need to be completed or proof of positive titer as required on the Student Health Statement by the beginning of the program. Students will be required to get a flu shot when available each year as well as the COVID-19 vaccine or provide required documentation for a religious or medical exemption for the vaccine.
- When a medical or surgical condition exists that may harm the patient or other personnel, students are required to bring a signed release from their doctor stating when they are able to attend classes and/or clinical education. The release must provide detailed level of function to return to class and clinical.
- There are many infectious diseases a student may come in contact with during their clinical experience. This risk factor requires hospitals and school policies regarding infection control must be followed. Hepatitis B vaccination is required before going into clinical area, since the student will come in contact with patients' blood and body fluids.The hospitals require that the Program keep current records of all immunizations throughout the duration of the program.

CRIMINAL BACKGROUND CHECKS

- All students enrolled in any Health Science Program at SCC are required to undergo a Criminal Background Check (CBC). This is a requirement of the clinical facilities utilized for clinical rotations. One year after the initial CBC, the students are required to self-disclose any convictions that occurred in that initial year. The CBC will be conducted by an outside agency and the fee for this service will be paid through a student fee assessed in the first term of the program. The CBC will be conducted during the program orientation directly before starting the program. Any student recycling back into the program will be subjected to a second CBC at their expense prior to readmission.

DRUG TESTING

- All students entering the Program are required to undergo a 10 panel Drug Screen. This is a requirement of the clinical facilities utilized for clinical rotations. The Drug Screen will be conducted by an outside agency and the fee for this service will be paid through a student fee assessed in the first term of the program for Lincoln students.
- Online students will not be assessed the fee and will be responsible for covering the expense for the test on their own. The Drug Screen will be conducted during the first term of the program in preparation for the clinical education experience. The results will be sent directly to the Dean of Health Sciences.Any student recycling back into the program will be subjected to a second Drug Screen at their expense prior to readmission.

ACCIDENTS/CCR (COMPLAINTS & CONCERNS REPORTING)

- All accidents and/or incidents during classroom or off campus experiences must be reported immediately to the Program Director. The appropriate form(s) will be filled out per facility procedure. The Program Director, will submit a CCR report with SCC. This form can be found on the HUB. Determination will be made as to what diagnostic tests or procedures need to be done. Students are financially responsible for all medical expenses.

INSURANCE

- Liability insurance for students is provided by the college for incidences occurring at the clinical site. The cost of the liability insurance is included in the student fees.Liability insurance does not cover personal health claims, and it is recommended that students obtain health insurance coverage for that purpose. Employee health may be used if you are injured at the clinical site, however, you will be responsible for any associated charges.

HIPAA/ PATIENT CONFIDENTIALITY

- Student will adhere to strict patient confidentiality and HIPAA protocol throughout the duration of the program. Any violation from this protocol may result in dismissal from the Surgical Technology program.

