



HANDBOOK FOR SURGICAL TECHNOLOGY TALLAHASSEE STUDENTS



School Year 2006

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PROGRAM HISTORY

Prior to 1996, surgical technologists at Bay Medical Center were trained through a six-month course, which consisted of classroom instruction and on the job training. In June of 1996, Bay Medical Center established the need for a formal intensive training program for Surgical Technologists in the panhandle Florida Area. The first full year class started in January of 1997 with employees and prospective employees. Licensure in January of 1998 established the Bay Medical Center Surgical Services Training Center to train individuals interested in becoming Surgical Technologists. Five classes graduated from this program and it was established that there was a continuing need for the program in Bay County. The program of Surgical Technology was transferred to Gulf Coast Community College in 2002 with the full support of Bay Medical Center, Gulf Coast Medical Center, and the Surgeons of Bay County. The first Class at Gulf Coast Community College began in January of 2003.

DIVISION OF HEALTH SCIENCES MISSION STATEMENT

To maintain high levels of academic and clinical standards while providing the medical community with effective and highly motivated health professionals. This goal is achieved by meeting the myriad needs of students through supportive academic advising, counseling, and innovative instructional techniques.

PROGRAM MISSION AND PURPOSE

To educate students in the specialty of Surgical Technology and promote knowledge based critical thinking in the safe practice of entry-level surgical technology. To provide a training program designed to assist qualified motivated students the opportunity for professional success while increasing the quality and efficiency of patient care in Bay County and surrounding communities.

PHILOSOPHY

The Surgical Technology Staff believes that students, preceptors, and teachers are unique individuals with inherent rights, privileges, and dignity. These shall be mutually recognized during the teaching-learning process and a rapport shall be developed which respects the rights of all. In order to enhance the personal fulfillment of each student, we are challenged to provide an unbiased educational environment. Education is a continuous process of acquiring new knowledge, and skills, which increasingly improves reasoning and judgmental abilities. The staff believes that education is a dynamic, interactive process that utilizes theoretical instruction and clinical practice. We believe that a learner-centered, multi-sensory approach to education is necessary to accommodate the cognitive, psychomotor and affective domains, as well as the varied experiential, cultural and learning styles of students. Learning is most effective when new knowledge and skills are put to immediate use. Therefore, clinical experience and practice lab stations, from simple to complex assignments, are planned to correlate with theory throughout the program.

The department reserves the right to determine the quality of academic and clinical performance and has the responsibility to plan the curriculum based on sound educational principles. The student has the responsibility to actively participate in the learning process by completing assignments, utilizing the practice lab to improve skills, asking questions, seeking understanding, and completing all requirements as assigned.

The program is a competency based instructional program, which enables students to utilize their abilities and strive for continuous maximum self-growth. Evaluation is an ongoing component of the competency-based instruction. It is essential to measure student and teacher effectiveness.

AFFILIATIONS

Gulf Coast Community College is affiliated with Bay Medical Center, Gulf Coast Medical Center, The Eye Center of Northwest Florida, Northwest Florida Surgery Center, and Panama City Surgery Center.

ACCREDITATIONS

Gulf Coast Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to provide the non-degree program of Surgical Technology. 35 East Wacker Drive, Suite 1970; Chicago, Illinois 6061-2208; E-mail: caahep@mcs.net; <http://www.caahep.org>; Phone: 1-312-553-9355. It is also accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane; Decatur, Georgia, 30033-4097; Phone: 1-404-679-4500; Fax: 1-404-679-4558.

ABOUT OUR DIDACTICS

Classes are informal and challenge each student to think critically. Classroom time is spent reviewing, discussing and applying information gained from classroom lecture, assignments, and student scrub case practice and experience. Appropriate and currently competent faculty relative to the course material being taught will conduct all classes. A current course syllabus for each course will be provided to each student at the start of each course. Qualified faculty which meet accreditation standards facilitate the learning experience emphasizing personal goals developed in conjunction with the student throughout the course.

CLINICAL PRACTICUM INSTRUCTION

Provided by Surgeons, Certified Registered Operating Room Nurses, Certified Surgical Technologists, and experienced staff. Preceptor to student ratio will be one to one for all surgical procedures. The program responsibilities include teaching supervision, evaluation, and providing feedback and recommendations. Representatives from each clinical site serve on committees as appropriate. A Surgeon and/or Certified/experienced Registered Operating Room Nurse and/or Certified/experienced Surgical Technologist and/or experienced staff (≥ 3 years) is immediately available in all scrub locations at all times for consultation and/or assistance.

CLINICAL - BASIC SCRUB SKILLS

Taught in the classroom and clinical practicum. "Hands-on" experience is acquired in scrubbing, gowning, assisting the surgeon, passing instruments, instrument identification, sterilization and processing of instruments, case preparation, assisting with patient care activities, documentation, operation of special equipment, decontamination procedures, room turnover, environmental sanitation and terminal cleaning procedures.

HOLIDAYS

Holidays will be the same recognized holidays posted in the current Gulf Coast Community College Catalog.

HOURS OF INSTRUCTION

A draft of the proposed calendar schedule for the year will be provided prior at the interview upon request. The calendar is finalized each year during the 1st month of the current school year. The program is distributed into an average of 697 hours of intensive didactic training classes (orientation to surgical care, the sciences, preparation for surgery, fundamentals of surgical care, basic surgical scrub skills, and surgical procedures) and 633 hours of supervised clinical experience (clinical orientation, surgical procedure scrub skills and technique practicum). Call hours are additional. Additional supervised clinical experience may be required due to student being absent, case cancellations, or personal injury preventing "scrubbing" to meet the case/core requirements necessary for graduation. At the discretion of the instructor in cases of extenuating circumstances, additional hours can be scheduled on an individual basis at times convenient for the instructor. Lab Practice hours will be posted for Student use. Additional lab practice time may be scheduled with the instructor as needed by the student.

HOURS OF OPERATION

The Surgical Technology program will be open when classes are in session. See Class schedule and instructor's schedule card posted outside office door for specific times; Hours vary between the hours of 6:15 AM to 5:00 PM Monday through Friday according to the needs of the program and students. The Program Coordinator or assigned instructor is available at all times by beeper whenever a student is in the classroom or clinical setting. Preceptors/Instructors supervise and are present during any clinical assignment. See the Gulf Coast Community College Catalog for hours of operation for all other student services.

PROPOSED 2005 CALENDAR

| | | | |
|--------------------------------|--|------------------------------|---------------------------|
| Start Date | January 3, 2006 | | |
| Breaks | Spring March 27 th – March 31 st | Fall – July 31 st | – August 11 th |
| Self Evaluation Examination | November 16, 2006 | | |
| Program Assessment Examination | December 11, 2006 | Certification Exam | December 13, 2006 |
| Graduation | December 14, 2006 | | |

STAFF - FACULTY AND PRECEPTORS

The Chair of the Health Sciences Division oversees the administrative operations of the Surgical Technology program. Libby McNaron RN, CST, CNOR, BSN, MS is the Program Coordinator who coordinates education and the selection process with the secretary for the school. Phone: (850) 873-3589. E Mail: lmcnaron@gulfcoast.edu. She is a Registered Nurse who became nationally certified by examination as an Operating Room Nurse in 1990 by the Certification Board Perioperative Nursing. She has been a Registered Nurse since 1982 as a graduate of George Wallace Community College in Alabama. She received her Bachelors Degree in Nursing from Graceland College in Iowa. She received her Masters in Human Resource Management from Troy State University and a certificate in Human Resource Development from Florida State University. Laura Aguiar, RN; Rita Rudd, CST; Lynn Barber, CST; and Christi Smith, CST assist with instruction. Adjunct faculty that meets accreditation requirements will be utilized as appropriate to meet the identified needs of the program and student. Clinical preceptors include the Surgical Services Bay Medical Center and Gulf Coast Medical Center core staffing for the Operating Room. Surgeons, Registered Nurses, experienced operating room technicians, and Certified Surgical Technicians supervise and coordinate the clinical experience. Adjunct faculty, clerical and other support staff is available as needed to assist with instruction, clerical duties, inventory and ordering, cleaning and maintenance.

STAFF EDUCATION/QUALIFICATIONS

Continuing education of staff meets agency requirements. All Registered Nurses are required 25 Continuing Education Contact Hours per 2 years to maintain licensure. Certified Nurses in the Operating Room (CNOR) are required 30 Contact Hours per year (150/5 years) to maintain their certification. Certified Surgical Technologists are required 60 contact hours per 4 years to maintain their certification or must retest every 4 years.

Faculty meetings and inservice education opportunities are utilized to stimulate professional development. Staff participates in instructional classes, which enhance their knowledge of the educational process, and keep skills and knowledge current regarding clinical practices and standards.

Current resumes are on file for each faculty and instructor. Faculty must be either a CST or CNOR or have 3 or more years of clinical experience in the Operating Room. Instructors shall have current surgical technology experience and qualifications. Clinical ratio of students to preceptor shall not exceed a one-to-one basis. Clinical Instructor shall be available. Didactic instruction and clinical lab practice shall be as appropriate to meet the objectives. Lab ratio shall not exceed the maximum 12 to 1 ratio.

SURGICAL TECHNOLOGY

Surgical Technology is a rewarding career opportunity. In this program of study, students are taught the technical skills necessary to become employed as an entry-level Surgical Technologist (Operating Room Technician - Occupational Title 678).

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. This individual works under the medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. While working under the supervision of a surgeon the surgical technologist ensures that the operating room or environment is safe, that equipment functions properly, and that the operative procedures is conducted under conditions that maximize patient safety. A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique 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.

Scrub, circulating, and second assisting Surgical Technologists/Operating Room Technicians have the primary responsibility for maintaining the sterile field, understanding the procedure being performed, anticipating the needs of the surgeon, maintaining knowledge base, maintaining quality patient care during the operative procedure, and being constantly vigilant that all members of the team adhere to aseptic technique. They handle the instruments, supplies, and equipment necessary during the surgical procedure. The Surgical Technologist/Operating Room Technician must be able to stand for long periods of time.

SURGICAL TECHNOLOGY CAREER OUTLOOK AND OPPORTUNITIES

Career possibilities include being a Staff Technologist in the Operating Room, Labor and Delivery, Outpatient Surgery, or for a Physician. Other opportunities include becoming a chief technologist, clinical preceptor, or instructor for the hospital or a similar training program. Associated careers include medical sales representatives, tissue/organ procurement and transplantation technician, or becoming a laser or endoscopic technician. Additional training may open doors to becoming a Surgical First Assistant. The Surgical Technologist may chose to pursue a college education to become a surgical nurse or surgeon. Other doors may be opened in the health care field as outlined by the Association of Surgical Technologist brochures.

SURGICAL TECHNOLOGY ON-CAMPUS PROGRAM OF STUDY

The course of study is approximately a 12-month program plus precourses, which prepares the student to sit for the National Examination to become a Certified Surgical Technologist. This course prepares students to become eligible for employment as a Surgical Technologist in the Operating Room setting. The minimum goal is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program prepares students by providing clinical experiences that meet the "Standard Level" of preparation as defined by the Association of Surgical Technology Core Curriculum (2002). Every effort will be made to achieve the "Best Level" category, but students must attain the level defined as the "Standard Level" category to graduate from the program. (See Graduation Criteria)

Sixteen qualified high school graduates or (GED) equivalent prepared(18 years or older prior to start of clinical experiences in STS0155), will be accepted each year. Pre-requisites include completion of an approved (By the Program Coordinator) Medical Terminology & Anatomy and Physiology course (Examples include General Biology or Anatomy and Physiology I & II). May be waived at the discretion of the instructor based on previous relevant experience or training.

The class core curriculum is single purpose. All courses are surgery-oriented, allowing our students to complete requirements in approximately one year. The faculty is proud of its resources for the class. Our graduates are prepared to immediately serve patients and surgeons in any routine entry-level surgical setting. Laboratory and clinical orientation will address specialty equipment.

THE ACCELERATED ALTERNATE DELIVERY PROGRAM IN SURGICAL TECHNOLOGY

Developed to assist non-certified currently practicing surgical technologists to obtain the educational background they need to be eligible to sit for the Liaison Council on Certification for the Surgical Technologist (LCC-ST) National Certification Examination.

Surgical technologists interested in this program must fit into one of two groups:

1. On the job trained surgical technologists who completed training before March 1, 2000 or
2. Formally trained surgical technologists who completed their education from a non-Commission on Accreditation of the Allied Health Education Programs (CAAHEP) accredited program in surgical technology.

The Accelerated Alternate Delivery Program in Surgical Technology is a 5 college credit/42 Vocational credit program. Up to twenty-seven one-half (27.5) of those vocational credits in lab skills and clinical experience may be granted by documented work experience in the field with a written validation of competency/examination. There is no charge for those courses. The remaining thirteen (13) vocational credits and the 5 college credits representing 10 courses must be successfully completed.

Of those courses, 3 courses can be challenged by examination: HSC0005 Orientation; STS0003 Introduction; and STS0155 Surgical Techniques. To challenge, you register for the course and complete the pre-assessment examination for that course. The Pre-assessment examination for each course must be completed with a 70% score or C to successfully challenge the course. In the event, you score less than 70%, you must successfully complete all of the course assignments, examinations, and final examination (not the same examination) as outlined in the course syllabus.

Steps to Enter and Complete the Program:

1. Complete the Application Process. See application packet for complete information on what must be submitted to be accepted into the program. Contact instructor for review of transcripts. Transcript analysis must be completed by GCCC registrar's office and accepted by the college prior to review by the instructor for substitution or course acceptance by the program.

2. Complete Process of Work and Surgical Experience/Competency Verification. Eligible students must submit verification 125 cases using the same standards for graduation as the traditional course. See verification form. Written multiple choice examinations for cores skills is also part of the requirements. A study guide can be requested.
3. Complete the pre-assessment examination for each of the courses that you are challenging. Register for the course that you are challenging. (Testing Fee - Tuition cost for that course. If unable to pass examination, must complete the course.)
4. Complete Online Course Work for each registered course. Suggested course sequence should be followed. However, some classes can be taken out of sequence if approved by instructor.
5. Complete successfully: Final Examination. Students must arrange and complete the Program Assessment Examination and the LCC-ST Self Assessment Examination prior to graduation.

DISTANCE EDUCATION OPTIONS

Distance Education Surgical Technology is a program developed in partnership with hospitals or other institutions of higher learning to provide didactic instruction in conjunction with hands on learning. All components of the program remain the same including admission and graduation requirements. The individual distance education didactic classes are designed and offered to meet didactic training needs for on campus students or as surgical training class/refreshers for healthcare workers to update knowledge. It provides an option for the student who prefers directed self study. Distance education classes provide an avenue for continuing education for registered nurses and certified surgical technologists who are interested in specialized scrub skills to upgrade or maintain their current skills, certification, or licensure. For information on the program of Surgical Technology and distance education class options, information on individual courses, or approval to take courses, call the instructor Libby McNaron 873-3551.

SURGICAL TECHNOLOGY OUTCOME

Upon satisfactory completion of all graduation requirements, graduates of our program will receive as evidence, a *VOCATIONAL CERTIFICATE IN SURGICAL TECHNOLOGY*. The curriculum goal of the program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program prepares students by providing clinical experiences at the "Standard Level" of preparation as defined by the Association of Surgical Technology Core Curriculum (2002). Successful completion of our program will allow graduates to apply to take the National Certifying Examination provided all the currently established eligibility requirements are met. See Graduation Criteria.

SURGICAL TECHNOLOGY EDUCATIONAL OUTCOMES

Upon completion of all graduation requirements, the graduate will be able to assume the responsibilities of an entry-level Surgical Technologist as evidenced by the following for each role.

ROLE AS AN ENTRY-LEVEL SURGICAL TECHNOLOGIST:

As a surgical technologist, the graduate will assume the responsibilities of the surgical technologist during the perioperative period as evidenced by the ability to:

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 and second circulate in basic surgical procedures.

ROLE AS A MEMBER WITHIN THE DISCIPLINE OF SURGICAL TECHNOLOGY:

As a member within the discipline of surgical technology, the graduate will assume professional responsibility as evidenced by the ability to:

1. Adhere to legal and ethical principles in relations to standards of practice.
2. Demonstrate accountability for professional growth and behavior.

SURGICAL TECHNOLOGY PROGRAM OBJECTIVES

1. To increase knowledge of anatomy and physiology and medical terminology as it relates to the care of the surgical patient.
2. To increase awareness and skill in the application of surgical aseptic technique with a goal of 100% accuracy at all times.
3. To encourage and promote the practice of operating room techniques to improve skill, knowledge, and accuracy including concepts related to pharmacology, surgical procedures and patient care.
4. To increase knowledge of and demonstrate a safe working knowledge of equipment operation in a correct and accurate manner.
5. To increase and promote organized surgical set-ups, which demonstrate efficient and proper technique with regard to time, motion, and economy.
6. To promote a teamwork atmosphere, which is responsive to and centers on the surgical patient's needs.
7. To encourage and facilitate the personal growth of the student to assume responsibility for patient care and become a responsible, ethical and professional member of the surgical team.
8. To increase the awareness of professionalism as demonstrated by application for certification, work ethics, behavior, and participation in the development and promotion of associations.
9. To encourage the goal of personal growth and the assumption of personal responsibility for continuing education, reading journals, and participation in CQI process improvement teams to continuously upgrade and improve technical knowledge and skills performance.

OUTCOME CRITERIA (LEARNING ACTIVITY GUIDES)

The following criteria formulate the basis for meeting the educational outcomes utilizing cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. We believe that a learner-centered, multi-sensory approach to education is necessary to accommodate the cognitive, psychomotor and affective domains, as well as the varied experiential, cultural and learning styles of students. Learning is most effective when new knowledge and skills are put to immediate use. Therefore, clinical experience and practice lab stations, from simple to complex assignments, are planned to correlate with theory throughout each course and the program. Program prepares students by providing clinical experiences at the “Standard Level” of preparation as defined by the Association of Surgical Technology Core Curriculum (2002). Every effort will be made to achieve the “Best Level” category, but students must attain the level defined as the “Standard Level” category to graduate from the program.

Each student attains the following outcome criteria upon graduation:

- A. Identifies, discusses, and evaluates (self) the duties of the Surgical Technologist in the scrub role, circulating role, and second assisting. [*Cognitive – Knowledge, comprehension, and evaluation.*]
- B. Identifies, discusses and diagrams key elements related to anatomy and physiology, microbiology, and the mechanisms of wound healing and wound complications, as it relates to surgical care. [*Cognitive – Knowledge, comprehension, and analysis*]
- C. Identifies, discusses, and displays appropriate key elements of universal precautions and infection control measures. [*Cognitive – Knowledge, comprehension, and application. Psychomotor – Utilizing imitation, manipulation following oral or written directions and finally precision (independent performance)*]
- D. Identifies safety hazards. Discusses and selects appropriate interventions regarding patient and environmental safety including specimen care, counts, electrical, radiation and laser precautions, CDC (Infection Control measures), latex allergy, and OSHA (PPE) requirements. [*Cognitive – Knowledge, comprehension, and analysis.*]
- E. Identifies, discusses, and prepares pharmacology medications and solutions used in surgery correctly and safely. [*Cognitive- Knowledge, comprehension, and evaluation. Psychomotor – Utilizing imitation, manipulation following oral or written directions and finally precision independent performance.*]
- F. Identifies, discusses, and (self) evaluates the principles of surgical fundamentals such as aseptic technique, storage and handling of sterile supplies, sterilization, and disinfection efficiently and safely. [*Cognitive-Knowledge, comprehension, and evaluation.*]
- G. Identifies and selects appropriate equipment for assigned procedure setup. Organizes a comprehensive precase supply and equipment check including orthopedic equipment, dermatomes, tourniquets, suction units, endoscopes, microscopes, cryotherapy units, electrosurgical units, irrigation/aspiration units, laser equipment, monitors, and emergency equipment. [*Cognitive-Knowledge. Psychomotor-Utilizing imitation, manipulation following oral or written directions, and finally precision independent performance.*]
- H. Identifies and selects appropriate action when confronted with equipment-related malfunctions or emergencies. Identifies and selects appropriate response to surgical complications and emergencies. Demonstrates appropriate response in lab or clinical setting. [*Cognitive- Knowledge, comprehension, and evaluation. Psychomotor – precision as appropriate in the lab setting; manipulation following verbal instructions in the clinical setting.]*
- I. Identifies basic step, discusses possible variations, and applies principles of surgical technique and planning to patients of all ages and physical conditions for a variety of procedures by formulating or modifying the patient’s case plan. [*Cognitive – Knowledge, comprehension, and application.*]
- J. Identifies procedural steps and demonstrates performance (independent) of patient care procedures correctly and safely such as skin preparation, positioning, draping, catheterization, vital signs, and cardiopulmonary resuscitation. [*Cognitive- Knowledge and application. Psychomotor – Utilizing imitation, manipulation following oral or written directions and finally precision (independent performance).*]
- K. Identifies, manipulates and manages instruments (classifications), sutures, needles, catheters, drains, surgical packing and dressings, and other types of specialty supplies and equipment with precision. [*Cognitive – knowledge, application. Psychomotor -Utilizing imitation, manipulation following oral or written directions, and finally precision (independent performance)*].
- L. Adapts skills and initiates modifications in knowledge, skills, and behavior as indicated by actively participating in continuous quality improvement using assessment ongoing evaluation, and self-evaluation. [*Cognitive – Evaluation. Psychomotor – Adaptation and origination. Affective – valuing.*]
- M. Identifies, discusses, formulates a written composition, and performs within standards regarding the appropriate legal requirements as a Surgical Technologist/Operating Room Technician, accepting responsibility and accountability for his or her practice. [*Affective Domain – Receiving, responding, organization, and characterization. (Note- Cognitive aspects are integral aspects of the overall performance.)*]
- N. Identifies, discusses, formulates a written composition, and displays personal and professional integrity and the ability to interact on a professional level including effective listening skills, verbal and nonverbal methods of communication, and responses to psychosocial stress for patients and the surgical team. [*Affective Domain – Receiving, responding, organization, and characterization. (Note- Cognitive aspects are integral aspects of the overall performance.)*]
- O. Demonstrates ability to progress from the ability to imitate basic scrub skills in the lab setting, manipulate case setup according to oral or written instructions, and perform with precision a minimum of 125 procedures in the “first scrub solo” or “with assist” role in the required procedure categories. Demonstrates articulation (ability to perform procedure with competency) in 35 procedures in the “first scrub” role prior to graduation. [*Psychomotor – Utilizing imitation, manipulation following oral or written directions, and finally precision (independent performance) and articulation (ability to perform within a reasonable time frame and according to procedure). Note: (Cognitive and Affective aspects are integral aspects of the overall performance.)*]

ADMISSION REQUIREMENTS

1. Apply for general admission to Gulf Coast Community College. Call or visit the college Admissions office to obtain an application for admission and receive information on the college admissions process. Applications are available online at www.gulfcoast.edu.
2. Submit the Surgical Technologist program application from the application packet, the duties acknowledgement form, and a copy of your resume to Room 202 of the Health Sciences Building (located on the second floor). If applying for AADP Bridge program submit portfolio.
3. Complete the TABE examination. In order to graduate from any vocational program, the student must demonstrate a **tenth grade score in Math and an eleventh grade score in Reading and Language Arts** for the surgical technology program. Note: It is not necessary to meet these requirements to apply or enter the program. However, the student is responsible for meeting the requirements through remediation/developmental courses and re-testing prior to applying for graduation. Students who meet these requirements will be given greater consideration in the selection process. Student services/counseling is available to provide guidance. Sign in at the Passport Center 769-1511 Ext 4839 to take the exam. Exam will be administered in the testing center of the Student Union West Building.
4. Request that official High School graduate or Graduate Equivalence (GED) transcripts be sent to the college admissions office. Request Form is available in the admissions office.
5. Request that official transcripts from all previous colleges be sent to the admissions office for evaluation.
6. Grade point average (GPA) of 2.0 or greater (on a 4.0 system) for all school, college and/or university coursework attempted. A GPA less than 2.0 may be acceptable, but the student will be admitted on probation. Higher grade point averages will be given greater consideration in selection process.
7. Submit Proof of Age – 18 years or older on or before the clinical rotations start date of the class year (STS0155).
8. Schedule initial Health Sciences Career advising regarding completion of recommended prerequisites (Medical Terminology and Anatomy and Physiology/General Biology Courses). Call Ext 3311, 872-3827 or 873-3551.
9. Submit satisfactory references mailed to program director from three- (3) individuals as requested on the Application.
10. In the event there are more qualified applicants than positions open, a selection committee will be utilized to select the class by the process identified below: Once notified that applicant has been accepted as one of the top 20 applicants, complete the Interview process with members of the Admission Committee (Note: if there are less than 16 qualified applicants, the interview committee process will be waived):
 - i. Interviews will be scheduled with the program secretary.
 - ii. Complete the introductory written assessment. All answers are found in the study guide. The study guide is provided prior to the interview. Written assessment will be completed immediately prior to final selection interview. There are no pass-fail criteria.
 - iii. Complete interview session with Admission Committee.
 - iv. Complete Manual Dexterity Skills Station Interview. A manual dexterity introductory session developed by Certified Operating Room Nurses & Certified Surgical Technicians will be utilized. There are no pass-fail criteria.
11. After Provisional Acceptance, student will need to complete a physical exam, background screening, etc. as listed below.