ACCIDENTS, INSURANCE & PATIENT CONFIDENTIALITY

ATTENDANCE

- Attendance is encouraged in all classes, laboratories, and clinical education. Absences will be recorded for each Surgical Technology course. Each course syllabus, CID and course outline will reflect the specific course policies regarding absences and tardiness.
- Communication with the course instructor should occur related to absences and the need to attend class remotely and to receive makeup work.
- For clinical education course absences, the clinical instructor should be contacted via Canvas message by at least 45 minutes prior to assigned arrival time.
- If the student is scheduled at a site where an instructor is not routinely present the clinical site should be contacted. (Specific site contact information will be provided to the student)
- If the student fails to contact the instructor and/or the clinical site regarding an absence by at least 45 minutes prior to assigned arrival time, the student will receive 0 points in the Abides by Established Rules and Regulations category in the Affective unit on their final clinical evaluation.
  - The last two days of SURT1750 will be reserved for students who need to make up hours. If students have had perfect attendance prior to the last two days they do not have to attend the last two days of SURT1750.
  - The last three days of SURT1850 will be reserved for students who need to make up hours. If students have had perfect attendance prior to the last three days they do not have to attend the last three days of SURT1850.
  - Students in excess of 2 days of absence in SURT1750 will be given an incomplete grade and will be required to complete their make-up hours during the fall semester. Students in excess of 3 days of absence in SURT1850 will start making up the hours prior to the end of the semester.
  - All absences will be assessed under program discretion.
- Surgical Technology Online Clinical Students Attendance Policy-It is the responsibility of the online clinical student to establish a set schedule of dates and times that the student plans to be in their clinical site logging clinical hours towards the requirement for each clinical course.
  - The two clinical courses require the following number of hours and each student should attempt to complete the set number of hours each week. It will be the responsibility of the student to inform their SCC clinical instructor of their planned clinical days for each clinical course within the first week of the course.
  - Clinical Education 1 – 225 total hours – 22.5 hours per week/ 10 weeks
  - Clinical Education 2 – 360 total hours – 24 hours per week/ 15 weeks
  - If the student is going to be absent on any of the clinical days that are included in their routine schedule, it will be the responsibility of the student to contact the clinical site by phone within 45 minutes prior to the scheduled start of the clinical day and the instructor for the course by Canvas message to inform them of this absence.
- in the event of in climate weather, follow the College policy. The college has provided a telephone number that will announce the cancellation message by 5:00 a.m. of the day in question: (402)437-2405. This information will also be available on the Hub. Students can sign up to receive notifications related to emergency/School cancellations through Regroup on the Hub.
- Leave of absence requests will be granted for the students who want to recycle back into the program at a later time. To return, the student will be required to:
- contact the Program Director to check on status for returning during leave.
- be admitted to the corresponding next term if space permits.
- demonstrate skill competencies necessary to continue in the Program (See Recycle guidelines).

ATTENDANCE

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DRESS CODE
- Students should be neat in appearance and display clean personal hygiene.
- Students are required to purchase scrub clothes to be worn during lab activities and to be worn to and from the clinical areas. Students are not required to wear scrub clothes to class but are expected to dress in a professional manner.
- Clinical and Attire – Clinical facilities will provide the surgical scrubs to be worn in the clinical area. Students will wear their own scrubs to and from the clinical site.
- Additional expectations related to dress and appearance during lab and clinical activities:
  - Hair is required to be completely covered at all time when in the surgical suite.
  - Beards and/or mustaches must be short and covered with appropriate OR attire in the surgical suite.
  - Chewing gum is strongly discouraged during clinical rotation.
  - No jewelry is allowed as it harbors microorganisms.
  - No fingernail polish or artificial nails are allowed. Fingernails must be trimmed below the pad of the finger.
  - Safety glasses/goggles are required. These will be provided by the clinical site and the Surgical Technology Program for use when in the lab setting. Safety glasses will have good top and side protection and fit the face snugly.
  - No perfume should be worn during clinical rotation as it can be offensive to others.
  - Shoes with good support are required. No open-toed shoes are allowed. It is required that shoe covers are worn over shoes.
  - Surgical scrubs purchased by the student to wear during lab and to and from clinical should be black or gray in color. If students already own scrubs that are not black or gray they may wear those scrubs however, juvenile prints are unacceptable. Two sets of scrubs are highly recommended in order to keep them clean and looking neat.
  - Students are expected to wear their SCC ID when attending all classes, labs and clinical courses.

GRADING & EVALUATIONS
- **Grading:** All Surgical Technology Courses utilize the current college grading scale found in the SCC Student Handbook. The student is responsible for reviewing all specific expectations related to each program course that can be found in the course Syllabi, Course Information Document (CID) and course outline.
- **Absences on Scheduled Exam Days**- When the student is absent on an exam day, the student should contact the instructor to take the test on the day of their return or five percentage points will be deducted from the exam for each day thereafter.
  - If the student knows they will be absent on an exam day, they should inform the instructor before that class day and should take the exam one day before the scheduled class date and time.

SURT1620 Lab Competency Assessment Evaluations- Two LAB Competency Assessments are required for the SURT1620 course. The minimum passing grade for each is 85%.