ADMISSION PROCESS/CALENDAR

The Health Sciences Career Advisor, Program Instructor, Secretary, and Admission Committee examine each applicant's submitted information and qualifications ensuring that all admission requirements are met for the program. Admission dates are as identified in the application packets.

1. Completed application and documentation attesting to the above Admission Requirements must be in the program office prior to advertised deadline date. See application packet.
2. The top 20 applicants who meet the initial screening of sections 1-6 will be invited to schedule an interview with the Admission Committee. The study guide will be sent to those selected for the interview. If there are less than 15-16 qualified applicants, the admission committee interview process will be waived. (Maximum for the AADP Bridge program is 30)
3. After all scheduled interviews are completed, the Admission Committee will prioritize the applicants and the 15 (fifteen) – 16 (sixteen) highest-ranking applicants will be invited to attend the next class. Notification letters will be sent within 2 weeks. Final notification of the applicant's status will be completed with all Students notified *no later than* the start date of the class.
4. When a selected Student has acknowledged acceptance, an enrollment agreement, background screening, TB Screening, Physical exam, Immunization, and Latex Allergy Screening instructions and/or forms will be mailed to the final applicants for completion. Drug screening may be required for your clinical site, if so; it will also need to be completed. The contract must be returned prior to December 1st. If the enrollment contract packet is not returned prior to December 1st, alternate Students will be offered the class position.
5. A textbook purchase list will be mailed to each new Student. Textbooks may be purchased in the bookstore or must be ordered at least four to six weeks prior to the class start date.
6. Financial assistance will be handled through the financial aid office.
7. The student will be required to pick up a precourse study guide prior to the 1st of December to prepare for class and an orientation meeting will be scheduled. Included will be a review for medical terminology, an exam will be given during the first two weeks of class on medical terminology which must be passed with a 70% score as per policy for all examinations. Family will be invited to this orientation class and are encouraged to attend.
8. The student will receive a proposed copy of the student handbook during the selection process. A current copy of the student handbook will be given to the student the first day of class with all applicable rules and regulations that must be followed for the school year. Any changes, deletions, or additions will be given to the student in writing.

9. Submit proof of current Red Cross or AHA BLS for Healthcare professionals (CPR) course card prior to 1st day of class. Copy of card must be submitted with expiration date no earlier than the last day of school/graduation.

GRADUATION CRITERIA

Students who complete the program and meet all the graduation criteria will be awarded a *CERTIFICATE of COMPLETION IN SURGICAL TECHNOLOGY*. Graduation criteria include the successful completion of all didactic/clinical objectives as published, satisfactory completion of any financial/administrative obligation to Gulf Coast Community College, and satisfactory completion of the eligibility requirements for applying to take the National Certifying Examination for Surgical Technologists. The certifying exam is written and administered by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The following criteria must be met:

1. Continuous, full-time study and clinical practicum that may include additional hours as needed to meet the requirements for graduation. There must be a minimum of 125 procedures in the “first scrub solo” or “with assist” role. Normal completion will be approximately 12 -15 months for the complete course.
2. Grade point average (GPA) of 2.0 (C, 70%) or greater for each course and “Satisfactory” and/or “Understands standards and meets expectations” for each clinical practicum objective.
3. Graduation requirements will include completion of a minimum 125 procedures in the “first scrub solo” or “with assist” role. 35 of those 125 procedures must be performed in the first scrub solo role. Of those 35 cases, 10 must be from the Level I Core Category, 10 from Level II Core Category, 10 from the Level I Specialty Category, and 5 from the Level II Specialty Category. Please note: Only cases in which student is able to perform 70% or greater of the 10 points of performance count towards the 125 procedure requirements. Procedures scrubbed with less than 70% of the 10 points of performance will not count. 35 cases must be performed in the “First Scrub Solo” role which is defined as completing 90% or greater of the 10 points of performance. The category and level of performance are outlined in the Core Curriculum for Surgical Technology; Association of Surgical Technology (2002).
4. Completion of the Surgical Technology Final Exam (C, 70% or greater).

ASSOCIATION OF SURGICAL TECHNOLOGY CODE OF ETHICS

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

HONESTY/ETHICAL AND LEGAL BEHAVIOR

The faculty of Gulf Coast Community College believes that ethical and legal considerations should be observed at all times. Ethical/legal behaviors include, but are not limited to the following:

1. keeping all patient information confidential
2. identifying citations when using resources (texts)
3. submitting one’s own work
4. immediately reporting errors in clinical or lab
5. keeping testing information (test questions and answers) confidential
6. keeping accurate and truthful log sheets regarding time and cases
7. keeping accurate and truthful skills checklists and clinical evaluation forms

The faculty further believes that honest behavior in the classroom, skills laboratory, and the clinical setting transfers to the graduate in the world of work. Any student who is involved in unethical or illegal behavior is subject to disciplinary action including dismissal from the program.

SURGICAL TECHNOLOGY ROLE RESPONSIBILITIES DESCRIPTION OF PROFESSION

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Scrub, circulating, and second assisting surgical technologists have shared responsibility for maintaining the sterile field, being constantly vigilant that all members of the team adhere to aseptic technique.

SCRUB ROLE: The scrub surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field. Duties are as follows:

Preoperative (before procedure):

1. Don operating room attire and personal protective equipment.
2. Prepare the OR.
3. Gather/check necessary instrumentation, equipment, and supplies.
4. Create and maintain the sterile field.
5. Perform surgical scrub. Don sterile gown and gloves.
6. Organize the sterile field for use with instruments, supplies, equipment, and medications/solutions needed for procedure.
7. Counts necessary items with circulator.
8. Assist team members during entry of the sterile field.
9. Expose the operative site with sterile drapes.

Intraoperative (during procedure):

1. Maintains highest standard of sterile technique during the procedure.
2. Maintains the sterile field.
3. Pass instrumentation, equipment, and supplies to the surgeon and surgical assistant as needed.
4. Assess and predict (anticipate) the needs of the patient and surgeon and provide the necessary items in order of need.
5. Medication preparation and handling
6. Count necessary items.
7. Specimen Care.
8. Assists with other intraoperative tasks.
9. Prepares and applies sterile dressings.

Postoperative (after procedure):

1. Assists surgical team with patient care, when needed.
2. Prepares instruments for terminal cleaning of the surgical suite.
3. Assists other members with terminal cleaning of the surgical suite.
4. Assists with preparing the surgical suite for the next patient.



CIRCULATING ROLE The circulating surgical technologist obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team. Duties are as follows:

Preoperative:

1. Obtains appropriate sterile and nonsterile items needed for the surgical procedure.
2. Opens sterile instruments, supplies, and equipment.
3. Checks patient's chart, identifies patient, verifies surgery to be performed with consent form.
4. Transfers patient to operating room table.
5. Provide comfort and safety measures.
6. Provide verbal and tactile reassurance to patient.
7. Assists anesthesia personnel.
8. Positions the patient, using appropriate equipment and safety measures.
9. Applies electrosurgical grounding pads, tourniquets, and monitors on the patient, using appropriate safety measures.
10. Performs preoperative skin preparation.
11. Performs counts.

Intraoperative:

1. Positions and operates equipment needed for the procedure.
2. Anticipates additional supplies needed during the procedure.



3. Facilitates communication between sterile and nonsterile areas.
4. Records accurate documentation throughout the procedure.
5. Cares for specimens.
6. Secures dressings after incision closure.

Postoperative:

1. Helps transport patient to recovery room
2. Assists in terminal cleaning of the surgical suite.
3. Prepares for the next patient.

SECOND ASSISTING SURGICAL TECHNOLOGIST: The second assisting surgical technologist assists the surgeon and/or technologist during the operative procedure by carrying out technical tasks other than cutting, clamping, and suturing of tissue. This role is distinct from that of the surgical technologist and may in some circumstances, be performed at the same time as the scrub role. Duties are as follows:

Intraoperative:

1. Holds retractors or instruments as directed by the surgeon.
2. Sponges or suctions operative site.
3. Applies electrosurgical active electrode to clamps on bleeders.
4. Cuts suture material as directed by the surgeon.
5. Connects drains to suction apparatus.
6. Applies dressings to the closed wound.



RELATED CAREER OPPORTUNITIES: Related career opportunities of an experienced surgical technologist could include central service manager, educator, surgical assistant, materials manager, medical salesperson, organ and tissue procurement/preservation technician, physician/surgeon's assistant, and research assistant. Some of these roles may require formal education beyond entry level surgical technology education.

The surgical technologist must be able to:

1. Stand, bend, stoop, and/or sit for long periods of time in one location with minimum breaks.
2. Lift a minimum of 20 pounds.
3. Refrain from nourishment or rest room breaks for periods up to 6 hours.
4. Demonstrate sufficient visual ability to load a fine (10 -0) suture onto needles and needle holders with/without corrective lenses while wearing safety glasses.
5. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
6. Hear & understand muffled communication without visualization of the commander's mouth/lips & within 20 feet.
7. Hear activation/warning signals on equipment.
8. Detect odors sufficient to maintain environmental safety and patient needs.
9. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.
10. Ambulate/move around with assistive devices.
11. Assist with and/or lift, move, position, and manipulate, with or without assistive devices, the patient who is unconscious.
12. Communicate and understand fluent English both verbally and in writing.
13. Be free of reportable communicable disease and chemical abuse.
14. Demonstrate immunity to rubella, rubeola, tuberculosis, and hepatitis B, or be vaccinated against these diseases, or be willing to sign a waiver of release of liability with regard to those diseases.
15. Possess short and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.
16. Make appropriate judgment decisions.
17. Demonstrate the use of positive coping skills under stress.
18. Demonstrate calm and effective responses, especially in emergency situations.
19. Exhibit positive interpersonal skills in patient, staff, and faculty interactions.

SURGICAL TECHNOLOGY PROGRAM CURRICULUM

LISTING/DESCRIPTION

HSC0005. ORIENTATION TO HEALTH SCIENCES 45 HOURS

Prerequisites Required: None.

Corequisite Required: HSC 0005L Orientation to Health Sciences Lab.

Description: The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of the health care team. Common illnesses will be discussed with a focus on prevention of disease and promotion of wellness. Systems of measurement, interpersonal skills, legal/ethical issues, basic medical terminology, infection control, and the personal characteristics of the successful health care professional are also included. Also included are the basic concepts of patient care skills, which are common to all health occupations. Topics include patient and professional communication, proper patient identification and monitoring patient status.

HSC0005L ORIENTATION TO HEALTH SCIENCES LAB 15 HOURS

Prerequisites Required: None

Corequisite Required: HSC 0005 Orientation to Health Sciences.

Description: Lab to accompany HSC 0005 Orientation to Health Sciences.

STS0003. INTRODUCTION TO SURGICAL TECHNOLOGY 90 HOURS

Prerequisites Required: Successfully met the pre-course enrollment requirements regarding OST1257 Medical Terminology and Anatomy and Physiology (BSC 1005 General Biology) to enroll in the program of Surgical Technology.

Corequisite Required: STS0003L Introduction to Surgical Technology LAB.

Description: Introduces the discipline of Surgical Technique. Introduction to the program and facilities, mental health/personal hygiene, professional ethics, the design of the surgical suite, the health care team, legal issues in patient care, affirmative impact statement, asepsis/infection control, instrument cleaning methods for prevention of infection, sterilization methods for prevention of infection, chemical disinfection, and environmental sanitation.

STS0003L. INTRODUCTION TO SURGICAL TECHNOLOGY LAB 60 HOURS

Prerequisites Required: Successfully met the pre-course enrollment requirements regarding OST1257 Medical Terminology and Anatomy and Physiology (BSC 1005 General Biology) to enroll in the program of Surgical Technology.

Corequisite Required: STS0003 Introduction to Surgical Technology.

Description: Lab and Clinical practicum to accompany STS0003 Introduction to Surgical Technology.

STS0804. MICROBIOLOGY 60 HOURS

Prerequisites Required: Successfully met the pre-course enrollment requirements regarding OST1257 Medical Terminology and Anatomy and Physiology (BSC 1005 General Biology) to enroll in the program of Surgical Technology.

Description: This course covers the characteristics and activities of microorganisms. It surveys the various microbial groups, especially the bacteria, viruses, and fungi, with emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed in some detail. Theories and methods of destruction, removal, and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect us against pathogenic microorganisms, principles of wound healing, and how chemotherapeutic agents assist in this task. Various significant aspects of several infectious diseases that occur in humans are also covered.

STS0803. PHARMACOLOGY AND ANESTHESIA 45 HOURS

Prerequisites Required: Successful completion of Medical Terminology with a grade of C or better.

Co requisite Required: STS0803L Pharmacology and Anesthesia LAB.

Description: Course is designed to introduce students to most commonly used pharmacological agents in surgery, pre-, post, and intraoperatively, stressing identification, handling, and usage.

STS0803L. PHARMACOLOGY AND ANESTHESIA LAB 15 HOURS

Prerequisites Required: Successful completion of Medical Terminology with a grade of C or better.

Co requisite Required: STS0803 Pharmacology and Anesthesia.

Description: Lab to accompany STS 0803 Pharmacology and Anesthesia.

STS0155. SURGICAL TECHNIQUES AND PROCEDURES 105 HOURS

Prerequisites Required: Successfully completed STS 003 Introduction to Surgery and STS 003L Introduction to Surgery LAB/Clinical.

Corequisite Required: STS 0155L Surgical Techniques and Procedures LAB.

Description: Course is designed to introduce students to aseptic technique, infection control practices, duties of the circulator role, duties of the scrub role, suture material/wound closure, surgical needles, staples, instruments, wound healing and hemostasis, drains, dressings, incisions, and relevant terminology, pharmacology, and anesthesia principles to the duties of the surgical procedure.

STS0155L. SURGICAL TECHNIQUES AND PROCEDURES LAB/CLINICAL 135 HOURS

Prerequisites Required: Successfully completed STS 003 Introduction to Surgery and STS 003L Introduction to Surgery LAB/Clinical.

Corequisite Required: STS 0155 Surgical Techniques and Procedures.

Description: Lab and clinical practicum to accompany STS 0155 Surgical Techniques and Procedures.

STS0120. SURGICAL SPECIALTIES I 30 HOURS

Prerequisites Required: Successfully completed STS 0155 Surgical Techniques and Procedures and STS 0155L Surgical Techniques and Procedures LAB/Clinical.

Corequisite Required: STS 0120L Surgical Specialties I LAB.

Description: Course is designed to prepare students for surgical procedures including review of anatomy regarding eye, ear, nose and throat surgery, diagnostic procedures and relevant equipment, supplies, and techniques. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

STS0120L. SURGICAL SPECIALTIES I LAB 15 HOURS

Prerequisites Required: Successfully completed STS 0155 Surgical Techniques and Procedures and STS 0155L Surgical Techniques and Procedures LAB/Clinical.

Corequisite Required: STS 0120 Surgical Specialties I.

Description: Lab to accompany STS0120 Surgical Specialties I.

STS0255L. SURGICAL PROCEDURES CLINICAL I 180 HOURS

Prerequisites Required: Successfully completed STS 0155 C Surgical Techniques and Procedures.

Description: Course is designed to prepare students for surgical procedures including the role of the scrub person including assisting team members to gown/glove, draping the sterile field, medical weights and measures/medicines/dosages, instrument identification and preparation, draping the patient, adhering to aseptic technique, sterilizing, chemical disinfection, preparing supplies and special equipment, passing instruments, supplies, and sutures to the surgeon, cutting sutures, holding retractors, cardiopulmonary resuscitation, instrument, sponge, and sharps count, administrative tasks and preparing operating room tables and lights. The role of circulator will include surgical preparation of the patient, positioning, and assisting in the administration of blood, plasma, transfusions, and injections. Course prepares students to meet the "Standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

STS0121. SURGICAL SPECIALTIES II 30 HOURS

Prerequisites Required: Successfully completed STS 0120 Surgical Specialties I and STS 0120L Surgical Specialties I LAB.

Co requisite Required: STS0121L Surgical Specialties II LAB.

Description: Course is designed to prepare students for surgical procedures including review of anatomy, relevant equipment, supplies, and techniques regarding maxillary/mandibular surgery, oral surgery, genito-urinary surgery, gynecological surgery, orthopedic surgery, neurosurgery, cardiovascular surgery, and general surgery. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

STS0121L. SURGICAL SPECIALTIES II LAB 15 HOURS

Prerequisites Required: Successfully completed STS 0120 Surgical Specialties I and STS 0120L Surgical Specialties I LAB.

Co requisite Required: STS0121 Surgical Specialties II.

Description: Lab to accompany STS 0121 Surgical Specialties II.

STS0256L. SURGICAL PROCEDURES CLINICAL II 180 HOURS PLUS CALL EXPERIENCES

Prerequisites Required: Successfully completed STS 0255 L Surgical Procedures Clinical I.

Description: Course is designed to prepare students for performing preoperative, intra-operative, and postoperative surgical procedures including the role of the scrub person regarding safety practices, work attitudes, professional ethics and legal requirements, reporting, documentation work area. Course prepares students to meet the "Standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

STS0122. SURGICAL SPECIALTIES III 30 HOURS

Prerequisites Required: Successfully completed STS 0121 Surgical Specialties II and STS 0121L Surgical Specialties II LAB.

Co requisite Required: STS 0122L Surgical Specialties III LAB.

Description: Course is designed to prepare students for surgical procedures including review of anatomy, relevant equipment, supplies, and techniques regarding thoracic Surgery, emergency room activities, plastic surgery and pediatric surgery. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists. Course also prepares students for employment in the surgical technologist field.

STS0122L. SURGICAL SPECIALTIES III LAB 15 HOURS

Prerequisites Required: Successfully completed STS 0121 Surgical Specialties II and STS 0121L Surgical Specialties II LAB.

Co requisite Required: STS 0122 Surgical Specialties III.

Description: Lab to accompany STS 0122 Surgical Specialties III.

STS0257L. SURGICAL PROCEDURES CLINICAL III 190 HOURS PLUS CALL EXPERIENCES

Prerequisites Required: Successfully completed STS 0256 L Surgical Procedures Clinical II.

Description: Course is designed to prepare students for preoperative, intra-operative, and postoperative surgical procedures. Course prepares students to meet the "Standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

| MASTER SCHEDULE | | | | | | | | |
|------------------------|---|--------------------|--------------------|---------------------------|--------------------------|--------------|------------|-----------------|
| COURSE | COURSE/ACTIVITY | MAJOR EXAMS | CLOCK HOURS | Voc Credits | Semester-Sequence | Class | Lab | Clinical |
| HSC 0005 | Orientation to Health Sciences | 3 | 45 | 1.5 | Spring - 1 | 45 | | |
| HSC 0005L | Orientation to Health Sciences Lab | 2 | 15 | 0.5 | Spring - 1 | 15 | | |
| STS 0804 | Basic Microbiology | 5 | 60 | 2 | Spring - 1 | 60 | Tour | |
| STS 0003 | Introduction to Surgical Technology | 6 | 90 | 3 | Spring - 2 | 90 | | |
| STS 0003L | Introduction to Surgical Technology LAB/Clinical | 2 | 60 | 2 | Spring - 2 | | 52 | 8 |
| STS 0803 | Pharmacology & Anesthesia | 4 | 45 | 1.5 | Spring - 3 | 45 | | |
| STS 0803L | Pharmacology & Anesthesia LAB | 2 | 15 | .5 | Spring- 3 | | 15 | |
| STS 0155 | Surgical Techniques & Procedures | 5 | 105 | 3.5 | Spring- 4 | 105 | | |
| STS 0155L | Surgical Techniques & Procedures | 4 + Case Study | 135 | 4.5 | Spring -4 | | 60 | 75 |
| STS 0120 | Surgical Specialties I | 6 | 30 | 1 | Summer | 30 | | |
| STS 0120L | Surgical Specialties I LAB | 2+ Video Project | 15 | 0.5 | Summer | | 15 | |
| STS 0255L | Surgical Procedures Clinical I | 1 + Case Study | 180 | 6 | Summer | | | 180 |
| STS 0121 | Surgical Specialties II | 6+ Paper | 30 | 1 | Fall - 1 | 30 | | |
| STS 0121L | Surgical Specialties II LAB | 2+ Video Project | 15 | 0.5 | Fall - 1 | | 15 | |
| STS 0256L | Surgical Procedures Clinical II | 1 + Case Study | 180 | 6 | Fall - 1 | | | 180 |
| STS 0122 | Surgical Specialties III | 4 + Case Study | 30 | 1 | Fall - 2 | 30 | | |
| STS 0122L | Surgical Specialties III LAB | 2 + Video Project | 15 | 0.5 | Fall - 2 | | 15 | |
| STS 0257L | Surgical Procedures Clinical III | 2 + ST Asses Exam | 190 | 6.5 | Fall - 2 | | | 190 |
| SUMMARY | TOTAL INCLUDES PREREQUISITES (Medical Terminology & General Biology: 75 Hours/3 College Credits) | + PAE Exam | 1330 | 42 V 5 College | 12 Month Program | 510 | 187 | 633 |

* *Content Knowledge and application is tested on the final examination*

- *Clinical evaluation of performance. Performance will be evaluated on cases as assigned.*

Note: In clinical, a patient care plan must be submitted on the case assigned. Recurrent procedure care plans must be available for reference. Each day a clinical evaluation must be made of the experiences of the day with goals and objectives kept current and learning needs identified. It is the student's responsibility to keep the experience log up to date. It is the student's responsibility to obtain their assignment the day before prior to 2:30 PM.

Please note: Schedule of Hours may vary due to the nature of the assignment or extenuating circumstances; therefore students must be flexible. Hours will not exceed the parameters of forty hours in a week plus call. Any changes will be posted in advance.