- For Competency Assessments #1 and #2 students are allowed ONE Competency Assessment redo if the student receives a grade below 85% on their initial performance.
- If a student utilizes the competency assessment redo for assessment #1, they will not have the redo option available for competency assessment #2.
- No lab practice will be allowed between the initial performance and performance of the redo.
- The student will receive no feedback regarding the first assessment until the second assessment is completed. The second assessment will be scheduled by the faculty as soon as possible following the first attempt.
- If the student passes the second attempt with a grade of 85% or higher they will be awarded the first assessment grade as their grade for the assessment. If the student fails the second attempt, below an 85%, the student will receive a 0 for the specific competency assessment being performed.

Clinical Evaluations- Formal clinical evaluations are given at week three, week five (mid-term), and at the end of the clinical rotation for Clinical Education 1.Formal clinical evaluations are given at week four, mid-term and at the end of the clinical rotation for Clinical Education 2. The evaluations will be completed and presented to the student by their clinical instructor. Online clinical students will have their evaluations completed by the preceptor in their facility which will be submitted to their clinical instructor. The instructor will utilize this evaluation from the preceptor when completing the student's final evaluation.

Clinical Experience Case Requirements- Students are required to complete a minimum of 120 cases during the clinical experience portion of the program. These 120 cases must further be broken down into 30 General Surgery cases (20 of which must be in the first scrub role, 10 of which can be in the second scrub role) and 90 cases in various surgical specialties (60 of which must be in the first scrub role, 30 of which can be in the second scrub role).The 60 first scrub specialty cases must include a minimum of 10 cases completed in a minimum of 4 surgical specialties (40 total cases). The additional 20 required first scrub specialty cases may be distributed amongst any one surgical specialty or multiple surgical specialties.

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Comprehensive Final Instrument Exams- At the end of each Surgical Procedures and Techniques course (SURT1630, SURT1730 & SURT1830) a final comprehensive instrument exam will be given in which students will identify images of surgical instruments by proper name.

- The final comprehensive instrument exam will count as 10% of the final grade for each Surgical Procedures and Techniques course.This exam will be given on the same day as the final exam for the course and is required to be proctored.Instruments included on these exams will be cumulative throughout the program.
- The comprehensive final instrument exam for SURT1630-Surgical Procedures 1 will include 80 images related to basic instruments and the instruments learned in the SURT1630 course as well as the basic instruments learned in the SURT1640 course.
- The comprehensive final instrument exam for SURT1730- Surgical Procedures 2 will include 80 images related to instruments learned in SURT1630 and SURT1730.
- The comprehensive final instrument exam for SURT1830-Surgical Procedures 3 will include 100 images related to instruments learned in SURT1630, SURT1730, and SURT1830.

Mid-term Progress Reports: At mid-term all instructors are required to review students' academic progress and enter mid-term grades for all students. Mid-term grades may be checked by the student on the Hub.

Probationary Performance Contracts: Students will be placed on a probationary performance contract as deemed necessary by the Program Director. This contract will state the problem skill(s) and/or behavior(s) and list the appropriate solution(s). A time period for improvement will be written on the contract and all possible consequences if the behavior(s) and/or skill(s) is/are not improved. The objective of the contract is to foster satisfactory performance and understanding of the problem.

- A student is permitted to be placed on a contract twice for separate violations while in the program. Situations that require a third contract may result in dismissal from the program.