CLASS SCHEDULE/PROGRAM CALENDAR 2006
SURGICAL TECHNOLOGICAL – Tallahassee Blended Distance Education Format

Note: Schedule is subject to change without notice due to extenuating circumstances. In the event that a change becomes necessary, every effort will be made to coordinate the change with the students as soon as possible under the circumstances.

| WEEK | Monday | Tuesday | Wednesday | Thursday | Friday | Satur day | Sunday | Total Assigned Hrs. |
|--|---------------------------|---|--|--|--------|--------------|--------|---|
| Week 1 August Other Blackboard Assigned Hrs: Orient 1 Hrs Pharm 4 Hr Micro 6 Hr Homework 10-20 H | 14 | 15 Pharm 2:30 -4:30 PM Orient Lab 5 - 6:30 PM | 16 Orientation Class 2:30-5:30 PM Pharm Lab 5:30 – 7:15 PM | 17 Micro 2:30- 4:30 PM Orient Lab 5 - 6:30 PM | 18 | 19 | 20 | HSC 0005 –4 Hrs HSC 0005L -3 Hrs STS0804 – 8 Hrs STS0803 – 6 Hrs STS0803L - 1 3/4 Hr Homework 10-20 Hr Total 32 3/4 - 43 Hr |
| Week 2 August Blackboard Assigned Hrs: Orient 5 Hrs - Pharm 2 ½ Hr Micro 6 Hr Homework 10-20 H | 21 | 22 Pharm 2:30 -4:30 PM Orient Lab 5 - 6:30 PM | 23 Orientation Class 2:30-5:30 PM Pharm Lab 5:30 – 7:15 PM | 24 Micro Class 2:30 – 4:30 PM Orient Lab 5 - 6:30 PM | 25 | 26 | 27 | HSC 0005 - 8 Hrs HSC 0005L -3 Hrs STS 0804 – 8 Hrs STS0803 – 4 ½ Hrs STS0803L - 1 3/4 Hr Homework 10-20 Hr Total 35- 45 Hrs |
| Week 3 August/Sept Blackboard Assigned Hrs: Orient 5 Hrs - Pharm 2 ½ Hr Micro 6 Hr Homework 10-20 H | 28 | 29 Pharm 2:30 -4:30 PM Orient Lab 5 - 6:30 PM | 30 Orientation Class 2:30-5:30 PM Pharm Lab 5:30 – 7:15 PM | 31 Micro 2:30- 4:30 PM Orient Lab 5 - 6:30 PM | 1 | 2 | 3 | HSC 0005 -8 Hrs HSC 0005L –3 Hrs STS 0804 – 8 Hrs STS0803 – 4 ½ Hrs STS0803L - 1 3/4 Hr Homework 10-20 Hrs Total 36 ½ to 46 ½ Hr |
| Week 4 Sept. Blackboard Assigned Hrs: Orient 5 Hrs - Pharm 2 ½ Hr Micro 6 Hr Homework 10-20 H | 4 Labor Day Holiday | 5 Pharm 2:30 -4:30 PM Orient Lab 5 - 6:30 PM | 6 Orientation Class 2:30-5:30 PM Pharm Lab 5:30 – 7:15PM | 7 Micro 2:30- 4:30 PM Orient Lab 5 - 6:30 PM | 8 | 9 | 10 | HSC 0005 - 8 Hrs HSC 0005L- 3 Hrs STS 0804 - 8 Hrs STS0803 – 4 ½ Hrs STS0803L - 1 3/4 Hr Homework 10-20 Hrs Total 35 ½ to 45 ½ Hr |
| Week 5 Sept. Blackboard Assigned Hrs: Orient 5 Hrs - Pharm 2 ½ Hr Micro 6 Hr Homework 10-20 H | 11 | 12 Pharm 2:30 -4:30 PM Orient Lab 5 - 6:30 PM | 13 Orientation Class 2:30-5:30 PM Pharm Lab 5:30 – 7:15 PM | 14 Micro 2:30- 4:30 PM Orient Lab Final 5 - 6:30 PM | 15 | 16 | 17 | HSC 0005 - 8 Hrs HSC0005L – 3 Hrs Complete STS 0804 - 8 Hrs STS0803 – 4 ½ Hrs STS0803L - 1 3/4 Hr Homework 10 – 20 Hr Total 35-45 Hrs |
| Week 6 Sept. Blackboard Assigned Hrs: Orient 5 Hrs - Pharm 2 ½ Hr Micro 6 Hr Homework 10-20 H | 18 | 19 Pharm 2 -4 PM Intro Lab 4 – 7 PM | 20 Orientation Class 2:30-5:30 PM Pharm Lab 5:30 – 7:15 PM | 21 Micro 2- 4 PM Intro Lab 4 - 9 PM | 22 | 23 | 24 | HSC0005 – 8 Hrs STS 0804 - 8 Hrs STS0803 – 4 ½ Hrs STS0803L - 1 3/4 Hr STS 003 L –8 Hrs Homework 10-20 Hr Total 41-51 Hrs |
| Week 7 Sept./Oct. Blackboard Assigned Hrs: Intro 5 Hrs Pharm 2 ½ Hr Micro 6 Hr Homework 10-20 H | 25 | 26 Pharm 2 -4 PM Intro Lab 4:00 - 7:00 PM | 27 Orient 1:00 -5:30 PM FINAL Pharm Lab 5:30 -7 :15 PM | 28 Micro 2:00- 4:00 PM Intro Lab Intro Class Syllabus Overview 4:00-9 PM | 29 | 30 | 1 | **HSC 0005 - 2 Hrs Complete STS 0804 - 8 Hrs STS0803 – 4 ½ Hrs STS0803L - 1 3/4 Hr STS 0003– 5 H STS 003 L –8Hrs Homework 10-20 Hrs Total 40-50 Hrs |
| Week 8 October Blackboard Assigned Hrs: Intro 10 Hrs - Pharm 2 ½ Hr Homework 10-20 H | 2 | 3 Pharm 2-4 PM Intro Lab 4- 7:00 PM | 4 Intro Class 1:00 – 5:30 Pharm Lab 5:30 – 7:15 PM | 5 Micro Final 1:00 – 4:00 PM Intro Lab 4 – 9PM | 6 | 7 | 8 | STS 0804 - 4 Hrs Complete STS0803 – 4 ½ Hrs STS0803L - 1 ¾ Hr STS 0003–14 ½ H STS 003 L –8 Hrs Homework 10-20 Hrs Total 40 ¾ - 50 ¾ Hrs |

| WEEK | Monday | Tuesday | Wednesday | Thursday | Friday | Satur day | Sunday | Total Assigned Hrs. |
|---|--------|---|---|--|--------|-----------|--------|---|
| Week 9 October Blackboard Additional Hrs: Intro 12 Hrs - Pharm 2 ½ Hr Homework 10-20 H | 9 | 10 Pharm 2-4 PM Intro Lab 4 – 7 PM | 11 Intro Class 1- 5:30 PM Pharm Lab Final 5:30 – 7:15 PM | 12 Intro Lab 4:00 – 9 PM | 13 | 14 | 15 | STS0803 – 4 ½ Hrs STS0803L - 1 ¾ Hr Complete STS 0003–16 ½ Hrs STS 003 L –8 Hrs Homework 10-20 Hrs Total Hrs 40¾-50¾ Hr |
| Week 10 Blackboard Additional Hrs: Intro 12 Hrs - Pharm 2 ½ Hr Homework 10-20 H | 16 | 17 Pharm Final 1:30 – 5:30 PM Intro Lab 4-7 PM | 18 Intro Class 11:30 AM - 4 PM Intro Lab 4-7 PM | 19 Intro Class 2-4 PM Intro Lab 4 – 9 PM | 20 | 21 | 22 | STS 0803 – 3 Hrs Complete STS 0003–16 H STS 003 L –11 Hrs Homework 10-20 Hrs Total Hrs 40 – 50 Hrs |
| Week 11 October Blackboard Additional Hrs: Intro 12 Hrs - Pharm 2 ½ Hr Homework 10-20 H | 23 | 24 Intro Class 2- 4 PM Intro Lab 4- 7 PM | 25 Intro Class 11:30 AM - 4 PM Intro Lab 4-7 PM | 26 Intro Lab 4-9 PM | 27 | 28 | 29 | STS 0003–19 H STS0003L– 11 Hrs Homework 10-20 Hrs Total Hours 40-50 Hrs |
| Week 12 Oct./Nov. Blackboard Additional Hrs: Intro 12 Hrs Surg Tech - 0 Homework 10-20 H | 30 | 31 Intro Class - FINAL 12 - 4 PM Intro Lab 4- 7PM Finals | 1 ST Class 12:30 – 2:30 PM Intro Lab 3:20 -6:30 PM Finals | 2 ST Clinical (6:30 – 11:30 AM) ST Class 12:30 –2:30 PM ST Lab 3:30 – 6:30 PM | 3 | 4 | 5 | STS 0003–16 H STS0003L– 6 Hrs Complete STS 155- 4 Hrs STS155L-8 Hrs (5 Hrs Clinical) Observation Homework 8 -18 Hrs Total 42 – 52 Hrs |
| Week 13 November Blackboard Additional Hours: Surg Tech – 9 Hrs Homework 8-20 H | 6 | 7 ST Class 1-3 PM ST Lab 4-7 PM | 8 ST Class 12:30 –2:30 PM ST Lab 3:30 – 6:30 PM | 9 ST Clinical (6:30 – 11:30 AM) ST Class 12:30 –2:30 PM ST Lab 3:30 – 6:30 PM | 10 | 11 | 12 | STS 0155- 15 Hrs STS0155L 14 Hrs (5Hrs Clinical) Homework 8-20 Hrs Total 42- 54½ Hrs |
| Week 14 November Blackboard Additional Hours: Surg Tech – 9 Hrs Homework 10-20 H | 13 | 14 ST Class 1-3 PM ST Lab 4-7 PM | 15 ST Class 12:30 –2:30 PM ST Lab 3:30 – 6:30 PM | 16 ST Clinical (6:30 – 11:30 AM) ST Class 12:30 –2:30 PM ST Lab 3:30 – 6:30 PM | 17 | 18 | 19 | STS0155–15 Hr STS0155L–14 Hr (5 Hrs Clinical) Homework 10-20 Hrs Total 39-49 Hrs |
| Week 15 November Blackboard Additional Hours: Surg Tech – 9 Hrs Homework 10-20 H | 20 | 21 ST Class 1-3 PM ST LAB 4-7 PM | 22 ST Clinical (6:30 – 11:30 AM) ST Class 12:30 –2:30 PM ST Lab 3:30 - 7 PM | 23 Thanksgiving | 24 | 25 | 26 | STS0155–15 Hr STS0155L–11 Hr Homework 10-20 Hrs Total 36-46 Hrs |
| Week 16 November Blackboard Additional Hours: Surg Tech – 9 Hrs Homework 10-20 H | 27 | 28 ST Class 1-3 PM ST LAB 4-7 PM | 29 ST Class 12:30 –2:30 PM ST Lab 3:30 – 6:30 PM | 30 ST Clinical (6:30 – 11:30 AM) ST Class 12:30 –2:30 PM ST Lab 3:30 – 6:30 PM | 1 | 2 | 3 | STS0155 – 15 Hr STS0155L - 14 Hr Homework 10-20 Hrs Total 31-41 Hrs |
| Week 17 December Blackboard Additional Hours: Surg Tech – 11 Hrs Homework 10-20 H | 4 | 5 ST LAB/Clinical 6:30-2:30 PM ST Class 3:30 –4:30 | 6 ST Lab/Clinical 6:30 – 2:30 PM Lab 3:00 – 5:30 | 7 ST Lab/Clinical 630- 2:30 PM ST Class 3:30 –4:30 | 8 | 9 | 10 | STS0155–15 Hr STS0155L– 25 Hr (18 Hrs Clinical) Homework 10-20 Hrs Total 50-60 Hrs |
| Week 18 December Blackboard Additional Hours: Surg Tech – 11 Hrs Homework 10-20 H | 11 | 12 ST LAB/Clinical 6:30-2:30 PM ST Class 3:30 –5:30 | 13 ST Lab/Clinical 6:30 – 2:30 PM Lab 3:00 – 5:30 | 14 ST LAB/Clinical 6:30-2:30 PM ST Class 3:30 –5:30 | 15 | 16 | 17 | STS0155–15 Hr STS0155L–25 Hr (18 Hrs Clinical) Homework 10-20 Hrs Total 50-60 Hrs |

| WEEK | Monday | Tuesday | Wednesday | Thursday | Friday | Satur day | Sunday | Total Assigned Hrs. |
|--|--------|--|--|--|--------|-----------|--------|--|
| Week 19 December Blackboard Additional Hours: Surg Tech – 11 Hrs Homework 10-20 H | 18 | 19 ST LAB/Clinical 6:30-2:30 PM ST Class 3:30 –5:30 | 20 ST Lab/Clinical 6:30 – 2:30 PM Lab 3:00 – 5:30 | 21 ST LAB/Clinical 6:30-2:30 PM ST Class 3:30 –5:30 | 22 | 23 | 24 | STS0155–15 Hr STS0155L–25 Hr (18 Hrs Clinical) Completed Homework 10-20 Hrs Total 50-60 Hrs |
| Week – Winter Break – Off | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| Week 20 January Blackboard Additional Hours: SP Homework 10-20 H | 1 | 2 Clinical 6:30 – 2:30 SP Class 3:30- 5:30 | 3 Clinical 6:30 – 2:30 SP Lab 3:30 – 5:30 | 4 Clinical 6:15 – 2:30 SP Class 3:30- 5:30 | 5 | 6 | 7 | STS 0120 -4 Hrs STS0120L-2 Hrs STS255L-22½ Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 21 January Blackboard Additional Hours: SP Homework 10-20 H | 8 | 9 Clinical 6:30 – 2:30 SP Class 3:30- 5:30 | 10 Clinical 6:30 – 2:30 SP Lab 3:30 – 5:30 | 11 Clinical 6:15 – 2:30 SP Class 3:30- 5:30 | 12 | 13 | 14 | STS 0120 -4 Hrs STS0120L-2 Hrs STS255L-22½ Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 22 January Blackboard Additional Hours: SP Homework 10-20 H | 15 | 16 Clinical 6:30 – 2:30 SP Class 3:30- 5:30 | 17 Clinical 6:30 – 2:30 SP Lab 3:30 – 5:30 | 18 Clinical 6:15 – 2:30 SP Class 3:30- 5:30 | 19 | 20 | 21 | STS 0120 -4 Hrs STS0120L-2 Hrs STS255L-22½ Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 23 January Blackboard Additional Hours: SP Homework 10-20 H | 22 | 23 Clinical 6:30 – 2:30 SP Class 3:30- 5:30 | 24 Clinical 6:30 – 2:30 SP Lab 3:30 – 5:30 | 25 Clinical 6:15 – 2:30 SP Class 3:30- 5:30 | 26 | 27 | 28 | STS 0120 -4 Hrs STS0120L-2 Hrs STS255L-22½ Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 24 Jan./Feb Blackboard Additional Hours: SP Homework 10-20 H | 29 | 30 Clinical 6:30 – 2:30 SP Class 3:30- 5:30 | 31 Clinical 6:30 – 2:30 SP Lab 3:30 – 5:30 | 1 Clinical 6:15 – 2:30 SP Class 3:30- 5:30 | 2 | 3 | 4 | STS 0120 -4 Hrs STS0120L-2 Hrs STS255L-22½ Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 25 February Blackboard Additional Hours: SP Homework 10-20 H | 5 | 6 Clinical 6:30 – 2:30 SP Class 3:30- 5:30 | 7 Clinical 6:30 – 2:30 SP Lab 3:30 – 5:30 | 8 Clinical 6:15 – 2:30 SP Class 3:30- 5:30 | 9 | 10 | 11 | STS 0120 -4 Hrs STS0120L-2 Hrs STS255L-22½ Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 26 February Blackboard Additional Hours: SP Homework 10-20 H | 12 | 13 Clinical - Eval 6:30 – 2:30 SP Class 3- 5 PM | 14 Clinical-Eval 6:30 – 2:30 SP Lab - Finals 3– 5 PM | 15 Clinical-Eval 6:15 – 2:30 SP Class 3 – 5 PM | 16 | 17 | 18 | STS0120 -4 Hrs STS0120L – 2 Hrs STS255L-22½ Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 27 February Blackboard Additional Hours: SP Homework 10-20 H | 19 | 20 Clinical-Eval 6:30 – 2:30 SP Class 3- 5 FINAL | 21 Clinical- Eval 6:30 – 2:30 SP Lab - Finals 3– 5 | 22 Clinical - Eval 6:15 – 2:30 | 23 | 24 | 25 | STS 0120 -2 Hrs STS0120L- 1 Hr STS255L-22½ Hrs Complete Homework 10-20 Hrs Total 39-50 Hrs |
| Week 28 Feb./March Blackboard Additional Hours: SP Homework 10-20 H | 26 | 27 Clinical 6:30 – 2:30 SP Class 3:30- 5:30 | 28 Clinical 6:30 – 2:30 SP Lab 3:30 – 5:30 | 1 Clinical 6:15 – 2:30 SP Class 3:30- 5:30 | 2 | 3 | 4 | STS0121- 4 Hrs STS 0121L – 2 Hrs STS256L-22 1/2 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 29 March Blackboard Additional Hours: SP Homework 10-20 H | 5 | 6 Clinical 6:30 – 2:30 SP Class 3- 5 PM | 7 Clinical 6:30 – 2:30 SP Lab 3– 5 PM | 8 Clinical 6:15 – 2:30 SP Class 3- 5 PM | 9 | 10 | 11 | STS0121- 4 Hrs STS 0121L – 2 Hrs STS256L-22 1/2 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 30 March Blackboard Additional Hours: SP Homework 10-20 H | 12 | 13 Clinical 6:30 – 2:30 SP Class 3- 5 PM | 14 Clinical 6:30 – 2:30 SP Lab 3– 5 PM | 15 Clinical 6:15 – 2:30 SP Class 3- 5 PM | 16 | 17 | 18 | STS0121- 4 Hrs STS 0121L – 2 Hrs STS256L-22 1/2 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 31 March Blackboard Additional Hours: SP Homework 10-20 H | 19 | 20 Clinical 6:30 – 2:30 SP Class 3- 5 PM | 21 Clinical 6:30 – 2:30 SP Lab 3– 5 PM | 22 Clinical 6:15 – 2:30 SP Class 3- 5 PM | 23 | 24 | 25 | STS0121- 4 Hrs STS 0121L – 2 Hrs STS256L-22 1/2 Hrs Homework 10-20 Hrs Total 39-50 Hrs |

| WEEK | Monday | Tuesday | Wednesday | Thursday | Friday | Satur day | Sunday | Total Assigned Hrs. |
|--|--------|--|--|--|--------|-----------|--------|---|
| Spring Break NO Classes | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| Week 32 April Blackboard Additional Hours: SP Homework 10-20 H | 2 | 3 Clinical 6:30 – 2:30 SP Class 3- 5 PM | 4 Clinical 6:30 – 2:30 SP Lab 3– 5 PM | 5 Clinical 6:15 – 2:30 SP Class 3- 5 PM | 6 | 7 | 8 | STS0121- 4 Hrs STS 0121L – 2 Hrs STS256L-22 1/2 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 33 April Blackboard Additional Hours: SP Homework 10-20 H | 9 | 10 Clinical 6:30 – 2:30 SP Class 3- 5 PM | 11 Clinical 6:30 – 2:30 SP Lab 3– 5 PM | 12 Clinical 6:15 – 2:30 SP Class 3- 5 PM | 13 | 14 | 15 | STS0121- 4 Hrs STS 0121L – 2 Hrs STS256L-22 1/2 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 34 April Blackboard Additional Hours: SP Homework 10-20 H | 16 | 17 Clinical 6:30 – 2:30 SP Class 3- 5 PM | 18 Clinical 6:30 – 2:30 SP Lab 3– 5 PM | 19 Clinical 6:15 – 2:30 SP Class 3- 5 PM | 20 | 21 | 22 | STS0121- 4 Hrs STS 0121L – 2 Hrs STS256L-22 1/2 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 35 April Blackboard Additional Hours: SP Homework 10-20 H | 23 | 24 Clinical 6:30 – 2:30 SP Class 3- 5 PM | 25 Clinical 6:30 – 2:30 SP Lab 3– 5 PM | 26 Clinical 6:15 – 2:30 SP Class 3- 5 PM | 27 | 28 | 29 | STS0121- 4 Hrs STS 0121L – 1 Hrs STS256L-22 1/2 Hrs Completed Homework 10-20 Hrs Total 39-50 Hrs |
| Week 36 April/May Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 30 | 1 Clinical 6:30a – 3:00p Call Day | 2 Clinical 6:30a- 3:00p LAB 3-5 PM | 3 Clinical 6:30a – 3:00p SP Class 3- 6 PM | 4 | 5 | 6 | STS0122- 4 Hrs STS 0122L – 2 Hrs STS257L-24 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 37 May Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 7 | 8 Clinical 6:30a – 3:00p Call Day | 9 Clinical 6:30a- 3:00p LAB 3-5 PM | 10 Clinical 6:30a – 3:00p SP Class 3- 6 PM – SAE Exam | 11 | 12 | 13 | STS0122- 4 Hrs STS 0122L – 2 Hrs STS257L-24 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 38 May Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 14 | 15 Clinical 6:30a – 3:00p Call Day | 16 Clinical 6:30a- 3:00p LAB 3-5 PM | 17 Clinical 6:30a – 3:00p SP Class 3- 6 PM | 18 | 19 | 20 | STS0122- 4 Hrs STS 0122L – 2 Hrs STS257L-24 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 39 May Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 21 | 22 Clinical 6:30a – 3:00p Call Day | 23 Clinical 6:30a- 3:00p LAB 3-5 PM | 24 Clinical 6:30a – 3:00p SP Class 3- 6 PM | 25 | 26 | 27 | STS0122- 4 Hrs STS 0122L – 2 Hrs STS257L-24 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 40 May/June Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 28 | 29 Clinical 6:30a – 3:00p Call Day | 30 Clinical 6:30a- 3:00p LAB 3-5 PM | 31 Clinical 6:30a – 3:00p SP Class 3- 6 PM | 1 | 2 | 3 | STS0122- 4 Hrs STS 0122L – 2 Hrs STS257L-24 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 41 June Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 4 | 5 Clinical 6:30a – 3:00p Call Day | 6 Clinical 6:30a- 3:00p LAB 3-5 PM | 7 Clinical 6:30a – 3:00p SP Class 3- 6 PM | 8 | 9 | 10 | STS0122- 4 Hrs STS 0122L – 2 Hrs STS257L-24 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 42 June Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 11 | 12 Clinical 6:30a – 3:00p Call Day | 13 Clinical 6:30a- 3:00p LAB 3-5 PM | 14 Clinical 6:30a – 3:00p SP Class 3- 6 PM | 15 | 16 | 17 | STS0122- 4 Hrs STS 0122L – 2 Hrs STS257L-24 Hrs Homework 10-20 Hrs Total 39-50 Hrs |
| Week 43 June Blackboard Additional Hours: SP – 1 Hr Homework 10-20 H | 18 | 19 Clinical 6:30a – 3:00p PAE Exam 3- 5 PM | 20 Clinical 6:30a- 3:00p LAB 3-5 PM | 21 Clinical 6:30a – 3:00p SP Class 3- 6 PM FINAL | 22 | 23 | 24 | STS0122- 4 Hrs STS 0122L – 1 Hrs STS257L- 24 Hrs Complete Homework 10-20 Hrs Total 39-50 Hrs |
| Certification EXAM 8-12 AM | 25 | 26 Exit Interviews Final Paper work | 27 | 28 Graduation Practice 1-3 PM Graduation 6 PM | | | | |

Program Curriculum Summary

Precourse Requisites

| | | |
|----------|----------------------------|--------|
| BSC 1005 | General Biological Science | 45 Hrs |
| OST 1257 | Medical Terminology | 30 Hrs |

Total 75 Hrs

Surgical Technology Course

| | | |
|----------|--|----------------|
| HSC0005 | Orientation to Health Sciences | 45 Hrs |
| HSC0005L | Orientation to Health Sciences LAB | 15 Hrs |
| STS0804 | Basic Microbiology | 60 Hrs |
| STS0003 | Introduction to Surgical Technology | 90 Hrs |
| STS0003L | Introduction to Surgical Technology LAB/Clinical | 60 Hrs |
| STS0803 | Pharmacology & Anesthesia | 45 Hrs |
| STS0803L | Pharmacology & Anesthesia LAB | 15 Hrs |
| STS0155 | Surgical Techniques and Procedures | 105 Hrs |
| STS0155L | Surgical Techniques and Procedures LAB/Clinical | 135 Hrs |
| STS0120 | Surgical Specialties I | 30 Hrs |
| STS0120L | Surgical Specialties I LAB | 15 Hrs |
| STS0255L | Surgical Procedures Clinical I | 180 Hrs |
| STS0121 | Surgical Specialties II | 30 Hrs |
| STS0121L | Surgical Specialties II LAB | 15 Hrs |
| STS0256L | Surgical Procedures Clinical II | 180 Hrs |
| STS0122 | Surgical Specialties III | 30 Hrs |
| STS0122L | Surgical Specialties III LAB | 15 Hrs |
| STS0257L | Surgical Specialties Clinical III | <u>190 Hrs</u> |
| | Surgical Technology Total | 1255 Hrs |

Total Course

| | |
|----------------------------|-----------------|
| Prerequisites | 75 Hrs |
| Surgical Technology Course | <u>1255 Hrs</u> |
| Course Total | 1330 Hrs |

| | Total Didactic Hours Classroom and Lab | Total Clinical Hours | Total Program Hours |
|-----------------------------|---|----------------------|---------------------|
| All Scheduled Program Hours | 697 | 633 | 1330 |

ADDITIONAL INFORMATION

Additional information regarding the Surgical Technology Program may be obtained by contacting:

Libby McNaron, RN, BSN, CNOR, CST, MS
 Coordinator Surgical Technology - Health Sciences Division
 5230 West Highway 98
 Panama City, Fla. 32401

Phone (850) 873-3589 (Voice mail available for messages) Direct Line – 873-3551

E Mail: LMcNaron@gulfcoast.edu

Health Science Careers Information Hotline 1-(850) 913-3260 or log onto Web Site: <http://health.gulfcoast.edu>

To request application packet call: Call Peggy Tucker at 873-3589 or (850)- 913-3311 or 1-800-311-3685 Ext 3311

POLICY STATEMENTS SURGICAL TECHNOLOGY PROGRAM

ACCIDENTS AND INCIDENTS

Accidents (resulting in injury to self or others) and incidents (such as a medication error) must be reported on the appropriate clinical agency and college forms. The safety of you and your clients is our first concern. Report all accidents or incidents to your instructor immediately. It is the student's responsibility to report it to the instructor and immediately fill out a clinical report form. If the student is involved in any kind of accident or incident at the clinical site, the Surgical Services Perioperative Manager/Supervisor should be notified immediately as well as the supervising clinical preceptor and Surgical Technology Program Coordinator. See the policy regarding contact with bodily fluids. If a student is injured, she/he may be treated by her/his own private physician or in the hospital emergency room. The student is responsible for seeking treatment and completing required reports.