EXAM POLICY FOR FACE TO FACE COURSES

- Course exams for all Lincoln face to face courses will be administered outside of scheduled class time on the exam date with the exception of any mid-term and final exams which will still be taken in person in class.
- Tests will open on the scheduled date in the Learning Management System.Students are required to complete the exam by 11:59pm on the date the exam is scheduled.
- Students will be given one attempt on each exam and each exam will have a time limit.
- Academic integrity is expected by all students when taking exams. No notes/books/handouts/electronic devices/other students etc. should be used to assist in answering exam questions. All activity of the student when in the exam can be tracked by the course instructors.
- Students are expected to not share information related to the exam with one another/discuss exam questions.
- Any perceived/suspected cheating/academic dishonesty will result in the student receiving a 0 for the exam grade with no discussion or justification allowed. Following this type of situation a student will then be required to have every additional exam for the remainder of the program proctored at their own expense outside of class time.
- Students understand that the ability to take course exams outside of scheduled class time is a privilege and an opportunity to showcase their integrity that will foster their success as a surgical technologist. They understand that if they chose to engage in academically dishonest behavior this privilege will be taken away and disciplinary action will occur as described above.

TRANSPORTATION AND PARKING

- **Transportation**- Students are responsible for transportation to and from SCC labs and clinicals. If accommodations are needed to fulfill the lab portion of the program, this will be at the student's expense. SCC is not responsible for transportation liability or cost of injury sustained when traveling to and from the college, clinical education sites, and field trips.
- **Parking**- Students should be aware of parking regulations at all clinical institutions. Students parking in unauthorized areas may be subject to penalty from the clinical institution.
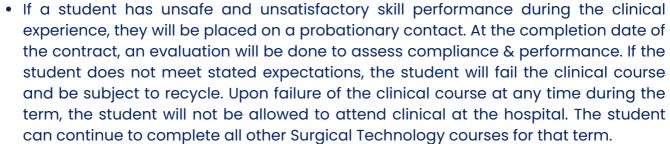
STUDENT RETENTION

- If at any time during the term a student is having difficulty academically, they are encouraged to speak to the course instructor or Program Director to seek guidance and assistance. Students can also seek help from SCC Student Services: Disability Services, Retention Specialist, TRIO Student Support, CAPS, and Tutoring. Information regarding these services can be found in the College Catalog on the college website www.southeast.edu/CollegeCatalog/

ACADEMIC INTEGRITY

- ALL mid-term and final exams are to be proctored for every program course for the online student.
- All graded course work, unless otherwise specified, must be completed independently. This means without the use of any item such as notes, textbook, another classmate, etc.
- Any student caught cheating or plagiarizing during the program, will receive a zero on the exam, quiz or final exam, and be placed on a probationary contract. They will meet with the Program Director and the Dean before signing the contract.
- All online students caught cheating will be required to have all exams, quizzes and final exams proctored by an approved proctor (guidelines will be given to the student). Proctors will be approved by the Surgical Technology Program. Any cost incurred for proctoring will be at the expense of the student.

DISMISSAL FROM THE PROGRAM

- The student will be given a verbal warning upon the first occurrence of breaching the rules or regulations, and be placed on a performance contract to foster compliance. If the problem continues, the student may be dismissed from the Program.
- Students may be dismissed from the Program at discretion of the program director for the following reasons:
  - Falsification of records and reports
  - Unsatisfactory classroom performance
    - Not meeting Surgical Technology behavioral outcomes
    - Attendance abuse
    - Unacceptable and/or unethical behavior (against College rules)
  - Unsatisfactory and unsafe clinical performance (Student may be subject to immediate termination without a verbal warning if their clinical performance is deemed unsafe to the patient - This will be determined by the Program Director and Faculty or initiated by the hospital). Termination rules are listed in each clinical course syllabus and College Student Handbook.
    - Negligence during care of patient(s)
    - Leaving the operating room without permission from the instructor or the surgical team.
    - Refusing to abide by hospital and college policies and program rules and regulations.
- If a student has unsafe and unsatisfactory skill performance during the clinical experience, they will be placed on a probationary contact. At the completion date of the contract, an evaluation will be done to assess compliance & performance. If the student does not meet stated expectations, the student will fail the clinical course and be subject to recycle. Upon failure of the clinical course at any time during the term, the student will not be allowed to attend clinical at the hospital. The student can continue to complete all other Surgical Technology courses for that term.

RECYCLING

- Students can repeat any course once under the direction of the Program Director if they are unsuccessful in passing the course with the required 75% (C+).
- When recycling, the student will be required to demonstrate skill competency for the previous term with passing scores.
- The testing of the competency will be scheduled by program faculty prior to the end of the term before when the student is seeking to recycle.
- If the student does not pass the skill competency, they will not be permitted to recycle back into the program. Practice to prepare for this skill competency will be allowed without instructor supervision during open lab times.
- It is the student's responsibility to communicate with the Program Director for a status report related to recycling and to schedule the skill competency demonstration.

READMISSION

- Readmission students are required to re-enter into the next cohort of surgical technology students admitted to the program. Readmittance into the program is dependent on the maximum number of current students allowed for that term. First term readmission students will need to reapply to the program when the application opens on September 1st.
- Readmission applications will be considered along with all other applications for the next cohort.
- Students can only attempt the program twice.

GRIEVANCE

- The Surgical Technology Program follows the Southeast Community College grievance policy.
- See the Southeast Community College Catalog for the college grievance policy.

STUDENT ACTIVITIES

- Continued membership in the Association of Surgical Technologists (AST) is highly encouraged after graduation. Each student will become a member of the Association of Surgical Technologists during the Program. Each membership is good for one year.
- **Health Occupations Students of America (HOSA)** - The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community. The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program. If you have any questions regarding Student Association Groups, please contact Jill Sand at 402-437-2729 or jsand@southeast.edu
- **Phi Theta Kappa Honor Society-** "The purpose of Phi Theta Kappa will be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa will provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."
  - Alpha Pi Lambda is the PTK chapter on the SCC Lincoln campus. Students with a GPA of 3.5 or above and who have completed 12 credit hours at SCC are eligible for membership. For more information: please call Rachel Mason at 437-2630.
- **AST Honor Society** - "The mission of the AST National Surgical Technology Honor Society is to recognize the achievement of Surgical Technology students and to support the learning and professional development of AST student members, who strive to improve the Surgical Technology profession.
  - Students will be nominated for membership by program faculty.
  - To be considered for nomination students must have: a minimum GPA of 3.75, 95% attendance, have completed 85% of the Program, be a student member of AST, be a good student citizen, and have no past or present disciplinary action(s).

GRADUATION REQUIREMENTS

- To graduate from the Surgical Technology Program, the student must fulfill the following requirements:
  - Satisfactory completion of all courses, laboratory, clinical, and program requirements.
  - Completion of the general education requirements according to the College Catalog.
  - Submit a graduation application to Admissions by the second week of the final term of the program. The application must be completed by the student and signed by the Program Director before submission. Failure to submit the application by the second week will result in delayed graduation.
  - Pay the graduation fee following processing of the graduation application to purchase cap & gown if student intends to walk at the graduation ceremony.
  - Postgraduate surveys are administered after graduation. These surveys extremely valuable to our Program and the College as a whole. These surveys will be emailed to you after graduation. These survey results are an important part of the Program's assessment plan and are required by our National Accreditation agency-ARC/STSA..

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NATIONAL CERTIFICATION CST BOARD EXAM

- The National Certification CST Examination will be offered prior to graduation for all students who can travel to Lincoln to test on campus. For students who live a distance away the program will assist in scheduling the exam individually.
- Upon verification of graduation from the Program Director, each student passing the National Certification CST Examination will receive the official certification certificate from the NBSTSA (National Board of Surgical Technology and Surgical Assisting) awarding them with the CST credential.
- The exam is administered through PSI. The Exam is given at Southeast Community College for all students who are able to attend. The cost of the National CST Exam is covered by a special fee attached to the SURT1750-Clinical Education 1 course which also covers the cost of the study guide and a one year student membership to the Association of Surgical Technologists. Additional details about the National CST Certification Examination will be explained in the last term of the program.

ELECTRONIC SIGNATURE

- The program may at times accept the student's electronic signature as the legal equivalent of the student's manual signature. This is to accommodate electronic filing of student records.