ACCIDENTAL INJURY LIABILITY AND (MAL-PRACTICE) INSURANCE

Each student must have liability and accidental injury insurance while enrolled in the program. When you pay fees for courses with clinical labs, the insurance fee is also paid. Since fees are subject to change, please consult the current Gulf Coast Community College catalog. Liability limits to coverage are \$1,000,000 per incident for an individual student and \$3,000,000 aggregate per incident for a group of students. The basic plan for Accidental Injury Coverage provides the following:

| | Coverage |
|---|----------|
| Accidental Medical Insurance Includes treatment as a result of exposure to a contagious and/or infectious disease including, but not limited to hepatitis, HIV, Meningococcal meningitis, TB. The policy would not include influenza, pneumonia or common colds. | \$15,000 |
| Dental - resulting from an accident | \$1,000 |
| Deductible | None |
| Travel with a group under the direct supervision of insured. | Yes |
| Accidental Death or Dismemberment (AD&D) | \$25,000 |

This coverage is designed to cover the students injured as a direct result of working in the clinical setting. It is not designed to cover accidents while walking/traveling to class or sitting in a classroom. It would extend to slips or falls in clinical settings or injury due to lifting patients or equipment but most importantly, it would cover treatment for exposure to disease as stated above.

ACCIDENTAL INJURY COVERAGE (HOW TO IMPLEMENT)

Should an accident occur during a clinical affiliation, the student must report this to the instructor immediately and complete the GCCC FCC Accident-Incident Form that is available in division secretary's office in HS 202 within 24 hours of occurrence. Claim forms may also be obtained from the Health Sciences Division secretary in Room 202.

ADA STATEMENT

Students in this course who, due to a disability, have a need for non-standard note taking, test taking, or other course modification should notify the instructor, in writing, in private, as soon as possible and prior to the first class. It is the student's responsibility to identify what accommodations need to be made in conjunction with the appropriate GCCC department.

ANTIHAZING

Students are prohibited from engaging in any hazing action or situation on or off campus which endangers the mental or physical safety of the student for the purpose of initiation or admission to, affiliation with, or participation in any college organization.

APPEAL

The Appeal process for Gulf Coast Community College will be followed. See current copy of the *Student Handbook* for Gulf Coast Community College Students.

ASSOCIATION OF SURGICAL TECHNOLOGIST (AST)

This association is your professional organization that serves as your voice in issues that affect surgical technology education and health care. Through resolutions and interaction with legislative and other policy-making bodies, students have input into their future and into the future care of their patients. Active participation in AST provides opportunities to practice leadership skills and assists the individual in becoming a vital contributor to the profession of nursing. Information about surgical technology is published in the Student Newsletter and the AST publication.

ATTENDANCE: TARDY AND ABSENCE POLICY

A. General Policy:

It is the philosophy of the general college and the Surgical Technology department that students should attend all scheduled experiences and is punctual in doing so. Students must demonstrate their ability to be present and depended upon during their enrollment in the Program. The grade earned must reflect the amount of time present during classes, lectures, clinics and labs. Being on time with perfect attendance, being prepared, and completing all assignments is necessary for **MAXIMUM OPPORTUNITY FOR LEARNING**.

1. Students with a perfect professionalism score (no absences/no tardiness/all assignments submitted/validated on time no disciplinary action) will have three (3) points added to their final course average since they have achieved the **MAXIMUM OPPORTUNITY FOR LEARNING**.
2. Any student with perfect attendance or the two top students with the best time and attendance will have their name submitted for a scholarship at the end of 1st semester (in the event of a tie, GPA will be used to break tie).

3. The three top students with the best attendance (95% or better), completed successfully 75% of course, no disciplinary action, & a GPA above 3.5 will have their name submitted for the National AST Honor Society Award.
4. Attendance at HIV, Domestic Violence, and avoiding Medical Errors classes is mandatory.

B. Tardy: A student will be considered tardy (1) ONE minute after the scheduled time of arrival. Being on time is defined as being in your seat a minimum of 3-5 minutes early and prepared to work: instruments setup, pencils out, textbooks open. Students who arrive after the designated time will not be allowed to enter the classroom until a break is given. Late arrivals disturb the class and interrupt the classroom experience. Student is to sign in with secretary and work in the alternate classroom until break. **For a tardy to be excused, student must notify instructor via beeper prior to class start time or clinical arrival time that he/she will be late.** (Example of excused tardy: unavoidable car wreck and you beeped me just prior to class start.) Time frame may be waived in the event of a life threatening emergency. An unexcused tardy will receive a 1-point deduction to final course grade for each occurrence. After the 3rd incident of tardiness, the disciplinary process (up to and including instructor withdrawal) will be initiated. Any tardy (excused or unexcused) over three (3) in one semester will receive the 3-point deduction to final course grade for each disciplinary action. Three (3) unexcused incidents of tardiness within a 30-day period will result in instructor initiated withdrawal.

C. General Policy Absences:

Attendance is necessary to attain the **MAXIMUM OPPORTUNITY FOR LEARNING**. Students who must miss a class or clinical experience are expected to notify the program coordinator or clinical instructor *in advance* according to the guidelines established for the course. For an absence to be excused, student must notify instructor in advance via beeper or in writing the day prior *as early as circumstances allow*. Time frame may be waived in the event of a life threatening emergency. Reason for absence must be necessary and documentation may be required.

1. All absences will require a makeup homework assignment (assignment made by the instructor). A final course grade will not be awarded until all absences are satisfied. For each hour of absence from the clinical, lab, or classroom experience, one page of written work will be submitted. If the entire class of Clinical or Lab is missed, makeup hours will also be required for course completion. If the absence is due to verified illness by physician's note, only makeup hours will be required for clinical absences after 8 hours in one semester. All lab skills and exercises must be completed within 7 days of returning to class.
2. Medical or other documentation may be required for verification of sickness or unavoidable absence.
3. Student exceeding the 1/8th of any single course will automatically be placed on probation.
4. A student absent more than 1/8th of a second course within the program, those who have 3 unexcused absences within a 30 day period, or exceed 10 days cumulative for the surgical technology program (entrance to graduation) are subject to (instructor initiated withdrawal) dismissal.
5. **Unexcused absences receive a three (3) point deduction from final grade for the class.** Every absence exceeding the 1/8 maximum absence will receive progressive disciplinary action and a three (3) point deduction from the final grade. Note: Student's who fail to make greater than 70% in any course must repeat that course and cannot progress to the next course. Student may reapply when the class is offered again to repeat the course.
6. **Three (3) unexcused absences in a 30-day period will result in dismissal (instructor initiated withdrawal).**
7. Students who arrive more than 60 minutes after the scheduled start time will be counted as an absence.
8. The student must notify the instructor each day she/he is absent.
9. **Students who do not report to class or clinical for three (3) days and do not notify instructor will be considered to have withdrawn from the course.**
10. Leaving class or clinical early (prior to scheduled time) is considered an absence. Failure to notify instructor that you are leaving results in an unexcused absence.
11. Students are not allowed to leave clinical or class for appointments and then return to the clinical or classroom setting. Make all appointments after scheduled class or clinical time. Appointments are not regarded as excused absences automatically.
12. If student **must** leave the clinical site or classroom, student must make arrangements with instructor in advance and makeup assignment to be obtained. (Exception: life threatening emergencies)

D. Class Room Absences: Please refer to policies for classroom attendance in the current Gulf Coast Community College catalog. Absences exceeding the course established criteria printed in the syllabus (1/8th of classroom hours for a course) will initiate the disciplinary process. Instructor- initiated withdrawal may result if the absence limits are exceeded.

1. Students must notify instructors of classroom absence no less than ½ hour in advance of the scheduled start time or if leaving early, arrange prior to departure.
2. Any homework, classroom assignment due on the date missed must be submitted or completed upon return.
3. Any absence from the classroom will have a makeup assignment relevant to the time and material missed that must be submitted within 7 days of return date. It will be a graded homework assignment that will be averaged into the final grade. Assignment will be the equivalent of one page of work for each hour missed.
 - a) It is the student's responsibility to contact the instructor for the makeup assignment upon return to the classroom.
 - b) Any test or quiz given on the date of the absence must be completed on the first day of return to the program. It is the student's responsibility to schedule a time for the makeup quiz or exam prior to class. Office is open at least 30 minutes prior to any class and instructor is always available by beeper to answer questions.

E. Clinical Absences:

1. The student must notify the instructor of a clinical absence no less than 1 hour in advance of the scheduled start time or time of departure. Except in case of documented emergency or personal illness, the student is expected to be present for all clinical experiences.
2. Failure to notify the instructor of an absence constitutes an unexcused absence and will receive a three (3) point deduction from final grade.
3. Students may have one excused clinical absence per semester. All other absences must be made up.

4. Makeup hours must be arranged and approved with the instructor within two weeks of the absence. They must be completed within 30 days of the course end date to receive a grade. Clinical makeup will be arranged in advance according to faculty discretion dependent on faculty and clinical availability. All makeup hours will be verified by the charge nurse on the daily journal submitted.
 5. All required hours must be completed to meet graduation requirements for the program. In the event of excessive absences (greater than 1/8th of course clinical hours) which can not be made up, the student will not be able to meet the objectives of the course and will receive instructor initiated withdrawal.
 6. Students are expected to complete assignments given by instructor.
 7. Students who leave the clinical site during their assigned shift or call without notifying the instructor and assigned charge nurse will receive instructor initiated withdrawal.
 8. Students who have lost clinical privileges at a clinical site or with more than one physician can not complete the clinical objectives and will receive instructor initiated withdrawal.
- F. Laboratory Experience Attendance:** In view of the nature of the Surgical Technology program and the difficulties in making up laboratory experiences, attendance is mandatory and vital. All lab skills and experiences must be completed. All arrangements for missed campus lab experiences should be made with appropriate lab instructor upon return.
1. Scheduled skills lab check off or testing time. Testing lab and skills check offs are scheduled in advance. If a student refuses to complete skills testing station or check off or fails to show at the designated time or is unprepared, the scheduled allotted time will be counted as the student's attempt and documented on a skills lab form as "unprepared – supplies not assembled", "no show", or "refused previously scheduled time".
 2. Skills lab practice time is allocated for the student's to practice. There will be NO HOMEWORK DONE DURING LAB or CLASS TIME. If student is ready for check off early and does not need the full time, student should work on other assignments for the lab. Students can schedule a skills check off or testing station when ready. Once student has completed all assigned work for the lab, the student is to see the instructor for assignments regarding areas needing improvement or advanced training.

BACKGROUND CHECK

Students will be required to undergo background checks as required by the clinical sites. Follow Health Sciences protocol. Form available on line at <http://ps.gulfcoast.edu/fingerprinting.htm>.

CALCULATOR USAGE POLICY

Students are permitted to use calculators in computing dosage problems in both classroom and clinical areas. You must still be able to **show your work!**

CALL EXPERIENCE

Begins on an individual basis once competency is determined satisfactory in basic scrub skills but not prior to 3 months. Call experiences includes hours designated as "On site". During these hours, the student is required to be on site either scrubbing cases that are in progress or other assigned tasks. Other hours designated as "On Call" indicate that student will be available via phone, cell phone, or beeper to respond within 20 minutes to the assigned clinical site. Clinical rotation and call assignments will be distributed prior to the beginning of clinical experiences with the call experiences beginning with course STS 256L Surgical Procedures II Clinical. See clinical guidelines for attendance and absences. In the event you are unable to complete your call assignment, it is your responsibility to notify the instructor and clinical agency as soon as possible. All call experiences must be completed.

CAMPUS LAB AND MULTIMEDIA ROOM HEALTH SCIENCES BUILDING

Please respect the rights of others: Refrain from loud talking and unnecessary noise, which may disturb others using these areas. No eating/drinking permitted in these areas.

Campus Lab (Room 306)

1. Supplies and equipment may not be removed from the lab.
2. Handle all equipment carefully. Seek help from a secretary or instructor if a piece of equipment does not work.
3. When you are finished with a piece of equipment, be sure it is turned off and unplugged.
4. Make sure the materials you have used have been returned to the appropriate place and turn off the lights. Clean up any spills. All packets used must be reassembled prior to leaving especially instrument trays.
5. Campus lab schedules are posted on the bulletin board and lab doors each term. The faculty encourages students to make use of "open" lab hours for additional practice of skills. To use the lab you must sign in and out. The lab must be cleaned up and all supplies returned to their proper storage. **Failure to do so will result in a 3 point reduction of the lab grade.**

Multimedia Room (Room 220)

1. There are 9 computers linked to the GCCC network and the Internet in the multimedia room. They are for the use of Health Science students. Others are available in the Library on campus weekends and after 4 PM.
2. The hours the Multimedia Room will be open are 8:00 am to 4:00 pm, Monday - Friday. Extended hours may be available if special arrangements are made with a faculty member.
3. If you have a problem with the computer equipment, notify a Health Sciences division secretary across the hall in Room 202 and computer support services will be notified. Computer services will attend to the problem as timely as possible, depending on their schedule.
4. If there is a question or concern with the software programs, notify the Program Coordinator.
5. A printer is available for your use but you are required **to bring your own paper for printing.**

CAMPUS SAFETY

Campus crime statistics are available in the current catalog. Please review the campus security. Gulf Coast Community College conforms to the local and state health standards including, but not limited to zoning, fire, building, safety, and sanitation.

CARDIOPULMONARY RESUSCITATION - CPR CERTIFICATION FOR HEALTH CARE PROVIDER

Students are required to maintain current CPR certification while enrolled in the program. It must be from the American Heart Association: CPR for the Healthcare Provider, or from the Red Cross: CPR for the Professional Rescuer. No others will be accepted without prior approval. Proof of a valid CPR card must be provided to the program prior to start of HSC0005 Orientation.

CELL PHONES/BEEPERS Must be turned off while in class, clinical, or lab.

Students are not allowed to leave class/lab/clinical to make phone calls. All cell phones must be inside a closed handbag, backpack, or locker in the off position during any class. Cell phones out on desk or on person during an exam will result in student forfeit of the exam. Student will have to complete an essay makeup examination for the grade. Ringing or vibration of a cell phone during class will result in a 5 point deduction from the professionalism grade.

CHILDREN Prohibited in class, lab, or clinical at anytime due to liability reasons.

CLINICAL AREAS GENERAL RULES AND REGULATIONS**Obtaining assignments/preference cards in clinical facilities (Pre-Clinical Experiences):**

- A. Students must be dressed professionally. Student should be in uniform scrubs to enter clinical site. If you are going by the clinical site to obtain a preference card, the following are prohibited: shorts, beachwear, spandex, tight, provocative clothing, exposed abdomens or breasts, stirrup pants, slogan T-shirts, leggings and jeans.
- B. Buttoned laboratory jacket must be worn over attire to enter and exit site at all times.
- C. School photo I.D. must be worn and visible to have access to surgical areas.
- D. Students are responsible for obtaining information for their own assignment. (See course guidelines/directions)
- E. Students do not provide any direct client care during pre-clinical experiences.

Clinical Experience:

- A. Students not in full uniform on arrival at the clinical site (olive green scrubs and lab coat) will be sent home and may return only when appropriately dressed. To participate in classroom, olive green scrubs are required.
- B. Student must log on the schedule board where they are located at all times. If you are going to lunch/break, you should write next to your name where you can be found. If the instructor or preceptor has to "hunt" for you, no further clinical hours will be counted from that point forward and 3 points will be deducted from your clinical final grade. It is critical that the student's assigned preceptor and instructor be able to locate you in the event of an emergency or incorrect count. You can not leave clinical site for lunch or break.
- C. Room turnover is important. Student is expected to communicate location with designated preceptor/charge nurse before, during, and after each case to gain as much experience as possible and participate in all aspects of the case.
- D. Students should show consideration for nurses and other personnel working in the clinical area. Notify preceptor of your whereabouts at all times. *Wait for cases in the assigned room*, staff will not hunt for you. Keep voice low, conversation to a minimum, and follow policy at all times. Write in name/title at bottom of white board in the OR suite.
- E. Students can not change own assignments. Instructor and charge nurse or preceptor must approve any changes. Student remains in the instructor assigned room/cases unless there is a major change in the schedule. Students, who fail to notify the instructor immediately, will receive a 3 point deduction from the final grade for the clinical course. In addition, student has failed to follow objectives and will be subject to the disciplinary process. Students may not change room assignments or leave the assigned room prior to the designated release time unless approved by instructor.
- F. Students are expected to behave in a professional manner. Be on time – be in assigned room as close to 6:30 AM as possible. No profanity, conversation appropriate to circumstances. Eating and drinking are limited to designated areas at affiliating health care facilities. No smoking except at designated break times or lunch times in designated smoking areas. Wear lab coat over scrubs into and out of facility and while smoking to protect scrubs.
- G. Wear Eyewear during any case/any activity that may have splashing or possible spray of dangerous chemicals or biohazardous materials. Always wear a name tag.
- H. Students are permitted one 15 minute break in the am, a 30 minute lunch break, and one 15 minute break in the afternoon. Students are not allowed to leave the clinical site for any reason during a scheduled clinical assignment.
- I. Students are not permitted to be in any clinical area unless specifically assigned by faculty. Students are not permitted to leave the clinical site during a clinical assignment without notifying preceptor, instructor, and charge nurse.
- J. Any and all information related to clients and clinical sites is to be kept strictly confidential. Thus, students are not permitted to Xerox any portion of patients' charts. Schedules must be left on site. A student violating this policy of confidentiality may be dismissed from the program. If due to extenuating circumstances, student is not dismissed, student will receive counseling and a three (3) point deduction from the final clinical grade.
- K. Students may be requested to undergo drug or alcohol screening as a condition of their clinical experience and must be prepared to comply with this requirement at any time during clinical per agency protocol. See Drug policy.
- L. If a clinical cannot be held at the scheduled clinical site, an alternative clinical assignment will be completed per directions of the instructor and/or as specified in the Learning Activity Guide (LAG) for the course.
- M. Students must follow parking policies at all clinical sites. When a student is on-site at a clinical facility in the student role, i.e.: to obtain pre-clinical assignments or to attend a scheduled clinical experience, he/she is expected to park in the clinical facilities'

designated parking areas for students only. If you are an employee of a facility, you are not allowed to park in the employee's parking area(s) when you are at the clinical site in the student role (exception: employees/students are to park in same area).

- N. Faculty reserves the right to remove students from clinical lab for reasons such as unsafe preparation, illness, inappropriate behavior, insubordination, improper dress, or tardiness. Any incident of unprofessional behavior or disciplinary action will result in a minimum of a three (3) point deduction from the final grade of that course.
- O. Student schedule: Student may be scheduled for some clinical rotations at different times other than mornings or other sites to gain experiences. If this occurs, students will be given sufficient notice. Review rotation schedule for any conflicts with known holidays or other concerns. Once posted at the site, it is the student's responsibility to exchange call days with other students if there is a schedule conflict.
- P. Students need to establish an emergency contact person and phone number (other than the college) for Day Care Staff, etc. to call if needed while you are at clinical. A current number must be on record at all times for call and other emergencies for the school to contact you. (If you change numbers/phone/move, notify instructor of new address, email changes, or phone number.) Family should be given emergency contact information to reach the secretaries at the college or instructor. The instructor will then contact the student. Family member should not go to or call the clinical site.

Suggested Protocol For Students In Codes:

The following procedures are to be followed by students who find it necessary to activate the code team at (1) Bay Medical Center and (2) Gulf Coast Medical Center.

- A. Identify the need to activate EMS by standard Health Care Provider CPR techniques
- B. Inform the nearest health professional, e.g. R.N., nurse's station or other staff professional. If no one is available, dial 77 at Bay Medical Center or 1111 at Gulf Coast Medical Center and give the room number you are in.
- C. Do not perform mouth-to-mouth resuscitation but assist in obtaining the nearest bag and mask unit or other resuscitation device, after other personnel arrive.

STUDENT CLUB

A student club meets monthly in conjunction with the student faculty meeting to plan student activities and discuss professional development. See current copy of bylaws. Class officers will be selected during the first few weeks of class. The officers will be submitted to the SAB (Student Activities Board) as the club's representative. All funds utilized will be utilized according to GCCC policy. Funds utilized for reimbursement must be approved by the club advisor/president/treasurer and submitted according to payment requirements. Reimbursement limit is \$50 per week with actual paid receipts or submission of a PO 10 days prior to the need for the check (no later than Wednesday at noon checks are requested for printing on Friday afternoon of the same week). Students will participate in the club with a \$10 club fee that must be paid within the first month of class. Every August new budget/club forms are submitted.

COMMITTEES

Five committees assist in program management and strategic planning; Advisory Board (employers, surgeons re: curriculum/evaluation), Student-Faculty Advisory (student liaison re: concerns, curriculum, evaluation), Admission/Selection Committee (Special Meeting), Dismissal Committee (when necessary), and Appeal (Special Meeting- See GCCC catalog). Students/former students are invited to serve on committees with the exception of the dismissal committee. The Admission and Appeal committees assemble only when needed to review delegated information as indicated. The dismissal committee functions only when needed. The Medical Director, Coordinator Surgical Technology Program, Chair of Health Sciences, and Instructional Activities Committee review all program material and have final approval on all management and planning decisions.