ELECTRONIC RECORDS PROGRAM

- The Surgical Technology Program will be using Trajecsys, an electronic records program.
- Trajecsys will allow the student to log both their surgical cases and clinical time.
- Expectations are that the student will enter their cases and clinical time daily, throughout the entirety of the program. This allows the instructor to monitor the clinical experiences on a regular basis.
- Academic integrity is expected with the use of Trajecsys. Falsification of records could mean immediate dismissal from the program.

PROGRAM ADVISORY COMMITTEE MEMBERS

- The SCC Surgical Technology Program must appoint a Program Advisory Committee (PAC), comprised of representatives of the communities of interest as delineated in the CAAHEP Standards Guidelines. The PAC must meet at least annually to monitor the needs and expectations of the program as well as review and assess the established goals and learning domains.
- Members of the PAC must include at least one individual from each of the following:
  - Student
  - Program Graduate
  - Program Faculty
  - School Administrator
  - Employer
  - Physician
  - Public Member
  - Practicing CST (Surgical Technology)
- Students may be asked to serve as representatives on the Program Advisory Committee. Selected student(s) will participate in discussions regarding program content and are encouraged to provide input at committee meetings.
- See Appendix D for Current PAC Member List

SMOKING, ELECTRONIC CIGARETTES OR SMOKELESS TOBACCO USE POLICY

- For the health and safety of all, smoking and the use of electronic cigarette devices or smokeless tobacco is not permitted in the classroom, laboratory, office, or clinical sites.

SOCIAL MEDIA STATEMENT

- SCC Heath Sciences recognizes that many students choose to participate in social media and networking sites. This includes Facebook, LinkedIn, Twitter, Instagram, Snapchat, and other websites, blogs and networking sites. Social media is a powerful communication tool that can have significant impacts. It can be positive, fun, and can led to job opportunities; it can also negatively impact one's reputation and the organizations one represents. You must be mindful anything you post on a social media site may be seen by anyone, including patients, classmates, instructors, and prospective employers. Inappropriate social media postings could form the basis for disciplinary action against you by the College.
- It is the position of the Health Sciences Division all students involved in healthcare have a moral, ethical and legal responsibility to maintain individuals' rights to privacy. HIPAA protects patient privacy and includes individually identifiable information in any form where the information could identify an individual by name, medical condition, demographics or other means.Students are expected to act with integrity and to respect the privacy rights of others. Social media postings regarding patient information constitute a violation of patient confidentiality and HIPAA.Such postings are prohibited and subject a student to discipline, up to and including dismissal from a program. Along these lines, students are reminded to use caution even when sharing locations or commenting on images. Students are directed to not post or share photographs from clinical and laboratory settings. Students must also avoid referencing clinical sites, clinical experiences, patients, and patients' family members on social media sites in any manner that violates the confidentiality of patients or their families.   (Reviewed and Approved by SCC Legal Department 1/10/2017)

Surgical Technology Program Essential Functions
Essential Functions for the Healthcare Professional

Performance essentials or essential functions are defined as those physical, mental, and psycho-social characteristics that are necessary to meet the demands of the Health Science Division Programs and eventual therapeutic care of patients and all tasks associated with that function.

Becoming a healthcare professional requires the completion of a technical education program that is both intellectually and physically challenging. The purpose of this statement is to articulate the demands of the Health Science Division Programs in a way that allows students to compare their own capabilities against these demands.

There are times when reasonable accommodations can be made in order to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks.

A student with a disability who wishes reasonable accommodation must request it through the Disability Services provider on campus.

Motor Skills
Physical strength to lift, carry, pull, and guide weights up to 50 pounds
Ability to move about freely and maneuver in small spaces
Tolerate bending, stooping, twisting, sitting, kneeling, standing, squatting or walking for extended (8-12 hour shift)
periods of time
Possess fine motor skills
Maintain balance
Agility to respond in an emergency situation

Communication Skills
Process, comprehend and communicate information (verbal and written) effectively, legibly, in a timely manner, in the English language, and with individuals from various social, emotional, cultural, and intellectual backgrounds.