COMMITTEE - FACULTY-STUDENT LIAISON

Membership: Clinical Faculty, Classroom Faculty, One student and one alternate will be selected as spokesperson for the advisory board: Selected in the first month of each academic year. Students are elected by their respective classes and serve for the year. The alternate will attend the advisory board if the representative of the class is unable to be present.

Purpose: The purpose of the committee is to provide a forum, which enhances the communication and rapport between faculty and students. It also provides an opportunity to address student group questions or concerns about policies, procedures or activities related to the program.

Schedule of Meetings: This group meets each month, usually on a Monday. Specific dates are posted on the student bulletin boards. Additional meetings may be called if the need arises. Your class representatives may choose to schedule a class meeting to obtain information about issues students wish to be brought before the committee or you may address your individual concerns informally.

Record of Meeting: Information regarding any follow-up action is shared. The faculty strives for a close working relationship with each student built on a spirit of trust and respect. It is hoped that each student will feel free to discuss matters of individual concern with appropriate faculty when the need arises. (See "Communicating Student Concerns.")

COMMITTEE - SURGICAL TECHNOLOGY ADVISORY BOARD

This committee is composed of representatives from the clinical sites, surgeons, faculty, former graduate, public, current student, and employers of area surgical technologists. The purpose of the committee is to provide a forum for communication related to curricular and workplace issues and needs. The Advisory Board usually meets two times during the academic year. The representatives would be notified of these meetings in advance.

COMMUNICATING STUDENT CONCERNS

Group concerns should be addressed via the Faculty-Student Liaison Committee. The following channels of communication should be used for individual concerns.

- A. Confer with your clinical or classroom instructor for academic or personal concerns. Office hours are posted on faculty office doors.
- B. Unresolved matters may be further discussed with the Program Coordinator.
- C. If the above channels do not provide resolution, the Chair, Faculty of Health Sciences will be consulted.
- D. If consultation with the Chair does not provide resolution, the Vice President of Work Force Education will be consulted.

COMMUNICATION: BULLETIN BOARDS

The official bulletin boards for the program are located on the third floor of the Health Sciences building. Please locate bulletin board space for the course in which you are enrolled. It is essential that you check the board each day you are on campus. It is on this board that clinical schedules, scheduling changes, important announcements and messages are posted. Additional announcements and notices of interest to students are posted on the bulletin boards in the second floor student lounge, on the Program Coordinator bulletin board, and on the student bulletin board. Important announcements may also be posted on the blackboard announcements for the class. Off campus students will receive communication via the internet through the GCCC website and Blackboard.

COMPUTER ASSISTED INSTRUCTION

Selected courses may require the student to use a computer such as blackboard quizzes or research. These computer resources are located in the Health Sciences Multimedia Room and in the Library. Refer to individual course syllabus for more information. Other instructional media is available for tutorials, advanced study, and remedial study as needed.

CONDUCT – PROFESSIONALISM - CONFIDENTIALITY

Students are expected to conduct themselves in a professional manner at all times. Students must demonstrate their ability to be present & depended upon during their enrollment in the Program. Student professionalism provides an atmosphere conducive to achieving a Maximum Opportunity for Learning; therefore, any student not dismissed who receives disciplinary action will receive a three (3) point deduction from the final grade for that course. Foul language, possession or use of unprescribed drug or alcoholic beverages, failure to complete assignments/meet objectives of the course, and disrespectful or disruptive behavior such as talking, doing homework, derogatory remarks, or sleeping in class is considered grounds for dismissal. A student who conducts himself in a manner detrimental to the school, staff, or other students will be terminated. Theft of property is grounds for immediate dismissal. Confidential Information that is learned during the course of the training is to remain confidential. It may only be discussed during classroom or post-conference. Break rooms or places off campus such as restaurants are not appropriate places to discuss learning experiences regarding confidential information regarding patients, staff, instructors, clinical sites, or other students. Written information such as a schedule, which contains confidential information, is to remain on the premises of the clinical facility and may not be taken home. A breach of confidentiality may result in probation, suspension, or termination depending on the nature of the infraction. Courtesy to each other & the staff is expected at all times.

CONTACTS - SELECTED GCCC SUPPORT SERVICES AVAILABLE TO ASSIST YOU:

| Location | Extension (last 4 digits) |
|---|----------------------------------|
| Admissions | 873-3892 |
| Career and Educational Assessment (test anxiety, etc) | 873-3855 |
| Computer Assistance (Blackboard) | 769-1551 Ext 5897 or 4873 |
| Counseling | 872-3211 or 769-1551 Ext.4861 |
| Disabled student Services | 873-3834 or 769-1551 Ext.4863 |
| Division Health Sciences | 873-3827 |
| Financial Aid | 873-3844 |
| Lifelong Learning (CPR class) | 769-1551 Ext. 3817 |
| Minority Services | 747-3201 |
| Program Coordinator | 873-3551 |
| Surgical Technology Department | 769-1551 Ext. 3551 |

COURSES/HOURS TRANSFERABILITY

Transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution will accept training.

COURSE CANCELLATION

No courses will be canceled, as each course is required for graduation. Identified courses may be challenged by examination as described in "Previous Course Credit and Experience".

COURSE/PROGRAM CHANGES

Information contained in this book is subject to change without prior notification. Such changes will be made in order to maintain a current and relevant program. The review process will not make changes, which will affect the contractual agreement of current students. All changes become effective at the start of the new class unless the change is sought by the current class and is approved unanimously by the student faculty meeting. Classroom and clinical hours of operation may be changed as indicated to meet identified learning needs and the established graduation criteria for the class in progress. Hours will not exceed the maximum of 40 hours plus call per week. Any changes will be physically attached to this catalog.

COUNSELING

Instructor will attempt to assist the student by providing academic guidance, remedial training, and tutoring as appropriate including those having difficulty progressing satisfactorily. However, student responsibilities include following instructions, studying, requesting assistance, completing assignments in full, and practicing required skills. The Program Instructor is available to assist students to understand and observe the programs policies and practices, to provide counseling or referral, and provide career counseling. Other Gulf Coast Community College personnel are available to assist as deemed necessary by the Instructor or Program Director. Counseling (informal) between director/instructor and each student takes place once a week regarding progress. Meetings between Student and instructor may include informal meetings and formal close door sessions to discuss the identified needs of the student or concerns regarding performance and ascertain the program's ability to meet those needs. Feedback comes in the form of grades, practical exams,

clinical instruction, clinical evaluations, and student conferences. The program office has an "open-door policy" for students. Conferences can be scheduled with the instructor. Formal conferences will be documented in written form. Both the student and instructor should sign the form. Student signature does not necessarily indicate agreement with the statements; it indicates that the student has read the form. End of the term summary and interviews will highlight progress and identify objectives to be met. Additional services available and policies are maintained in the catalog and student handbooks.

DEFERRAL OF GRADUATION

Failure to satisfactorily complete graduation requirements due to an approved Leave of Absence; extenuating circumstances (surgery, etc), and/or insufficient graduation requirements for case numbers may result in a deferral of graduation until requirements are completed. Student must have completed all course requirements for all courses up to the last two courses in the sequence: STS 0122 and STS 0255L. Any Student who has satisfactorily completed the requirements for required courses and has received a deferral of Graduation during the last two courses must complete the requirements within 6 months maximum to ensure course length does not exceed 150% of the normal program length or 18 months.

DISCIPLINARY PROCESS

Students are provided with a copy of all written policies. Specific policies are published in the Student Handbook for Gulf Coast Community College, Student Handbook for Surgical Technology, Gulf Coast Community College Handbook, Gulf Coast Community College web site, syllabus, and Instructional Handouts given to the student. Each student is held responsible for his/her own professional conduct and reading and complying with policies, procedures, guidelines, criteria, and standards pertaining to the program and the clinical site. In the event there is some type of non-compliance with any policy the student will receive counseling and disciplinary action. Professional conduct is incorporated into every course. Students must demonstrate their ability to be present and depended upon during their enrollment in the Program. Student professionalism provides an atmosphere conducive to achieving a Maximum Opportunity for Learning; therefore, **any student not dismissed who receives disciplinary action will receive a three (3) point deduction from the final grade for that course.** The usual process of disciplinary action is verbal counseling (documented), written counseling, probation, suspension, and dismissal. However, due to the nature of certain incidents, student may be subject to probation, suspension, or dismissal with the first incident. See specific relevant policy. The faculty instructor can interrupt training at any time, if the behavior is deemed disruptive to the classroom, lab, or clinical site.

The following incidents are grounds for immediate probation pending review by the program coordinator or as outlined in the student handbook or catalog: Failure to pass an examination (70% or better); incomplete assignments including failure to be prepared for clinical assignments; excessive absenteeism (1/8 of any course or 3 unexcused absences) or tardiness (>3 in one term); breach of confidentiality; behavior which is disruptive to the school or clinical area; failure to call in/notify clinical area or instructor for an absence; first incident of failure to respond to call (when on call).

The following incidents are grounds for immediate suspension/interruption of training with possible dismissal pending panel review for final recommendation: Failure to achieve probation objectives; repetition of an incident within the 30 day probation period; excessive absenteeism (absences exceed the maximum of 1/8 with history of probation) or tardiness (4 in one term); incomplete assignments; unprofessional conduct such as patient abandonment; breach of confidentiality; unscheduled use of clinical (completion of surgical procedures) or school facilities; insubordination or creation of an incident which is disruptive to the school or clinical area; patient care which is considered potentially unsafe and harmful to the patient; foul language; student hazing or sexual harassment regarding staff or fellow students; refusal to complete assignments; failure to report clinical incident such as contamination or injury at the time of occurrence; leaving clinical site without notifying instructor.

The following incidents are grounds for immediate dismissal – which can then be reviewed and recommendations followed: Failure to pass any course with a C average; failure to pass a major examination within three (3) tries (initial exam, two retake); failure to pass Lab Skills Final within three (3) tries; failure to meet financial obligations; unprofessional conduct such as theft, possession of drugs or alcoholic beverages; excessive absenteeism (3 unexcused absences within 30 days); excessive tardiness(3 unexcused in 30 days); failure to report to class or clinical for three successive days (no notification); failure to complete requirements of a Last chance contract; cheating/plagiarizing/ falsifying documents (includes times sheets & records).

NON-DISCRIMINATION POLICY

Gulf Coast Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The college has designated the Human Resources Director as the Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievances procedures.

DISMISSAL/TERMINATION

A student is subject to dismissal from the program for failure to pass any STS or HSC course required for this program with a minimum of a C average (70%), or failure to meet course requirements, or excessive absenteeism or tardiness, or failure to achieve probation objectives, or breach of confidentiality, or failure to meet any financial obligations, or is caught cheating/plagiarizing/falsifying documents, or unprofessional conduct or at the recommendation of the dismissal review committee. See Disciplinary Policy. The Student will be given written notice of dismissal stating the reason for dismissal. Within ten (10) days after receipt of such notice, the Student may file an Appeal Document with the Program Instructor. The sole ground for appeal shall be that the dismissal was arbitrary, capricious, and not supported by the facts.

DOCUMENTATION

The student is responsible for completing all required documentation including daily time sheets, Daily journals, evaluations, self evaluations, checklists, etc as assigned. The original documents are required for the student's file. No cases or time will be counted without proper documentation.

DRESS CODE

To be appropriately attired is a part of preparation for the learning experience. Dress codes are enforced for the purpose of safety, infection control, and professionalism. Complete uniform is to be worn unless otherwise stated. Scrub clothing will be worn in the lab, classroom and clinical situations to accommodate the following conditions. Student Lab coat is to be worn over the scrub clothing to and from the classroom and clinical sites. Student Identification badge is to be affixed to the uniform at all times. Scrub clothing allows the student to scrub from the elbows down. Clothing worn must allow for scrub procedures up to 2 inches above the elbow and the utilization of solutions that may cause stains. Olive colored scrub jackets may be purchased and worn over the short sleeve scrub shirt for warmth in the clinical or lab setting. Student must be able to wear the standard issue sterile gown or scrubs as available at the clinical site to complete the clinical objectives.

Standard of dress:

- A. Impeccable hygiene-Frequent shower, shampoo, & oral hygiene. Antiperspirant used to prevent offending body odor.
- B. Clothes worn to and from the facility will follow clinical site policies.
 1. Scrubs to be worn into the facility: Student scrub clothes are donned clean at home and immediately covered with a clean lab coat for travel both to and from the clinical site.
 2. Uniform consists of designated Surgical Technology "Scrubs" which includes scrub pants and top, clean leather shoes, and lab jacket (as necessary). In the clinical setting head covering (*disposable*) and shoe covers will be worn
 3. Uniform scrub color is olive green with gold embroidery first line "name" and second line "Surgical Technology". School uniform must be worn in its entirety or not at all. Student's who wear only tops or bottoms will be considered out of uniform; unprofessional conduct. Instructions for purchase are available in the office and must be purchased prior the first day of school.
 4. Students not in full uniform on arrival at the clinical site (olive green scrubs and lab coat) will be sent home and may return only when appropriately dressed.
 5. If the site prefers that you wear facility scrubs at their site. Wear your own scrubs/lab coat to the clinical site and then change into their scrubs during the clinical experience.
 6. No hospital or surgery center scrubs are to be worn off the premises, either to or from the facility in the event your uniform becomes contaminated, wearing of scrubs must be approved by the charge nurse, instructor, and must be returned the next day to the approving charge nurse. (Example: uniform becomes bloody.) Students who wear hospital scrubs off the premises without permission from the coordinator or instructor on call will receive disciplinary action including possible dismissal from the program.
 7. Shoes clean with clean laces. Hose/socks and clean duty or athletic shoes. No canvas or cloth – shoes should protect from needle sticks if accidentally dropped. A pair of shoes should be purchased for use in the OR only. It is highly suggested that support hose be worn due to periods of long standing to prevent pooling of blood in the lower extremities. Shoe covers are recommended to protect you from body fluids and should be changed daily and when soiled.
- C. Required accessories:
 1. School photo I.D. - worn on lab jacket as well as uniform.
 2. Black ball point pen – black or blue color to sign counts, take notes, etc.
 3. OSHA approved protective eyewear with side shields. Protective eyewear must be worn on all surgical procedures or anywhere invasive procedures are performed or anywhere there is danger of splashing of hazardous materials. Students not wearing approved eyewear will be sent home. All hours missed will be considered unexcused. A full face shield with high top boots/covers and double glove should be worn on all orthopedic cases. It is recommended that students double glove on all procedures in case of accidental contamination.
- D. Laboratory jacket is to be worn (closed) over appropriate street clothing when in the hospital other than scheduled clinical labs; i.e., obtaining assignments and when on call. Lab jacket should be neatly pressed and clean. Olive short warm-up jackets may be purchased to wear over scrubs for warmth.
- E. When in uniform, hair must be clean, neat, conservatively styled, off the face, shoulders and back. It must be secured in such a manner that prohibits extension beyond the surgical headgear. This applies to both men and women. Beards and mustaches should be clean and neatly trimmed. Facial hair must be completely covered by the protective hood/mask.
- F. Jewelry:
 1. Earrings may be worn only if they meet the following criteria:
 - a) For pierced ears and plain in design. No larger than 5 mm (3/16 in.) bead style. Covered by cap.
 - b) One earring to each lobe (traditional location, i.e. center of lobe).
 - c) Yellow gold, white gold coloring or pearl.
 - d) No ear cuffs or dangling ear rings.
 2. No bracelets/watches or dangling necklaces (those that have the possibility of contamination of sterile gown). Instructor reserves the right to determine if the necklace in question is not contained under scrub/undershirt clothing and has the possibility of contaminating the field.
 3. Nose studs or nose rings are not allowed in campus lab or clinical.
 4. Tongue studs or tongue rings may be worn if they are not visible (may be prohibited in certain courses–refer to LAGS).
 5. Students may wear plain wedding bands, medic alert symbols, and plain barrettes, clips or hair bands to hold hair. AST members may also wear AST membership pins on uniforms.

- G. Makeup and nails: Makeup to be used in moderation. Fingernails should be short (extend ¼” over edge of fingers) to prevent injury to patient and only clear or pale nail polish may be worn as permitted by the clinical site policy. It must be replaced every four days or removed if it becomes chipped. Literature supports that artificial nails harbor bacteria and are a serious health risk to students and patients. Thus, they can not be worn. See current copy of AORN (Association of Operating Room Nurse) Standards.
- H. Tattoos cannot be visible when in the clinical areas.
- I. Some clients have allergies or are experiencing nausea that can be intensified by strong scents; therefore, perfume, cologne and after-shave should not be worn on duty. Antiperspirant or deodorant must be worn.
- J. No gum chewing on duty. No eating or drinking in the clinical area except in designated break rooms or cafeterias.
- K. If student is in a public place following clinical, i.e. mall, grocery store, nametag should be removed.
- L. Students are not allowed to scrub and be in the sterile field with a cut, rash or broken skin on fingers, hand, or arms to 2” above elbows. All scrub hours missed must be completed prior to end of semester to go on to the next semester.

DRUG-FREE CAMPUS

See current Gulf Coast Community College Catalog. A violation of this policy is considered "unprofessional conduct" and is cause for immediate dismissal from the program. Anyone with a drug or alcohol problem is counseled to seek help at one of the local agencies, which include but are not limited to the following:

| | |
|---|-------------------------------|
| Alcoholics Anonymous | 784-7431 |
| Chemical Addictions Recovery Effort, Inc | 872-7676 |
| Life Management Center of Northwest Florida | 769-9481 |
| Counseling Center | 872-3211 or 769-1551 Ext.4861 |

DRUG/ALCOHOL POLICY FOR DIVISION OF HEALTH SCIENCES

Gulf Coast Community College is a drug free and alcohol free institution. There will be a **ZERO TOLERANCE** policy regarding students reporting to class, lab, or clinic under the influence of alcohol or drugs. Students under the supervision of medical care and taking prescribed drugs must immediately identify themselves to the faculty supervising the class, lab, or clinical assignments. Prescribed medications must not induce an unsafe mental or physical state, or impair the student’s ability to meet the course requirements, act with safety, and perform competently or to demonstrate appropriate conduct when in class, lab, or clinical settings. Situations that could indicate that the student is under the influence include, but are not limited to: odor of ethanol, slurred speech, disturbed gait, problems with balance, and questionable or inappropriate behavior. (See Reasonable Suspicion/Drug testing Form). If suspected of being under the influence, the faculty member responsible for the class, lab, or clinical session will evaluate the circumstances and take appropriate action. Due to the requirements at some clinical facilities, a background and drug screen may be required prior to entry into the clinical site. Positive results will be evaluated and may prevent student entry into the program.

In the event that a student is suspected or found to be under the influence of drugs or alcohol, the student will be immediately dismissed from the class, lab, or clinical assignment pending further review. If the faculty member determines that a drug test is indicated, the student will be required to report to the College’s designated site to undergo a urine, blood test, or Breathalyzer, within 2 hours of the dismissal. The student must agree to release the results of said test to the proper college personnel (Faculty member, Program Coordinator / Clinical Coordinator, college counselor). Failure to agree to an immediate urine, blood test, or Breathalyzer within 2 hours, failure to obtain the test within the 2 hours, or refusal to release test results will result in immediate dismissal from the Health Science Program. In the event a student is suspected or found to be under the influence in any of the above settings, the student will be expected to seek an alternative method of transportation to return home. The college assumes no responsibility for assisting the student in leaving the above sites or returning home. Security will be called if necessary to assist the student with leaving.

In the event that the test results are negative, the student must meet with the college faculty member and the program coordinator to assess the need for remediation or counseling. The decision to return the student to clinical will be based upon the recommendation of the clinical faculty member. Any missed days will be unexcused and subject to the make-up policies of the individual course or program. Failure to attend counseling sessions or to meet the remediation plan objectives within the time designated will result in immediate dismissal from the program.

In the event that the test results are positive, the student will be immediately dismissed from the program with a failing grade.

EMERGENCY EVACUATION PROCEDURES

Conditions: Condition I-Bomb Threat; Condition II-Fire; Condition III-Hurricane or Tornado Threat.

In case of emergency, the Health Sciences administrative office will contact one person on each floor to evacuate.

If ordered to evacuate by Dr. Robert McSpadden; Dr. Jeff Stevenson; Dr. Linda Adair, or night administrator/switchboard: Do so in a calm voice, remind students to take all belongings and wait in the parking lot. Do not take the elevator.

1. If ordered by police after they arrive - Bomb Search: Look for unusual objects. If found, do not move or touch, call maintenance immediately. Leave locked areas locked. Search waist high and above and then below the waist in each room. Once search is completed and an “all clear” given, classes and work will resume.
2. Fire: person finding fire – proceeds to nearest fire alarm box in the building and activates it. This person takes nearest extinguisher to the fire and attempt to keep it under control. Person’s hearing alarm should call “0” and notify operator of location of fire, type of fire if able, and caller’s name. All personnel immediately evacuate all students as above.
3. Hurricane expected within 24 hours: terminate classes and direct students to go to their homes to make their own preparations for storm. Follow instructions given. Cover all computers and electrical devices.

4. Tornado warning or alert: All personnel evacuate unless danger of injury from wind, flying objects, or hanging live wires. If instructions are given to remain in buildings, open one window on leeward side of building (away from direction wind is blowing) to equalize pressure. Remain in building until "all clear" instructions are given. Unless building is damaged or services interrupted, classes and work will resume regular schedules.

EMPLOYMENT

The faculty desires that all of our students be successful. Success in the program can often be related to prudent planning of work schedules. Student call and course requirements cannot be scheduled according to employment responsibilities. It is recommended that consideration be given to the amount of additional time necessary to prepare for classes, examinations, and clinical experiences. Personnel who attempt full time employment find great difficulty in meeting the program requirements. If you have questions or concerns regarding your work schedule, please discuss them with your faculty advisor or your course instructor. The following general guidelines are offered to assist your planning:

- A. Class, clinical labs, campus labs, skills practice time, class & clinical preparation & study time consume about 40 hours per week or more. Students must study or complete assignments on a daily basis – anticipated homework load is approximately 2-3 hours per day.
- B. Full-time employment is discouraged. (The maximum recommended workload is twenty hours per week.)
- C. Students should not be employed within 8 hours preceding a clinical experience in an assigned health care agency. Student must be supervised at all times in the clinical setting. Student may not be substituted for clinical staff.

EQUAL OPPORTUNITY

Our program strives to ensure that applicants and students are treated without regard to race, ethnicity, creed, color, religion, sex, age, national origin, disabling conditions (handicaps), national origins, or marital status.

FACILITIES

The training facility is located on the main campus of Gulf Coast Community College in Panama City, Florida. The program's classroom (Room 307) and lab (Room 306) for training practice sessions is located in the George Trapper Health Sciences Building on West Highway 98. Additional classrooms, a multimedia center, and library are available in the building for study. Office space for the program coordinator/instructor is located in room 305. The secretary is located in room 202. There is a large auditorium and additional classrooms available for classes or seminars in the building and space is available at the clinical sites for preconference and postconference as scheduled. A student lounge is available. Additional square footage can be scheduled as needed to meet the needs of the program and students. The facility is wheelchair accessible. Our clinical practicum facilities include Bay Medical Center with 13 operating rooms, an obstetrical delivery suite; Gulf Coast Medical Center with 10 operating rooms; The Eye Center of Northwest Florida with 2 operating rooms; Panama Surgery Center; Northwest Florida Surgery Center. Students spend time in the post anesthesia care unit (PACU), ambulatory care unit, sterile supply and instrument preparation, emergency room, and preop holding area.

FAMILY MESSAGES DURING CLASS OR CLINICAL – INSTRUCTIONS

Family should be instructed to contact Gulf Coast Community College Health Sciences Division either Darby Brown or Peggy Tucker, Secretaries or your instructor and leave a message. The instructor will locate the student and deliver the message. Family or significant others should not go to the clinical site and request to talk with you. Please leave emergency contact numbers with all of your family members so they know what to do in the case of an emergency.

FINANCIAL AID/SCHOLARSHIPS

The Financial Aid office is available to assist you in meeting your financial needs. Please refer to the current Gulf Coast Community College Student Handbook, the Gulf Coast Community College Financial Aid Handbook, and Health Sciences building bulletin boards for additional information. There are a number of academic and/or need-based scholarships. Scholarships may also become available mid-year. PLEASE DO NOT HESITATE TO APPLY. Check the scholarship bulletin board routinely outside the Health Sciences office (202).

FINANCIAL ASSISTANCE - ETHICAL RESPONSIBILITIES

Each student enrolled in our program shall acknowledge awareness of ethical responsibility regarding payback for financial assistance from public and/or private sources.

FIRST ASSISTANT STUDENTS

We have none. Therefore, there is no competition for surgical scrub cases in our clinical practicum.

GRADING AND EVALUATION

The general grading policy is outlined in the current Gulf Coast Community College catalog (see Academic Regulations). Surgical Technology grading and examination policies are published in the Learning Activity Guides for each course. The grading scale is: (A) 90 – 100; (B) 80 – 89; (C) 70 – 79; (D) 60 – 69; (F) 59 or below

- A. In the event the student must retake examinations (any score less than 74% - Original grade is averaged for final grade); they must be resubmitted or retaken within one week of the date that the Student is notified. Alternate exams may be used for make-up testing experiences at the instructor's discretion.
- B. Exam results will not be given over the telephone! If you live out of town, it is suggested that you make other arrangements for checking grades.
- C. Students who are absent for a written exam must write the exam no later than the first day they return to campus.
- D. It is the student's responsibility to discuss missed classroom or clinical assignments with the instructor to receive makeup assignment. Additional assignments may be made at the discretion of the instructor regarding information missed, which is deemed critical to meet course objectives. Any assignment not completed will receive a zero grade and student will be placed on probation status for that term. Make up work/hours must be scheduled within two weeks of occurrence.

- E. Test grading and test review policies are published in each course Learning Activity Guide (LAG).
- F. Students should make every effort to avoid receiving "I" grades. The problems associated with these are numerous, but the major factors for the student to consider are:
 - 1. Faculty may not be available to submit change of grade forms in a timely fashion.
 - 2. With "I" grades, students face discontinuance of financial aid.
 - 3. Eligibility to continue in sequence is forfeited. Each course is a prerequisite for the next.
- G. Evaluation of written assignments:
 - 1. All written assignments and lab skills assignments must be submitted. **Assignments will not be accepted after the due date assigned.** *Only in the event of personal emergency or extenuating circumstances,* may students **ask for** an extension of the due date. Even if an extension of the due date is granted, there *will be a 10-point deduction for each day including weekends.* In the event a student is absent on the due date, the assignment will be due the *next day* in attendance. If not submitted, it will not be accepted. It is the student's responsibility to keep up with due dates, they will be posted on the calendar in the room.
 - 2. ONLY MESSAGES WILL BE ACCEPTED VIA EMAIL at lmcnaron@gulfcoast.edu. Exception: Blackboard assignments are submitted by computerized email.
 - 3. If an assignment is unsatisfactory, it will be returned to the student. The student will correct deficiencies and will re-submit the assignment by the date designated by the instructor. However, the *highest grade that can be earned on a resubmission is 90% if resubmitted within 24 hours of student receiving notification of the deficiency, 80% if resubmitted within 48 hours, 70% if resubmitted within 72 hours.* Students who do not resubmit an assignment within 3 days of receiving the returned assignment will receive the grade earned on the assignment originally submitted.
 - 4. A student must achieve satisfactory evaluation on all assignments before a passing grade for the course can be awarded.
- H. Evaluation in campus labs: See "Skills Lab Testing."
- I. Evaluation in clinical lab areas:
 - 1. Students are evaluated in the clinical lab area in conjunction with the course/clinical objectives and guidelines of individual courses. A copy of the course clinical evaluation tool is located in the Learning Activity Guide of course that has a clinical component. The behaviors identified in the clinical evaluation tools are measured by one or more of the following methods:
 - A. Demonstration in clinical lab area.
 - B. Documentation in written material: record, care plans, other materials as appropriate.
 - C. Verbal reports in clinical setting, participation in pre/post conferences.
 - D. Communication with instructor and other members of the health team.
 - 2. Final evaluation conferences are scheduled at the end of clinical courses. Additional conferences may be conducted in the clinical area or on campus at the discretion of the instructor or student.

GRADUATION AND CERTIFICATION EXAMINATION

As students prepare for graduation, it is imperative that their records at Gulf Coast Community College be in order. This means NO outstanding fees, unpaid parking tickets or incomplete grades. If any business office restriction is placed on your transcript, your application cannot be processed. Students must apply for graduation by the deadline date in order to receive their CERTIFICATE. Students must attend graduation exercises and are expected to dress appropriately (see dress code). The following are prohibited: shorts, beachwear, spandex, tight, provocative clothing, exposed abdomens or breasts, stirrup pants, slogan T-shirts, leggings and jeans. During the last semester in the program, students will receive information and an application for the national certification examination. The cost for original application and testing is approximately \$190.00. (These fees are subject to change with very short notice.) Forms will be completed; fee (submitted by student) attached; and forms mailed by instructor after graduation. Students will receive a list of all testing center locations with instructions regarding the test from the certifying organization.

GRIEVANCE PROCEDURE

If any student or faculty/preceptor feels that he/she is the victim of an unfair decision/evaluation/assignment or disciplinary action, then the student/faculty/preceptor should discuss the incident with the person responsible and instructor. If the Instructor does not satisfy the student, then the Student will be encouraged to follow the Student Grievance policy. If not satisfied, the student has the right to file a grievance with the Coordinator, Surgical Technology within 10 days of the incident. If the Coordinator is unable to satisfy the grievance, then the Chair of Health Sciences will review as necessary and make recommendations. If the Chair of Health Sciences is unable to satisfy the student then the Dean will meet with the student. The decision from this process is final. If the grievance involves a clinical preceptor/employee/surgeon, the person will file the grievance with the Coordinator Surgical Technology Program and the appropriate clinical site manager. In the event that the grievance is with an employee or physician of the clinical site then the clinical site grievance policy will be followed.

HAZARDS - POLICY STATEMENT ON INFECTION CONTROL

When one elects to become a health care provider, one does so with the understanding that all types of patients will be in need of health services and should be administered to in a spirit of love, concern, and compassion. All people have a right to quality health care and to the provision of that care by people who hold no discriminatory attitudes towards certain people or illnesses. One should consider these conditions when making the decision to become a health care provider. Recognizing that the health care field is subject to certain risks, the student has a right to assistance by responsible faculty in becoming prepared to care for a high-risk patient. It is also the students' responsibility to be prepared and to accept individual responsibility for protecting themselves and clients under their care. Additionally, and after consultation with the supervising faculty, students have the option to refuse situations or clients that they feel are a risk to themselves, either through exposure to the patient or if they feel unprepared to care properly for a patient. All patients are treated with the same precautions.

During the course of their education, the faculty will provide students with the instructions and with written policies on infection control within each department. Attendance at scheduled AIDS classes is mandatory. A student is expected to follow current guidelines for universal precautions recommended by the Center for Disease Control (CDC) when providing direct care in a clinical setting. Supervising faculty will also evaluate each student for clinical competency and knowledge in the management of high-risk patients to ensure that a student is able to perform procedures correctly. If the evaluation indicates that a student needs more training or assistance, the faculty will provide this. Students will be continually monitored during clinical assignments and the faculty will serve as supervisors and resource personnel. To meet OSHA requirements, students must attend orientation and receive inservice on bloodborne pathogens. The clinical agencies provide appropriate safety equipment except for protective eyewear. OSHA approved protective eyewear is available in the GCCC Bookstore as well as other vendors.

To standardize the delivery of health care to all patients and to minimize the risk of transmission of bloodborne pathogens, Health Sciences students will:

- A. Be taught basic skills in isolation techniques, injections, according to CDC specifications, and handling of body fluids in the skills laboratory before actual clinical practice of these skills on a patient.
- B. Be provided classroom instruction related to treatment, modes of transmission and prevention.
- C. Receive clinical agency orientation on specific policies for blood and body fluid precautions.
- D. Utilize the following blood and body fluid precautions consistently on all patients:
 1. Gloves should be worn when touching blood and body fluids, mucous membranes or non-intact skin of patients, or when touching items or surfaces soiled with blood or body fluids including performing surgery and other vascular access. Used needles must not be recapped, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand*.
 2. Hands should be washed immediately before gloving and again after removing gloves. Hands should also be washed immediately and thoroughly when contaminated with blood or body fluids.
 3. Gloves and mask must be changed between each patient.
 4. Gowns or plastic aprons, masks, and protective eyewear should be worn for any procedures likely to generate airborne droplets, result in or prone to splashing of blood or body fluids. Eyewear is mandatory during all treatment/surgical procedures.
 5. Used needles must not be recapped, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand. This includes suture needles which are never repackaged or manipulated by hand. Always use an instrument to place in the needle box. Disposable needles, syringes, scalpel blades and other sharp items should be placed in puncture resistant containers such as needle boxes for disposal in all clinical, classroom, or lab settings.
 6. Soiled linen should be handled as little as possible with minimum agitation. All soiled linen should be bagged and tied close at the location where it was used.
 7. Gloves are to be worn for post-delivery care of the umbilical cord and until all blood and amniotic fluid has been cleaned from the infant's skin.
 8. When standard precautions are implemented on all patients, isolation/labeling of the patient's room, chart, or specimens is not to be done. Upon death, state law requires that a tag be affixed to the body of anyone known to have a blood born pathogen.
 9. Specimens of blood and body fluids should be placed in a leak-proof container. When collecting the specimen, care should be taken to prevent contamination of the outside of the container. All containers (except blood tubes) should be placed in a zip-lock bag.
 10. Mouthpieces and resuscitation bags should be used in place of mouth-to-mouth resuscitation.
 11. A student shall, not care for any patient requiring the specially fitted TB mask for care unless they have had the TB fit test for the mask being utilized.
 12. ***Standard precautions apply to blood, body fluid, non-intact skin, and mucus membranes. These body fluids have been associated with transmission of HIV and/or HBV.**
- E. An agency and college exposure report is to be completed if the student is exposed to communicable airborne pathogens, blood or body fluids through needle stick or cut, mucous membrane (splash to the eyes or mouth), or cutaneous (through skin which is chapped, abraded or has dermatitis) means. Initial care, follow-up and treatment will be recommended according to hospital/school guidelines. Costs associated with initial care and follow-up are the responsibility of the student. Students should inform their clinical instructor immediately of any such incidents.
- F. Students need to assess their capacity to provide safe care to patients. Conditions that may impair this capacity include but are not limited to acute respiratory infections, open lesions or weeping dermatitis. Students should not be engaged in direct patient care until these conditions are resolved or they are released by their attending physician.
- G. Hepatitis Vaccination
 1. In accordance with Centers for Disease Control and Prevention (CDC) guidelines surgical technology students must be immunized against Hepatitis B Virus and demonstrate proof of immunity or formally decline vaccination. Cost is approximately \$180 for a three dose vial.
 2. Students who decline to be vaccinated are required to sign a formal declination waiver form.
- H. Adult Immunizations: Students are required to demonstrate proof of immunity or be immunized against other infectious diseases (CDC guidelines for adult immunizations) as part of their preparation for clinical training.
- I. Annual Tuberculosis Test: Students are required to receive a TB/Mantoux skin test and submit the results prior to the first clinical day of the semester on an annual basis. TB forms are available in the Health Sciences office and contain additional information regarding those students who have tested positive for TB in the past or have an allergy.
- J. Inadvertent or deliberate contact may occur throughout the course of the program either from the staff, clinical staff, or fellow students during learning experiences in the classroom, lab, clinical, or practice sessions. Examples include but are not limited to: positioning skills lab, passing instrumentation, moving "patient", securing gowns or glasses, etc.

HAZARDS OF THE ENVIRONMENT (OTHER)

Injuries and disease in the workplace can occur for a variety of reasons including fatigue, ignorance, haste, defective equipment, carelessness, clutter, crowding, inadequate lighting, or improper use of storage. There is no substitute for the individual's personnel safety consciousness in creating a safe working environment. The following general safety practices will be followed:

- A. Entrances/exits will not be blocked.
- B. Hallways will not be used as storage areas for boxes, etc.
- C. Burned out light bulbs should be reported immediately and replaced as soon as possible.
- D. All personnel will be alert for damaged/defective electrical plugs/outlets/cords and report problems to the Coordinator.
- E. When lifting heavy objects, ask for help.
- F. Gas cylinders will be stored on the truck designed for that purpose or secured to the wall by a belt system.
- G. Avoid undo haste that jeopardizes job safety. DO NOT RUN.
- H. Keep drawers and cabinets closed unless being used. Disinfect work surfaces weekly using disinfectant.
- I. Eating, drinking, or smoking in any area other than a designated area for either eating/drinking or smoking is prohibited.
- J. **SMOKING AREAS:** Smoke from tobacco is a documented health hazard to both the smoker and those nearby. Also recognizing our responsibility as health care providers, we have an obligation to present a healthful image to our patients. For these reasons, smoking will be prohibited in the Health Sciences Building. Health Science students are encouraged NOT to smoke in the front door entrances as it sets a bad example for Health Care personnel.
- K. **RADIOLOGY:** Ionizing radiation is a known health hazard. Students will follow appropriate policy regarding limiting exposure to radiation hazards including wearing protective equipment as required. Students will not hold films for surgical exposure. Students will receive training regarding safety practices and is responsible for following practices. When not in use, the lead aprons will be hung on the rack provided. Folding the aprons increases their chance of developing cracks, thereby decreasing their effectiveness. It is the responsibility of pregnant students to follow appropriate policies and notify instructor
- L. **PREGNANCY AND STUDENTS:** It is the responsibility of the pregnant student to inform instructor of pregnancy status and obtain appropriate release from physician regarding possible limitations and health status. (See instructor for form.) It is the student's responsibility to monitor for possible exposure to radiation and other hazards, excuse self from case to prevent possible exposure, and notify instructor for reassignment to another area approved by physician.
- M. **ANESTHETIC GASES:** Hazards are associated with the inhalation of anesthetic gases; scavenger systems are utilized in the facility to limit exposure to the gases. At the beginning of the school year the student will be briefed on the hazards and precautions associated with this subject.
- N. **EQUIPMENT OPERATION HAZARDS:** Operating procedures will be taught and a designated preceptor will monitor operation of these devices. Autoclaves and other hazardous equipment will be used only by those trained in their use. It is the responsibility of the student to utilize the appropriate safety precautions when operating or in the presence of any piece of equipment. Defective equipment will not be used. It will be reported to the lab faculty.
- O. **LASER:** Students must wear appropriate eyewear for the type of laser being utilized.
- P. **FIRE PROTECTION:** All personnel will be familiar with the evacuation plan and location of the fire extinguishers. Trash and other combustibles will not be allowed to accumulate in the clinic. Smoking is prohibited in all areas of the Health Science Building. Flammables and caustic materials should be stored in a flame retardant metal cabinet that meets Occupational Safety and Health Administration (OSHA)/ National Fire Protection Association (NFPA) Standards. In case of fire, call 911, then report it to the college Operator, & get the fire extinguisher from the hallway outside the area.
- Q. **Instruments:**
 1. Remove all disposable scalped blades and needles prior to disposal of drapes into appropriate labeled sharps containers. Handle sharps with instrument only, and be alert to the potential for needle stick injury at all times. Do not recap or repackage or bend or removed by hand. Package or separate sharp instruments from all others to prevent accidental injury. Scoop technique – one handed can be used to recap if necessary.
 2. Keep instrument tray orderly, return items to their place. Immediately remove scalpel or other sharps from sterile drape/patient field to the Mayo to prevent accidental stick.
 3. Store sharps and loaded needle holders in such a way that it can not accidentally perforate drapes or be exposed to the team's moving hand. Position sharp items so that they are in the area of least traffic.(hands moving back & forth increase potential injury)
 4. Disinfect all used instruments after each surgery including mock surgeries in the lab. Sterilize as appropriate.
 5. Use only packaged sterile instruments and supplies for patients.
 6. Wear utility gloves to handle contaminated items; return contaminated items to the designated area in enclosed containers. Process and package instruments and equipment according to instructions given. See course syllabus.
- R. **CHEMICAL DISINFECTANTS:** Follow manufacturer's directions and refer to the MSDS (material safety data sheet) for information on precautions and first aid treatment. See MSDS book located in classroom or back of bottle for first aid treatment and precautions. Disinfectants that are used in the campus lab include:
 1. Chlorine Compounds; i.e. Sodium hypochlorite (bleach); Hard Surface/Immersion; Concentrate - mix 1:10 or 1:100; Disinfect 10 minutes
Corrosive to metal - limit use; Monitor by mixing fresh
 2. Iodophors i.e. Iodophors; Hard Surface/Immersion – stains; Concentrate - mix with water 1:2 13, 18cc to gallon; Disinfect 10 minutes; Monitor by amber color
 3. Sanizide plus - germicidal disinfectant - used for hard surface disinfection spray, leave for minimum of 3 minutes, preferably 10 minutes for TB

RESPONSIBILITY: In addition, workers/students are exposed to other hazards from mechanical devices, noxious vapors, heat, caustic chemicals, latex allergies, and high-pressure gas lines among others. It is the responsibility of all staff and students to fully understand the hazards associated with the lab, classroom, or workplace and how to avoid/prevent a safety or health problem from occurring. If you have any questions, have them clarified immediately by one of the instructors or monitors. An eyewash station is located in each lab and clinical area so chemicals coming in contact with the eyes can be flushed immediately. **THIS IS YOUR RESPONSIBILITY!**

COMPARISON OF CHEMICAL DISINFECTANTS

| CHEMICAL | BIOCIDAL ACTIVITY | ADVANTAGES | DISADVANTAGES |
|--|----------------------|---|---|
| Alcohol - Isopropol, 70% | Intermediate | Easy to use | Evaporates rapidly. |
| Alcohol- Ethanol, 70% | Intermediate | High activity against tubercle bacillus and vegetative bacteria | Evaporates rapidly. Flammable. No activity against bacterial spores and certain viruses. |
| Chlorine compounds | Intermediate to high | Some sporicidal activity in higher concentrations. Fast action, broad spectrum. | Persistent odor. Corrodes metals, especially aluminum. Irritates skin. |
| Formaldehydes - | | | |
| 3 % aqueous solution | Intermediate | | Offensive odor. |
| 8 % aqueous solution | High | Good sporicidal activity | Offensive odor. |
| 8% solution in 70% alcohol | High | | Offensive odor. Toxicity. |
| Glutaraldehydes - 2% aqueous alkaline or acidic | High | Good sporicidal activity | Possible toxicity. Active solution unstable. Corrosive to certain instruments. |
| Hydrogen peroxide- 3-6% solution 6-25% solution | Intermediate to High | Highly stable. Higher concentrations may hold promise as sterilants. | Still undergoing study. Rapidly inactivated by catalase. |
| Iodophors- E.P.A. registered hard-surface disinfectants: use only in recommended use-dilution | Intermediate | Sporicidal activity. Broad spectrum action. | Some surface discoloration (removable with alcohol or water). Somewhat unstable. May corrode certain metals. |
| Phenolics- 3% dilution or germicidal detergent solution | Intermediate to low | Good in combination with other chemicals. Active in presence of soap. Stable. | Irregular viricidal action. Caustic to skin. Corrosive. Possible toxic effect when absorbed through skin. |
| Quaternary Ammonium Compounds- most common include benzalkonium chloride, etyldimethylethylammonium bromide, cetylpyridinium chloride, and alkyldimethylbenzyl-ammonium chloride. | Low | Bland. Pleasant odor. Good cleaning properties. | Some are inactivated by soap or hard water. May be inactive against certain bacteria viruses. Old or dilute solutions may support growth of gram negative bacteria. |

HEALTH RECORD

A current, complete physical examination form, indicative of a satisfactory health state, must be on file in the Health Sciences Division office while you are enrolled in the program. In addition, an annual TB/Mantoux skin test or documentation of chest x-ray due to allergy or being a positive tester must be submitted (the old Tine TB test is not acceptable. Hepatitis B vaccination is strongly encouraged but optional. Students will not be allowed to start the lab/clinical rotation or continue in clinical rotation without these forms.

HEALTH INSURANCE

Students are strongly encouraged to maintain health insurance coverage while enrolled in the program. Health care costs associated with a student's enrollment in the nursing program are the financial responsibility of the student. Liability and accident insurance for the student is purchased through Gulf Coast Community College with lab fees.

HOUSING

Gulf Coast Community College does not provide dormitories. A listing of rental housing is available at the Information Desk in the Student Union East. Please note: When on call, you must be within a 20-minute traveling distance during peak hours. (*Options available – stay on site or with someone or live within 20 minutes of the clinical sites*)

IMMUNIZATIONS

Studies have shown that health care providers in the surgical setting are at a higher risk of contracting Hepatitis B than HIV. Therefore, it is highly recommended that the Surgical Technology student receive the HBV vaccine. The student immunization status must be documented on the appropriate form and will be included in the student's surgical technology file.

SERIOUS INFECTIOUS DISEASES

| DISEASE | AGENT | ROUTE OF TRANSMISSION | INCUBATION PERIOD | POTENTIAL COMPLICATIONS |
|--|-----------------|--|----------------------|--|
| Acquired Immune Deficiency Syndrome (AIDS) | Virus | Suspected direct contact, possibly blood | 12 months or over | Death |
| Chicken Pox | Virus | Saliva, blood, droplets | 10-21 days | Conjunctivitis, shingles, Encephalitis |
| Common Cold | Virus | Saliva, blood, droplets | 48-72 hours | Temporary disability |
| Gonorrhea | Virus | Sexual contact | 1-7 days | Arthritis, female sterility, infant blindness |
| Hepatitis A | Virus | Oral-fecal | 2-7 weeks | Disability |
| Hepatitis B | Virus | Saliva, blood, droplets | 6 weeks-5 months | Chronic disability, carrier mode, death |
| Hepatitis (Non-A, Non-B) | Virus | Saliva, blood, droplets | 6 weeks-5 months | Chronic disability, death |
| Herpetic Conjunctivitis | Virus | Saliva, blood, droplets | 6-10 weeks | Potential blindness |
| Herpes Simplex II | Virus | Sexual contact, possible saliva, blood | Up to 2 weeks | Painful lesions, disability, death in children |
| Hernetic Whitlow | Virus | Saliva, blood, droplets | 2-12 days | Extreme pain, disability |
| Infectious Mononucleosis | Virus | Saliva, blood, droplets | 4-7 weeks | Temporary disability |
| Influenza | Virus | Saliva, droplets | 1-3 days | Death |
| Leionellosis | Bacteria | Respiratory | 2-10 days | Death |
| Measles (Rubeola) | Virus | Saliva, nasal, droplets | 9-11 days | Temporary disability, encephalitis |
| Measles (German) | Virus | Saliva, nasal, droplets | 9-11 days | Congenital defects, infant death |
| Mumps (men) | Virus | Respiratory | 14-25 days | Temporary disability, sterility |
| Pneumonia | Bacteria, Virus | Respiratory, blood, | Varies with organism | Death |
| Staphylococcus Infections | Bacteria | Saliva, droplets, nosocomial | 4-10 days | Skin lesions, osteomyelitis, death |
| Streptococcus Infections | Bacteria | Saliva, blood, droplets | 1-3 days | Rheumatic heart, kidney problems, death |
| Syphilis | Bacteria | Sexual contact, congenital | 2-12 weeks | Central nervous damage, death |
| Tetanus | Bacteria | Open wound | 7-10 days | Disability, death |
| Tuberculosis | Bacteria | Saliva, droplets | Up to 6 months | Disability, death |

INTERRUPTION IN TRAINING

The Instructor/Coordinator may immediately interrupt a Student's training if that student's continued presence is judged to interfere with the normal operation of the program and/or clinical facility. Student may be sent home pending review of incident. Dependent on the circumstances of the incident, information will be reviewed, student interview completed either by phone or in person, and a determination made regarding the next course of action within 3 work/student days.