Cognitive/Critical Thinking Skills
Collect, measure, calculate, analyze, interpret, and apply information
Exercise good judgment in a variety of settings
Ability to set priorities and manage time effectively

Interpersonal and Behavioral Skills
Establish and maintain professional working relationships
Apply conflict management and problem solving strategies
Demonstrate professional, ethical, and legal behavior
Demonstrate appropriate maturity, emotional stability, and empathy to establish effective and harmonious relationships in diverse settings
Demonstrate flexibility and ability to adapt to change
Maintain self-control in potentially stressful environments
Comply with professional standards regardless of circumstance

Sensory Skills
Uses auditory, tactile, olfactory, and visual senses to collect data regarding patient status and provide patient care

General Education Requirements (21.5 hours total):

- Oral Communications Credits: 3 (SPCH-1090 Fundamentals of Human Communications or SPCH-1110- Public Speaking preferred)
- Written Communications Credits: 3 (ENGL-1010-Composition 1 or above required)
- Global Awareness & Citizenship : 3 (SOCI-1010 - Introduction to Sociology OR SOCI-1020 - Diversity in Society preferred)
- BIOS-1140 - Human Anatomy & Lab Credits: 4
- BIOS-2130 - Human Physiology & Lab Credits: 4
  - (Human Anatomy & Physiology I, and Human Anatomy & Physiology II also work as a substitute for Human Anatomy and Human Physiology with lab courses.)
- MEDA-1101 - Basic Medical Terminology Credits: 1.5
- MEDA-1207 - Pharmacology and Dosage CalculationsCredits: 2
- ACFS 1015 - Success@SCC Credits: 1

Surgical Technology Core Courses (44 semester hours total):

- ·Spring Semester
  - SURT 1620 - Foundations of Surgical Technology- Credits: 5
  - SURT 1630 - Surgical Procedures and Techniques 1- Credits: 6
  - SURT 1640 - Introduction to Surgical Technology- Credits: 5
- ·Summer Semester
  - SURT 1730 - Surgical Procedures and Techniques 2- Credits: 4
  - SURT 1740 - Principles of Surgical Technology- Credits: 3
  - SURT 1750 - Clinical Education 1- Credits: 5
- ·Fall Semester
  - SURT 1830 - Surgical Procedures and Techniques 3- Credits: 4
  - SURT 1850 - Clinical Education 2- Credits: 8
  - SURT 1940 - Senior Seminar- Credits: 4
-

Total Degree Credit Hour Requirement: 65.5 hours

APPENDIX C
Surgical Technology Program Special Fees

Special fees will be assessed throughout each term of the Surgical Technology Program in addition to SCC tuition and fees assessed for the credit hours related to each course. Below is a detailed description of each fee and the courses the fees are attached to. These fees are subject to change and are updated on an annual basis.

COURSE #	COURSE NAME	Grad Fees	Insurance	Uniform	Exams	Drug Test	CBC	Totals
SURT1640	INTRO to SURG TECH			Purchase on own	$50-Board Vitals	$35	$45	$130
SURT1750	CLIN ED 1		$8		$247-exam,study guide, mem. & $75 Trajecsys access			$330
SURT1850	CLIN ED 2	$30	$8		$40 practice exam			$78
TOTAL		$30	$16		$337	$35	$45	$538

APPENDIX D
Current PAC Members

ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING [ARC/STSA] *sponsored by the*
American College of Surgeons [ACS] *and* Association of Surgical Technologists [AST]
in collaboration with the
COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS [CAAHEP]