JOB/MARKET AVAILABILITY/JOB PLACEMENT

All prospective student and student requests for market and job availability as a Surgical Technologist are referred to our national organization, the Association of Surgical Technologists, Incorporated. Our program offers placement assistance to graduates. We frequently receive advertising for our graduates and make all such offers available to our students. Information will be posted as it is received so all students will have access to the information. It is the responsibility of the student to check the student bulletin board. Students join the Association of Surgical Technologist, which provides periodicals listing job opportunities. Guidance and assistance shall be provided by the Success Center and Instructor to advise students regarding issues such as a job search, writing a resume, completing employment applications, and preparing for an interview. Internet search is also available to assist students who are relocating. Course work is completed in the last term which addresses such issues relevant to career guidance. Gulf Coast Community College does not guarantee employment at any facility.

LEAVE OF ABSENCE

The Program Coordinator and Health Services Chairman will consider special requests for approval. Student's options will be discussed depending on the length of time in program, courses in progress, and the possibility of making up any assignments, classroom instruction, or clinical experiences. Any time and/or course work missed must be completed prior to being eligible for graduation. A request for a leave of absence must be in writing and the date of expected return must be specified. Due to the length of the program being a continuous one-year program, requests for greater than two weeks cannot be granted during the first semester. In the event of the need for a leave of absence for a longer period of time, options will be discussed for withdrawal and readmission next year. Per Veterans Policy, VA Students are not eligible for leave of absence.

LIBRARY

Gulf Coast Community College maintains a library, which includes specific surgical-related material. This includes reference texts. The program coordinator maintains specific journals, videocassettes, and audiocassettes. We have Internet and e-mail access along with the ability to perform Medline ® searches of the National Library of Medicine's on-line database system. See Gulf Coast Community College policies on library usage.

LOCKERS

Gulf Coast Community College maintains lockers for storage, which is to be utilized to store surgical-related materials. A locker with combination will be issued. The secretary will maintain a current list of locker assignments including the combination. The combination can not be changed after it is issued to the student. The locker is considered storage space for the lab course materials and can be utilized for textbooks. The program coordinator can enter these lockers at any time that it is deemed necessary. As part of the exit process from the program, it is the student's responsibility to remove all personal items and clean the locker prior to graduation. Items not removed prior to graduation will be removed and discarded as appropriate.

MEALS

A snack bar is available on site. Students wishing to bring meals or those who require special meals may utilize the lounge microwave. During clinical rotations, students will be allowed a 30 minute lunch break. Students should remain on site and notify preceptor/adjunct of their location (sign out appropriately) in case they are needed.

NAILS

Fingernails should be kept clean, short (1/4 inch), and healthy. If the student has open lesions or breaks in integrity, the student will not be allowed to scrub until healed. Polish if used must not be chipped and should be changed a minimum of every four days. **Artificial nails are not to be worn.** Artificial nails have a higher variety and amount of pathogenic bacteria and fungus grown, both before and after hand washing. Failure to follow this policy will result in the student not being allowed to scrub in the clinical setting. The clinical setting policy will be followed. Some facilities do not allow nail polish. It is the student's responsibility to be alert to the policy and prepare for that clinical setting.

NEEDLE STICK/SHARP INJURY OR MUCOUS MEMBRANE EXPOSURE

1. Perform immediate first aid. Wash wound with soap and water or flush mucous membrane with tap water.
2. Report the incident to the faculty member. Call beeper 715-0013 or 913-7810.
3. The faculty member will initiate an incident report and provide direction to the student. Student will follow the policy of the clinical site regarding exposure. It is the student's responsibility to go to the healthcare provider of their choice for treatment or follow-up.
 - a) Identify patient risk status. (Anesthesia and surgeon can usually identify risk status for you.) Example: Clean needle injury versus known blood borne disease patient.
 - b) Test Source person for HIV; patient must consent according to facility policy.
 - c) Usually policy requires that if you test source person, person injured must also agree to be tested. Follow hospital or facility policy.
 - d) If negative, no follow-up unless at high risk for blood borne disease.

- e) If patient is positive or patient is at high risk or patient refuses to test, follow-up at 6 weeks, 12 weeks, and 6 months. The follow-up costs are the responsibility of the student. GCCC is not responsible in any capacity for injuries received during the course of the program. Each student is encouraged to carry their own personal medical insurance.

PARKING

Please refer to the Gulf Coast Community College catalog regarding parking. Students will be fined for parking in restricted areas. Fines must be paid within 7 days or the fine will increase. See current copy of the campus-wide GCCC Student Handbook All fines must be paid to be eligible to graduate. Parking at the clinical facility must follow hospital policy & will be covered in orientation for each clinical site.

PHYSICAL REQUIREMENTS

As a surgical technologist you may be required to:

1. Stand or sit for long periods of time with no break. You should be able to withstand standing 6 to 8 hours.
2. Function without nourishment for 6 to 8 hours (or be unable to have a bathroom break).
3. Assist in lifting, transporting, and moving a patient.
4. Lift and transport heavy instrument sets.
5. Push and transport heavy equipment.
6. Push and control a patient gurney or ward bed.
7. Hold in position a retractor for extended periods of time.
8. Have excellent vision (see very fine suture to load needle) with or without corrective lenses.
9. Have hearing within normal range with or without corrective aids.
 - a. Ability to respond quickly to verbal orders.
10. Compensate for any range of motion limitations.
11. Have excellent dexterity.
 - a. Quickly and efficiently pass surgical instruments, supplies, and equipment.
 - b. Assemble and handle delicate equipment.
12. Maintain a sterile field. Note: Excessive sweating, infections, excessive coughing, inability to secure sterile gown/gloves may affect ability to maintain sterile field. Evaluations will be made on an individual basis with input from the clinical site.

PHYSICIAN TREATMENT

If a student is hospitalized or treated by a physician at any time during the program, the student must provide a signed statement by the attending physician upon returning to the program. This statement must designate the days missed and clearance, without restrictions, to continue in the program. If a statement is not provided, the student will not be allowed to participate in lab, clinical, or lecture and will be considered absent.

PREGNANCY

If a student become pregnant, or is pregnant at any time during the program, the student must immediately provide a signed statement from a physician designating clearance to perform all duties, without restrictions, as required by the program. To continue study after delivery, a statement releasing the student without restrictions is required. If these statements are not provided, the student will not be allowed to participate in lab, clinical, or lecture and will be considered absent.

PROFESSIONALISM

Professionalism includes abiding by all rules and regulations including but not limited to being on time, prepared, professionally attired, honest, eagerness to learn, placing patient's welfare first; willingness to accept constructive feedback, and willingness to work as a team. Critical errors in professional judgment include failure to follow policy; failure to place patient's welfare as the first priority; failure to maintain physical, mental, and emotional composure in clinical; consistent ineffective, inefficient use of time; and failure to be honest with patients, faculty, preceptors, and colleagues. Students who achieve the MAXIMUM OPPORTUNITY OF LEARNING will receive a grade of 100% to be averaged into the course grade according to the individual syllabus formulas. The professionalism grade is affected as outlined in the individual policy consequences. See sample form.

PROGRAM EVALUATION

The program shall have an ongoing continuing system for reviewing the effectiveness of the educational program and will prepare timely self-study reports as required to aid the staff, institution, and accrediting agencies in assessing program qualities and needs. The sources of data shall include but are not limited to, concurrent periodic review and assessment of student grades and performance evaluations and competencies; review of student academic progress/satisfactory academic progress policy; post graduate surveys of graduates and employers on such matters as employment settings, type and scope of practice, salary, job satisfaction, education and skills addressed in the educational program; interviews with program graduates and employers of graduates; and data on the evaluation of graduate performance on the national certifying examination and program assessment examination. Outcome measurements of retention levels, graduate levels, placement levels, test data, and survey data will be monitored and appropriate actions taken as indicated. Curriculum validation will be accomplished by surveys of employers, surgeons, faculty, preceptors, students, and graduates which will include studies of employment, national certifying examination, the admission criteria and process, the curriculum design and content, and the purpose and productivity of the advisory board, which shall function according to Gulf Coast Community College's policies. Student agrees to participate in the evaluation process by completing all evaluations given and participating in end of semester/exit interviews.

PROBATION/SUSPENSION

Probation and suspension is a process that formally recognizes that a student is not performing satisfactorily and offers an opportunity to correct deficiencies. A student is subject to probation and possible suspension for failure to satisfactorily achieve didactic and/or clinical practicum objectives as prioritized in the curriculum, incomplete assignments, second unsuccessful attempt major examinations < 74% (until satisfactory completion of retake/make up assignment), excessive absenteeism and/or tardiness, behavior that is disruptive/unprofessional, or as outlined below. The length of the probation will be determined by the behavior or action, which prompted the probation. Academic probation will be in effect until assignments are complete or examination is retaken/assignment completed with a score greater than 74%. All other probation will be for a minimum of 30 days or as designated by the Coordinator, Surgical Technology. In the event, a person has a successive probation or suspension for an occurrence, his/her record will be reviewed and disciplinary action instituted as deemed necessary by the committee according to the severity of the infraction. Students must demonstrate their ability to be present and depended upon during their enrollment in the Program. The grade earned must reflect the amount of time present during classes, lectures, clinics and labs. Being on time with perfect attendance, being prepared, and completing all assignments is necessary to achieve a **MAXIMUM OPPORTUNITY FOR LEARNING**. Student professionalism provides an atmosphere conducive to achieving a Maximum Opportunity for Learning; therefore, any student not dismissed who receives disciplinary action will receive a three (3) point deduction from the final grade for that course. Exception is academic probation; student is already being counseled for lack of achieving the Maximum Opportunity for Learning.

Reasons for probation may include but are not limited to the following:

- A. Academic Probation: Failure to make satisfactory progress in relation to course requirements and achievement of course objectives. Academic probation will be in effect until assignments are complete, examination is retaken/assignment completed with a score greater than 74% (Retakes of the test are limited to 2 – original score averaged for final grade), or skills lab testing experience is completed satisfactorily.
 1. Incomplete assignments – failure to turn in assignments when due or assignment submitted incomplete. All assignments must be turned in to complete the course. Assignments turned in after the due date will not be graded unless prior arrangements are made for an extended due date. (Note: A ten (10) point deduction will be taken for each extended day.) Student who has submitted an assignment by end of course date, will receive an incomplete (I). If the incomplete is not removed within 30 days, it will convert to an “F”
 2. Score of less than 74% on a major examination. After a second unsuccessful attempt at a major examination, the student will be counseled and placed on probation. Note: student must complete each course with a 70% average to be eligible to proceed to the next course in the sequence.
 3. Unsatisfactory performance in skills lab testing experience. After a second unsuccessful attempt at a skills test, the student will be counseled and placed on probation. A third unsuccessful attempt will be cause for failure of the course.
- B. Any student who has not completed assignments within two week(s) of due date is subject to suspension from the clinical area (suspension) until all academic or clinical written assignments are submitted. All missed clinical hours must be made up.
- C. Probation status is limited to once in a 12-month program for the following behaviors. If the behavior is repeated, the next step of the disciplinary process will be suspension or dismissal as recommended by the review panel. Student behavior and/or skill behavior endangering the safety of the student and/or client, includes but is not limited to:
 1. Administering drugs/treatments in a negligent manner. Specific example includes failure to properly identify medications including labeling containers prior to acceptance on the back table; setting up a sterile table in a manner that constitutes a break in technique (gown glove from main instrument table).
 2. Performing treatments/procedures on a client beyond the scope of previous educational preparation in the Surgical Technology Program. Dependent on circumstances can result in immediate withdrawal. Specific examples include skills associated with the first assistant advanced level of surgical technologist such as suturing a wound in the clinical setting, etc.
 3. Leaving an assignment without properly advising appropriate personnel.
 4. Participating in the violation of a client’s rights, dignity, or discrimination in any way while providing care to a client, family, or significant other.
 5. Failing to follow specific rules and guidelines for each course.
 6. No show/no call-in by the designated time according to the course clinical requirement.
- D. The Faculty has agreed that probationary status can be initiated immediately for certain behavior, including, but not limited to:
 1. Absenteeism/Tardiness-exceeding classroom absence or tardiness guidelines provided by the college catalog. Exceeding clinical absences or tardiness provided by the surgical technology handbook.
 2. Failure to progress within the surgical rotation.
 3. Failure to be prepared for assigned surgical procedures. Student will not be allowed to “scrub in” if not prepared. It is the responsibility of the student to properly prepare the night before by studying the assigned surgical procedures. Should be able to define procedure, purpose of surgery, and identify relevant anatomy and physiology verbally and have their procedure plan completed in written form for the first case of the day. Students who are not prepared for clinical site will receive a three (3) point deduction from their final grade.
 4. Ineffective lab preparation. Skills Testing – *more than one occurrence* of a second unsuccessful attempt at a skill test in the campus lab. Example: Presents to lab to complete the skills check off without prior practice sessions.
 5. Academic – a second unsuccessful attempt at a major examination (must score greater than 74%).
- E. Any occurrence during the probationary period will result in a minimum 1-day suspension or dismissal as determined by policy or the dismissal committee (Example: Absenteeism policy will result in dismissal). The suspension day will count as one unexcused absence. Student will receive a three (3) point deduction from the final grade.

PROCEDURE:

- A. The faculty member will complete a counseling form if the student fails to demonstrate satisfactory performance in meeting:
 1. Course objectives
 2. Program/institutional policy

3. Behaviors identified in evaluation tool
 4. Absenteeism/tardiness
 5. Skills Testing – Second Unsuccessful attempt
- B. The student who is placed on probation will:
1. Receive written and verbal counseling by the instructor(s) and/or the program coordinator reflecting the terms of the probation.
 2. Receive written notification of such action from the program coordinator, which will also provide the conditions of probation removal.
 3. A report of the counseling and probationary status will be presented to the health sciences division chair.
- C. The surgical technology faculty will determine the length of probation for clinical reasons.
- D. Remediation may be made available to the student.
- E. Failure to meet the terms of probation will result in dismissal from the program. Last Chance contracts will be utilized as appropriate to facilitate student understanding. Failure to meet the contract will result in immediate instructor initiated withdrawal.

RECORDS

Student admission, health (medical exam on admission and any subsequent illness or injury), attendance, grades, and student evaluations of academic and clinical activities will be suitably recorded. Grades and credits for courses shall be recorded on each student's transcript and maintained indefinitely. Appropriate classroom, laboratory, and clinical records will be maintained for each student and kept on file in the institution by faculty for a period of not less than 5 years. All student records are secured in a safe accessible locked storage location, which ensures that program records are kept confidential and available for references as needed. Two locations of records are maintained. One copy is a computerized server program, which has a back up maintained and is maintained indefinitely and the second copy is a hard copy maintained in the Program Instructor's office, which is maintained for 5 years.

Copies of records of academic and clinical progress are furnished to students at the end of the each review for each term. A *CERTIFICATE Of COMPLETION* will be awarded as evidence of successful completion of the program. Requests for transcripts must be in writing and submitted to Gulf Coast Community College. A copy of the transcript and any necessary information to take the CST examination the first time after course completion will be provided at no cost.

RETENTION AND PROGRESSION

The student must maintain a "C" or better in courses within the curriculum. (Please refer to Graduation Requirements and to course syllabi for additional course requirements.) A "C" or better must be earned in each course before proceeding to the next sequence of courses. The curriculum is sequential in nature. Students must complete designated prerequisites for each course prior to enrolling in that course.

Students who receive a "D", "F", or "W" in any course, or who elect to exit from the curriculum, may apply for readmission when the course is offered again, if space is available. Readmission should occur within one year and is possible only if essential elements of the curriculum are unchanged. **READMISSION IS NOT GUARANTEED.** Courses may be repeated only one time. Students who fail to obtain a minimum grade of "C" in the second attempt will be dismissed. Student can reapply to the program, but they may be required to audit courses or complete a remedial plan for the program identified as HSC or STS courses.

Assessment is ongoing, continuous, and cumulative. A comprehensive examination will be required. Refer to each course's Learning Activity Guide (L.A.G.) for specific requirements. Failure to maintain competency will result in failure of the course and dismissal from the program.

The student will receive a pass/fail for the clinical portion of each course. The clinical must be satisfactory (70% or better) to receive a passing grade. If the clinical is satisfactory, the theory grade will be what the student earns for classroom activities. Case requirements for graduation must be met and are outlined in the Learning Activity Guide for the clinical courses. Students who are denied clinical privileges may be subject to termination due to difficulty placing student in a setting to gain clinical experiences.

Surgical Technology faculty has the responsibility to evaluate each student's ability to provide safe care. Students having difficulty with clinical skills will be referred to the campus lab for specific instruction, practice and demonstration of skills. Students who are not progressing satisfactorily in meeting requirements for clinical labs will be counseled, placed on probation, or dismissed from the program. (Refer to probation/dismissal policies) Students must receive final ratings of SATISFACTORY for clinical performance in order to receive a passing grade for the course. An unsatisfactory rating in clinical lab will result in an "F" grade for the course.

Students must be prepared for each clinical assignment as instructed. If unprepared, the student may be removed from the clinical area for that experience, as a potential detriment to the client exists. If removed, the student will be counseled and/or placed on probation and the day will count as a clinical absence. (Refer to probation and dismissal policies).

If a course is to be repeated, all components of the course are repeated. Students may be readmitted to the program only once. The only exceptions to this will be in cases of extreme extenuating circumstances as determined by the faculty.

READMISSION

If the dismissal is of such a nature that readmission would not be permitted, such as unethical behavior/practice, the student will be informed in writing by the program coordinator. A student that has canceled/withdrawn or has been terminated who desires to re-enter the

program of study must notify the School and follow the required admission procedures by the deadline. Requests will be accepted for only one year from the date of withdrawal from the program. The ability to re-enter the program will depend on the number of hours missed, courses missed and present status of the current class. (For example someone who has completed first semester in good standing, but had to leave during second semester may return the next year with the next class starting on the second semester start date provided there is ample room in the class.) Each case will be evaluated on an individual basis and an interview granted with the student to discuss the possibilities and options. A terminated student must show cause as to why he/she should be re-instated. The decision reached by the Appeals Committee will be final.

Students dismissed from sequence for theory reasons and who are interested in seeking readmission should:

- A. Make an appointment with their advisor for development of an academic plan.
- B. Complete a readmission application form and return to their advisor by the designated time.
- C. The form must be submitted during the term preceding the term the student wishes to reenter, at least two months prior to the readmission semester.
- D. Complete required lab skills testing or remedial plan as outlined by instructor for readmittance.

Students dismissed from the program for unsatisfactory clinical performance that are eligible to be readmitted to the program will follow the readmission process as stated above.

- A. Students who withdraw from or are academically unsuccessful in a course during the program and readmit **MUST** meet the graduation and curriculum requirements (as designated in the college catalog) of the class of students they are joining and with whom they will graduate. See your advisor for specific questions regarding your curriculum plan.
- B. Readmission should occur within one year and is possible only if essential elements of the curriculum are unchanged.
- C. Depending on the individual situation, a readmission applicant may be required to revalidate current competency in selected skills and knowledge, i.e., sterile procedure, math, medication administration, etc via a remedial plan.

RESEARCH - LIBRARY INFORMATION (COLLEGE- CAMPUS)

When researching journal articles books, etc., be sure to look closely at copyright dates. We strongly encourage you to not use any sources greater than five years old. As part of your initial library orientation this is explained and emphasized. All resources should be quoted using APA format for any reports or papers completed.

SAFETY IN LAB/CLASSROOM/CAMPUS

Safety precautions for clinical, lab, and classroom will remain the same. See hazards policy for specifics. Personal protective equipment will be worn at all times when appropriate. Eyewear is mandatory for any action that may involve splashing or hazardous fluids. Sharps precautions are taken when handling anything sharp. Manufacturer's operating procedures for any piece of equipment will be followed. Electrical equipment will be inspected for frayed cords prior to use. Malfunctioning equipment or safety concerns should be reported immediately to the program coordinator in writing. If student is not satisfied with resolution, student should report safety hazard to Sue Suggs Division Chair. All safety precautions will be taken at all times to prevent possible injury. If injury occurs, follow policy. Immediate first aid is given, instructor is notified, and appropriate documentation completed. Program coordinator will investigate any injury and implement changes as deemed necessary including disciplinary action for failure to follow safety policies. **BE SAFE – Follow all rules and guidelines.**

SELF-EVALUATION EXAMINATION (SEE)

A comprehensive examination is taken to identify key focus areas for study. The Liaison Council on Certification prepares the examination for the Surgical Technologist. The Council provides feedback to the program instructor who develops a plan of action for improvement if necessary. The results provide a norm that provides qualitative standards regarding progress.

The examination serves three primary functions:

1. Provides information to students about their progress in the program.
2. Prepares students for the certification examination experience.
3. Provides information to program directors on how well the program is preparing students in the knowledge and skills they need as a Surgical Technologist.

SKILLS LAB PERFORMANCE TESTING AND EVALUATION

Selected clinical performance testing experiences are conducted across the surgical technology curriculum in the campus lab environment. The performance test items vary with each testing experience and reflect the content/skills the student should have mastered during that particular portion of the curriculum. The syllabus will specifically outline testing criteria for each course.

- A. Clarification of the role of faculty: In competency-based education, faculty members assume the role of transfer agents--creating conditions where expertise is transferred to novices. The responsibility of the transfer agent is to:
 1. Describe what it means to be competent.
 2. Create and maintain an instructional environment in which students are prepared to perform competently.
 3. Design evaluative exercises to determine when students are, in fact, capable of competent performance.
- B. Facilitation of instructional accountability: We can anticipate certain results from a program of learning utilizing competency based performance criteria.

The participant in such a program should demonstrate:

1. Increased levels of competency.
2. Increased awareness of what the instruction is to provide.
3. Increased awareness of their performance levels.
4. Increased accuracy of self-evaluation.

Role of Instructor/Evaluator During Testing Experience:

- A. The primary role of the evaluator is objective observation.
- B. No assistance may be provided to the student performer. Show and tell, coaching, excusing, and helping are all explicitly forbidden.
- C. The evaluator will remain silent during the performance situation. The evaluator will not give non-verbal cues such as facial expressions and body movements.
- D. For process evaluation, the evaluator will remain with the student and observe all behaviors.
- E. If clear violation of a critical element occurs, the evaluator will discontinue the performance.

Role of Student/Performer during Testing Experience:

- A. Attendance for clinical performance testing is mandatory. The student must arrive at the designated time.
- B. The student should perform as though the evaluator were not present.
- C. The student should not attempt to engage the evaluator in conversation or regard the evaluator as an assistant.
- D. All critical elements must be performed as specified.
- E. The student may be requested to supply a lab partner for the testing experience to assume additional roles. Lab partners are not tested and cannot provide verbal or non-verbal assistance or guidance. Student directs specific instructions to the lab partner and then lab partner completes the activity as directed.
- F. The student should be prepared to self-evaluate his/her performance.
- G. Student clean up is a part of the testing & lab skills experience. A **5 point deduction to Lab grade for each incidence** of failure to clean up including disposal of trash, assembly of instrument trays, & returning all supplies, equipment, instruments to their original designated storage space. Sharps or dangerous materials must be satisfactorily disposed of as part of the testing process. Failure to dispose of needles or sharp/bloody materials constitutes a critical hazard & will result in the student failing the testing experience.
- G. **After a second unsuccessful attempt at a skills test, the student will be counseled and placed on probation. A third unsuccessful attempt is cause for failure of the course. The highest grade possible is an A on first attempt; B on second attempt and C on third attempt.**

Role of Individual(s) Acting as Lab Partner:

- A. The individual(s) should perform as though the evaluator were not present.
- B. The individual(s) should not attempt to engage the evaluator in conversation or regard the evaluator as an assistant.
- C. No information regarding the task performance may be provided to the student/performer. This includes verbal information and non-verbal cues such as facial expressions and body movements.
- D. Individual(s) should complete the activity as directed by the testing student.