ARC/STSA
Program Advisory Committee (PAC) Form

Date: October 7, 2022 1:00pm via Zoom & In person

Communities of Interest	Name	Place of Employment/Education	Professional Title	Email Address	Phone
Student	Juliana Binder	Southeast Community College-Surgical Technology Program	Student	jules.binder@gmail.com	(660)442-6592
Graduate	Allison Frye, CST	Nebraska Methodist Women's Hospital	CST, Surgical Technologist	alfrye2456@gmail.com	(402)521-0608
Faculty	Casey Glassburner, CST, FAST, MA	Southeast Community College	Program Director	cglasburner@southeast.edu	(402)437-2786
College Administration	Jill Sand, MEd, RRT	Southeast Community College	Dean, Health Sciences	jsand@southeast.edu	(402)437-2729
Employer	Maggie Jiskra, RN	Lincoln Surgical Hospital	OR Education Coordinator	amjiskra@lincolnsurgery.com	(402)484-9090
Physician	Dr. John Tennity	Capital Foot Clinic	Podiatrist	john.tennity@bryanhealth.org	(402)540-9152
Public	Carrie Foster	Lincoln Public Schools	Special Education Supervisor	crafoster@hotmail.com	(402)486-0554
Practicing CST/CSFA/CSA*	Roxana Moran Martinez, CST	Nebraska Methodist Hospital	CST, Surgical Technologist	moranroxana91@gmail.com	(308)339-9442
Additional Member	Rose Yankech, RN/MSN, CNOR	Bryan Health, East Campus	OR Educator	rose.yankech@bryanhealth.org	(402)481-3173

Complete 2022 PAC Attendee List

Jill Sand, Med, RRT	Dean, Health Sciences Division	Southeast Community College
Sharon Rehn, CST, RN, BS, MA	Associate Dean, Health Sciences Division	Southeast Community College
Casey Glassburner, CST, FAST	Program Director	Southeast Community College
Amy Goracke, CST/CSFA	Faculty	Southeast Community College
Rick Horne, CST	Faculty	Southeast Community College
Laura Stallings, CST	Faculty	Southeast Community College
Elliot Wagner, CST	Faculty	Southeast Community College
Jennifer McLaughlin, CST	Surgical Technologist/Adjunct Instructor	CHI Health Nebraska Heart
Amy Vinton, CST	Surgical Tech Educator/Adjunct Instructor	CHI Health Bergan Mercy
Amy Goracke, CST/CSFA	Program Director	Southeast Community College
Juliana Binder	Student	Southeast Community College
Kayla Blake	Student	Southeast Community College
Lainey Paxton	Student	Southeast Community College
Heleena Pettee	Student	Southeast Community College
Carrie Foster	Public Member	
John Tennity, DPM, FACFAS	Podiatrist	Capitol Foot & Ankle
Maggie Jiskra, RN	OR Education Coordinator	Lincoln Surgical Hospital
Esmeralda Johnson, CST	OR CST Education	Lincoln Surgical Hospital
Heather Herman, RN	OR RN Educator	Lincoln Surgical Hospital
Deb Schaaf, CST/CSFA	Surgical Tech Supervisor	DOCTORS Surgery Center
Sue Hrnicek, RN	OR Director	Columbus Community Hospital
Jamie Prange, RN BSN	Director of Surgical Services, Infection Control & Environmental Services	CHI Health Nebraska Heart
Jess Heres RN, BSN	Nurse Manager - East Campus	Bryan Health
Kathy Spalti-Fucik, BSN, MA, RNFA, CNOR	OR Manager	Nebraska Methodist Hospital
Jennifer Speth, RN	District Educator	CHI CommonSpirit Health
Andrea Williams, RN	OR Educator	Bryan Health-West
Rose Yankech, RN/MSN, CNOR	OR Educator	Bryan Health-East
Allison Frye, CST	Surgical Technologist	Nebraska Methodist Women's Hospital
Roxana Moran Martinez, CST	Surgical Technologist	Nebraska Methodist Hospital
Alexis Borrenpohl, CST/CSFA	Surgical First Assistant	CHI Health St. Elizabeth
Jennifer Kuhn, CST/CSFA	Surgical First Assistant	Jacobson Cosmetic Surgery
Kari Kreikmeier CST/CSFA	Surgical First Assistant	Lincoln Surgical Hospital
Brittney Olson CST/CSFA	Surgical First Assistant	Nebraska Surgery Center