Critical Elements Criteria:

Performance criteria identify the critical elements of the various tasks. Critical elements are those aspects of care essential to protect and promote the patient's well-being. They are subdivided into three overriding areas of concern.

- A. Physical jeopardy - any act or inaction on the part of the student that threatens the patient's physical well-being.
- B. Emotional jeopardy - any act or inaction on the part of the student that threatens the patient's emotional well-being.
- C. Asepsis - the prevention of the introduction and/or transfer of organisms.

The elements are identified as critical because the omission or unsatisfactory performance of any one of them indicates the student's failure to competently administer safe and effective care to the patient. The student must demonstrate competency in all performance criteria.

Accommodation for Individual Differences

Allowances are made, with certain time limitations, for a student to progress to a satisfactory competency level at their own rate. If a student fails to perform satisfactorily on an initial testing experience, they will be provided with additional supervised lab practice and an opportunity to repeat the test.

- A. Students must satisfactorily complete all performance evaluations for a designated course in order to be eligible for promotion to the next level of courses. Unsatisfactory performance may result in failure of the course, regardless of theory grade. Students must complete the skills lab within the specified time frame/due date.
- B. Videotaping of Performance Test:
There will be times when students will be required to videotape their skill performance. This may be for a regularly scheduled evaluation, for self-evaluation, for review or remediation, or for other purposes, as deemed necessary by the faculty. For these experiences, students will purchase blank videotape that will be used to tape the performance, viewed by the instructor(s), and returned to the student.
Dress for video taped skills performance will be meet current dress code guidelines. During taping, students will comply with the Uniform Rules and Regulations regarding hair, jewelry, make-up and nails. Taping will be completed in a professional manner. Talking during the videotape will be limited to necessary instructions given by the testing/performing student. Performance skills must be demonstrated in such a manner that the activities of the student are readily visible by the viewer. Explanations and directions should be conducted by addressing the remarks to the manikin, or lab assistant, not the camera, and all activities deemed "Critical Elements" of the Performance Test must be completed, not "discussed." Any activities that should have taken place prior to beginning the skill, such as gathering equipment, washing hands, checking the schedule, may be identified by verbal comments addressed to the camera. The skill must be performed in an uninterrupted manner from beginning to end, with no "cuts" or "edits." Questions regarding the taping instructions should be addressed to the appropriate faculty member PRIOR to taping.
Tapes submitted for viewing by the faculty must be in the standard size video format or be accompanied by an adaptor, which will allow viewing in a standard size videotape player. Students may use the video cameras belonging to the Health Sciences Division, or may use their own camera. If the college camera is used, the student will sign a Video Camera Loan Agreement. A copy of the agreement is located in the Student Handbook.
- C. Group Video Projects: Groups will register agreed upon dates/times for project with instructor on the lab schedule. Any student who does not participate as agreed upon is absent and unexcused and will receive a 10 point deduction from the final grade for that project.

STUDENT RESPONSIBILITIES

Each student is held responsible for the quality of preparation, completion, and performance of goals, objectives, and assignments; complying with policies, procedures, guidelines, criteria, and standards pertaining to the program and Gulf Coast Community College; his/her own professional conduct. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program, and the college for the student to seek another program in which to develop vocational skills. Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of the Surgical Technology program.

STUDENT RIGHTS

Each student has a right to quality education without exploitation through a program following accreditation/certification standards, guidelines, policies, and procedures.

STUDENT MEETINGS

Scheduled each month. This is a time to get together with program administration to exchange information and articulate concerns/rumors. These will be open forums with no formal agenda or minutes. Concerns, feedback, and information will be summarized in the quarterly review of the program.

STUDENT SERVICES

See current Gulf Coast Community Catalog for a complete listing of all available services, student activities, etc.

STUDENT TIME COMMITMENT

Scheduled hours are limited to a reasonable number of hours to ensure patient safety and promote effective student learning. Students should plan to be in classroom, lab, or clinical a minimum of the hours posted for those days. Appointments should not be made for class, lab or clinical time. During first semester, students should plan to be at GCCC from 7:30 AM to 2:30 PM or later as posted on the schedule Monday through Friday either for your lab time or to help a member of your team. All posted hours are subject to change according to the needs of the class. Additional Call Hours for weekdays and some weekends are scheduled in the last semester. The clinical preparation, practice lab time, course assignments, and study time outside the scheduled hours (homework) must also be considered an additional time commitment due to the intense training of the program. The amount of preparation time varies according to the needs of the individual but is usually 2-3 hours a day for the average individual during the entire course. Homework is an additional assignment to guide student studies outside the classroom. Homework is not to be completed during lecture/classroom time as it disrupts the class (turning pages, etc).

SURGICAL TECHNOLOGY DEPARTMENT PINNING CEREMONY

A pinning ceremony is held for each graduating class. The December class ceremony is scheduled the latter part of final exam week. Specific information about date and time will be posted on the bulletin boards. The student orders school pins through an independent company. The Coordinator will provide order forms during the last semester. A group photo is taken at pinning that is purchased and donated to the college by the graduates. The uniform dress code as published in this handbook is enforced at pinning. Students must wear a lab coat with name/title over appropriate attire.

SURGICAL TECHNOLOGY DEPARTMENT AWARDS

Students are selected from each graduating class for the following possible awards:

1. Valedictorian: This award is given to the graduate who achieves the highest grade point average calculated on all curriculum courses.
2. AST Honor Society: This award is given to the graduate who has exhibited outstanding attendance, scholastic achievement, and leadership skills for their class, and the program.
3. Preceptor of the Year Award: This award is given to the preceptor who has been selected by the students as an outstanding preceptor. All nominees will be recognized at graduation.
4. Perfect Attendance Award.
5. Surgeon of the Year Award.

The names of the Valedictorian, Surgeon of the Year, and Preceptor of the Year recipients are engraved on brass plates, which are attached to plaques. These plaques are hung on the third floor, George G. Tapper Health Sciences Building, outside the surgical technology lab.

TAPING POLICY (NO TAPING PERMITTED)

The surgical technology program enforces a no taping policy in the classroom & clinical laboratory settings. Rationale for this policy:

- A. The faculty has the responsibility to assess the impact of the taping on educational quality and to protect the rights of others.
- B. Taping may lead to decreased attendance that result in the deterioration of class discussions and educational quality.
- C. Taping also contributes to a decreased processing of information in class representing a disengagement from the learning process.
- D. Activities such as moving the recorders and changing tapes are distracting to instructors and other students.
- E. Taping impairs the maintenance of confidentiality of students, clients, agencies and health care providers. Once taped, the outcome is potentially beyond anyone's control and could be used anywhere and possibly out of context. If information is inappropriately made public, it can impact liability.
- F. Desire to respect the rights of guest speakers.
- G. Desire to protect copyrighted materials.
- H. Faculty believes that taping does not reproduce the unique visual nature of the student-faculty and student-student exchange. Sharing of select clinical information, i.e. case studies, etc. in a confidential way, makes learning relevant. Taping can inhibit established rapport based on trust required for this type of sharing.

TRANSFER CREDIT - PREVIOUS COURSE CREDIT OR EXPERIENCE

Students who have taken a College level Microbiology and Microbiology Lab with a grade of B or better are eligible to challenge the course by examination. Students who have had previous medical terminology course content within a medical course are eligible for an evaluation to take an examination in lieu of meeting the 2-hour course prerequisite. Program Coordinator will determine eligibility based on course content. Student must ask to challenge the examination prior to any deadline date for registration. The examination will be the same final examination for students who take the course and must be passed with an 80%. The examination must be taken prior to the start of that course at a time agreed upon by the instructor and student. In the event a Student makes less than 80% on the Final or less than a B average for the previous course taken, they must take the course as listed in the program curriculum. The emphasis in these courses is from a surgical point of view. Therefore, it is not recommended that you challenge any courses unless it is necessary and provided credit hour requirements can still be met.

TRAVEL REQUIREMENTS

Students will be expected to attend surgical rotation off Gulf Coast Community College campus to maximize educational opportunities. Students will be expected to provide their own transportation to the facility providing the opportunity for the student to complete the surgical rotation/experience. Gulf Coast Community College and the Surgical Technology Department are not liable for any accidents during the off campus surgical rotation.

WITHDRAWAL FROM COURSE

Students must complete or be currently enrolled in the designated pre-requisite for each course prior to enrolling in that course. If a student has been advised to enroll in a specific support course, they must see the program coordinator before they withdraw from that course. Failure to do so could result in ineligibility to continue in the future in the program. It is hoped that any student contemplating such action will discuss their decision with the program director prior to actual resignation. In the event of a resignation or withdrawal, see refund policy. If the student resigns/withdraws due to circumstances of extreme hardship and they wish to reapply at a later date for completion it will be considered by the Board. Any Student who does not attend class or clinical for three successive days without contacting the school instructor or director will be considered to have withdrawn on the last date of actual attendance – student initiated withdrawal. Failure to complete the skills lab or other assignment within the specified time frame will result in an unsatisfactory – instructor initiated withdrawal. A student who withdraws in good standing is eligible for readmission to the program. To be considered as withdrawn in good standing, student must return all materials, satisfy any financial obligations, and complete an exit interview. Instructor initiated withdrawal can be implemented for critical errors in professional judgment including failure to follow policy; failure to place patient's welfare as the first priority; failure to maintain physical, mental, and emotional composure in clinical; consistent ineffective, inefficient use of time; and failure to be honest with patients, faculty, preceptors, and colleagues.

The following circumstances will result in the automatic withdrawal of the student from clinical rotation and the surgical technology program. The student is banned on a lifetime basis for readmission into the Gulf Coast Community College Surgical Technology Program. The circumstances for permanent withdrawal from the program include, but are not limited to:

1. Violation of patient confidentiality.
2. Student's behavior or performances are disruptive and hazardous to themselves, patient, or other healthcare provider.
3. Sexual harassment of a Gulf Coast Community College student, peer, preceptor, or other surgical team member, or a hospital/surgery center patient.
4. Withdrawal of clinical privileges by the clinical agency and/or medical staff.

The following circumstances negate the automatic withdrawal of the student; consideration will be given to circumstances, possibility of makeup, etc.:

1. Death of a spouse, child, or parent of a student that is verifiable.
2. Verifiable incapacity, illness, or injury which prevents the student from returning to school for a specified period of time.

WORK POLICY IN THE CLINICAL SETTING

Student may not be substituted as paid personnel in the clinical setting. Student must have a preceptor/approved faculty member supervising all educational experiences. Student must have a 1:1 student to preceptor ration in the clinical setting. NOTE: You must have a preceptor at your side in all roles including the scrub and circulating roles.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED

UNSAFE CLINICAL PRACTICE shall be deemed to be behaviors demonstrated by the student that threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care. The following examples of behavior may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not all inclusive.

Student behavior and/or skill behavior endangering the safety of the student and/or client includes but is not limited to:

- A. Administering drugs/treatments in a negligent manner. Specific example includes failure to properly identify medications including labeling containers prior to acceptance on the back table.
- B. Performing treatments/procedures on a client beyond the scope of previous educational preparation in the Surgical Technology Program. Specific examples include skills associated with the first assistant advanced level of surgical technologist such as suturing a wound in the clinical setting, etc.
- C. **PHYSICAL SAFETY:** examples of unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient leading to falls, lacerations, burns, etc.
- D. **BIOLOGICAL SAFETY:** examples of unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.
- E. **EMOTIONAL SAFETY:** examples of unsafe behaviors: threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, or demonstrates unstable emotional behaviors.
- F. Leaving an assignment without properly advising appropriate personnel.
- G. Participating in the violation of a client's rights, dignity, or discrimination in any way while providing care to a client, family, or significant other.
- H. Failing to follow specific rules and guidelines for each course.
- I. No show/no call-in or failure to respond to call by the designated time according to the Learning Activity Guide.

UNPROFESSIONAL PRACTICE/DISRUPTIVE BEHAVIOUR are behaviors that fail to meet course objectives and shall be deemed to be behaviors demonstrated by the student, which are inappropriate to the student-instructor, student-personnel, or student-patient interactions, which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology program or Gulf Coast Community College.

Examples of unprofessional practice (not all inclusive): verbal or non-verbal language, actions including the odor of ethanol or other changes in behavior, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors; insubordination (changing own assignments/failure to follow instructions given); or any action which may compromise contractual agreements and/or working relations with clinical affiliates; or constitute violations of legal or ethical standards. Violations are considered to be exceptional importance. At the clinical instructor's discretion the student may be removed from the clinical site immediately. Such a violations WILL result in the student being placed on probation and MAY result in withdrawal from the program.

2006 SAMPLE FEE SCHEDULE

| | In-State | Out-of-State |
|--|--------------------------|----------------------------|
| ENROLLMENT FEES: | | |
| TABE Test | \$No Fee | \$No Fee |
| TEXTBOOK FEES: | | |
| Textbooks (Approximate) (List Provided) | | |
| Required texts *** | \$ 560.00 | \$560.00 |
| Optional texts | | |
| ASSOCIATION FEES: | | |
| Association Surgical Technologist | *** \$ 45.00 | \$ 45.00 |
| TUITION FEES (See current College Catalog): | | |
| Spring Term(2006) | \$1068.56 (56.24/credit) | \$4,267.40 (224.60/credit) |
| Summer Term | \$444.30 | \$1,684.50 |
| Fall Term | \$871.72 | \$3481.30 |
| LAB FEES: | | |
| Spring Term | *** \$288.00 | \$ 288.00 |
| Summer Term | \$ 60.00 | \$ 60.00 |
| Fall Term | *** \$193.00 | \$ 193.00 |
| Includes: Student Liability/Accident Insurance | | |
| GRADUATION FEE: | | |
| Graduation Pin/Invitations (Optional) | *** \$ 65.00 | \$ 65.00 |
| SCRUBS/LAB COAT/GCCC PATCH FOR EACH: | *** \$ 80.00 | \$ 80.00 |
| STUDENT CLUB: | \$10.00 | \$ 10.00 |
| Total (Approximate) Program Fees | \$3,685.58 | \$10,734.20 |

Fee schedule includes approximate fees for the entire program. Fees are subject to change without notice – see current information available in the Office of Admissions. Anyone requiring financial aid must initiate arrangements with the Financial Aid. Refund policy is outlined in the current Gulf Coast Community College Catalog.

Note: Additional expenses required include the prerequisites, the physical (medical) examination from your physician of choice, a lab coat, Scrubs X 2 sets, GCCC patch for Lab Coat X 1, comfortable shoes (much standing) and the Certification Exam. (If you already have a lab coat and comfortable shoes, they are sufficient.) Additional purchases may be offered but are not required such as a school shirt, etc. The certification examination will be completed as part of the required graduation exercises. Cost for the examination is approximately \$190.00 for an AST member. This additional money will be due payable to LCC-ST September 15, 2006.

Textbooks may be purchased at any bookstore or through the school. Required textbooks must be purchased prior to the first day of class. Textbooks, which are issued as reference guides, must be returned in good condition without writing or defacement. The Student must replace reference guides that are defaced or written in. (Cost, Shipping and 10% to replace the item.)

For all policies regarding refunds and withdrawals, please review the Gulf Coast Community College Catalog Policy for the current school year.

*** Asterisk Items are fees, which may be subject to change due to price changes from the manufacturer or provider.

Course Sequence - # of Classes –Textbook for Each Course

| | Course Number | Course | Class Hrs | Lab Hrs | Clinical | Total Clock Hours | Voc Hours | # Classes | Textbook |
|---------------------------|----------------------|--|-----------|---------|----------|-------------------|-----------|-------------------|--|
| Recommended Prerequisites | #BSC 1005 or EMS2010 | General Biological Science 3 hrs., 3 crs. | 45 | | | 45 | 3 cr | | |
| | #OST 1257 | Medical Terminology 2 hrs., 2 crs. | 30 | | | 30 | 2 cr | | |
| | | TOTAL HRS. | 75 | | | 75 | 5 cr | | |
| Spring Courses | HSC 0005 | Orientation to Health Sciences | 45 | | | 45 | 1.5 | 15 @ 3 Hr | Berry & Kohn's Operating Room Technique; 10th Edition; ISBN 0-323-00968-9; Mosby Taber's Cyclopedic Medical Dictionary; Current Edition; F.A. Davis |
| | HSC0005L | Orientation to Health Sciences LAB | | 15 | | 15 | .5 | 10 @ 1.5 H | |
| | STS 0003 | Introduction to Surgical Technology | 90 | | | 90 | 3 | Vary over 6 weeks | Surgical Technology for the Surgical Technologist; Delmar; 2004 Ed ISBN 1-401-83848 Study Guide to Accompany Surgical Technologist; Delmar; 2004 Ed ISBN 1-401-83849-9 |
| | STS0003L | Introduction to Surgical Technology LAB/Clinical | | 52 | 8 | 60 | 2 | Vary over 6 wks | Differentiating Surgical Instruments; Rutherford; F.A. Davis ISBN 0-8036-1224-9 |
| | STS 0804 | Basic Microbiology | 60 | | | 60 | 2 | 20 @ 3 Hr | Microbiology for Surgical Technologists, Price & Frey; Thomson: Delmar Learning; 2003 ISBN 0-7668-2699-6 |
| | STS 0803 | Pharmacology & Anesthesia | 45 | | | 45 | 1.5 | 23 @ 2 Hr | Pharmacology for the Surgical Technologist, 2 nd Ed ; Snyder and Keegan; Saunders; ISBN 1-4160-2457-3 Pharmacology for the Surgical Technologist 2 nd Ed Study Guide; Snyder and Keegan; Saunders; ISBN 1-4160-2459-X |
| | STS 0803L | Pharmacology LAB | | 15 | | 15 | .5 | 10 @ 1.5 H | |
| | STS0155 | Surgical Techniques & Procedures | 105 | | | 105 | 3.5 | Vary over 7 Wks | 1. Surgical Technology Principles and Practice; 4 th Ed. Fuller; Saunders ISBN 07216-9693-7 2. Workbook to Accompany Surgical Technology Principles and Practices; Fuller; Saunders ISBN0-7216-0497-8 |
| | STS0155L | Surgical Techniques & Procedures LAB | | 60 | 75 | 135 | 4.5 | 27 @ 5 Hr | Surgical Mayo Setups (2003); Delmar Learning; Alhoff & Hinton; ISBN 1-4018-1123-4 |
| | | SEMESTER TOTALS | 345 | 142 | 83 | 570 | 19 | | |
| Summer Courses | STS 0120 | Surgical Specialties I | 30 | | | 30 | 1 | 6 @ 5 hr | Reference – <i>Not required</i> Alexander's Care of the Patient in Surgery; 12th Edition; ISBN 0323-001622-7; Mosby |
| | STS0120L | Surgical Specialties I LAB | | 15 | | 15 | .5 | 6 @ 2.5 Hr | |
| | STS0255L | Surgical Procedures Clinical I | | | 180 | 180 | 6 | 24 @ 7.5 Hr | Goldman, M.A; Pocket Guide to Operating Room; 3 rd ed; Philadelphia; F.A. Davis ISBN 0-8036-1226-5 |
| | | Semester Totals | 30 | 15 | 180 | 225 | 7.5 | | |
| Fall Courses | STS 0121 | Surgical Specialties II | 30 | | | 30 | 1 | 8 @ 4 Hr | |
| | STS0121L | Surgical Specialties II LAB | | 15 | | 15 | .5 | 8 @ 2 Hr | |
| | STS 0256L | Surgical Procedures Clinical II | | | 180 | 180 | 6 | 24 @ 7.5 Hr | |
| | STS 0122 | Surgical Specialties III | 30 | | | 30 | 1 | 9 @ 3.5 H | |
| | STS0122L | Surgical Specialties III LAB | | 15 | | 15 | .5 | 8 @ 2 Hr | |
| | STS0257L | Surgical Procedures Clinical III | | | 190 | 190 | 6.5 | 24 @ 8 Hr | 47 |
| | | SEMESTER TOTALS | 60 | 30 | 370 | 460 | 15.5 | | |
| | | GRAND TOTALS | 510 | 187 | 633 | 1330 | 42.5 | | 42.5 voc credits and 5 college credits |

REQUIRED TEXTBOOKS:

- Berry & Kohn's Operating Room Technique; 10th Edition; ISBN 0-323-00968-9; Mosby
- Taber's Cyclopedia Medical Dictionary; Current Edition; F.A. Davis
- Surgical Technology for the Surgical Technologist; Delmar; 2004 Edition ISBN 1-401-83848-0
- Study Guide to Accompany Surgical Technologist; Delmar; 2004 Edition ISBN 1-401-83849-9
- Differentiating Surgical Instruments; Rutherford; F.A. Davis ISBN 0-8036-1224-9
- Microbiology for Surgical Technologists, Price & Frey; Thomson: Delmar Learning; 2003 ISBN 0-7668-2699-6
- Pharmacology for the Surgical Technologist, 2nd Ed ; Snyder and Keegan; Saunders; ISBN 1-4160-2457-3
- Pharmacology for the Surgical Technologist 2nd Ed Study Guide; Snyder and Keegan; Saunders; ISBN 1-4160-2459-X
- Surgical Mayo Setups (2003); Delmar Learning; Alhoff & Hinton; ISBN 1-4018-1123-4
- Surgical Technology Principles and Practice; 4th Ed. Fuller; Saunders ISBN 07216-9693-7
- Workbook to Accompany Surgical Technology Principles and Practices; Fuller; Saunders ISBN0-7216-0497-8
- Pocket Guide to the Operating Room; 3rd Edition; Goldman; F.A.Davis; ISBN 0-8036-1226-5

SUGGESTED RESOURCE TEXTBOOKS:

- Alexander's Care of the Patient in Surgery; 12th Edition; ISBN 0323-001622-7; Mosby
- Essentials of Human Anatomy and Physiology; 6th Edition; Marieb. E; Addison Wesley Long; ISBN 0-8053-4940-5
- Anatomy and Physiology Coloring Workbook 6th Edition; Marieb; ISBN 0-8053-4913-8
- Medical Terminology-An Illustrated Guide; Cohen, B. Lippincott; ISBN 0-7817-1411-7

Approved Courses for Prerequisites may include but are not limited to:

| Course: | School/Training Facility: |
|----------------------|--|
| Medical Terminology | Any college/ University /Vocational School course that demonstrates relevant Medical Terminology training or completion of OST 1257 Medical Terminology Course. |
| Anatomy & Physiology | Any College / University / Vocational course that demonstrates relevant A & P Training or completion of Anatomy and Physiology Courses I & II or completion of BSC 1005 General Biology course. BSC1084C A &P for Healthcare |

**Gulf Coast Community College
Student Exit Interview Form**

Name _____ Date _____

Address _____ SS# _____

_____ Phone # _____

1. Reasons for decision to withdraw from the program:

Circle the most appropriate one and briefly explain.

- a. Grades
- b. Financial
- c. Personal
- d. Other (Please Specify:

2. Is there anything which the faculty or administration of the program could have done to assist in becoming successful? (Please explain briefly)

3. If you are readmitted, what changes will you make to increase your chances of success? (Be specific)

4. Identify your:

- a. Strengths:

- b. Weaknesses:

Contract for Incomplete Grade Surgical Technology Program

I, _____(Name/SS#),

understand that of this date, I have an incomplete grade in the following course(s)

I further understand that in order to have the “I” incomplete grade converted to a letter grade, I must complete the following:

No later than _____(date).

If I fail to complete the above assignment(s) by the indicated completion date, a final grade of “F” will be submitted to the Registrar’s office in lieu of the “I” grade, and no further opportunities for a grade change will be provided.

Signature of Student

Instructor Signature

Date

Date

Distribution:
Copy to Student
Copy to File

PROTOCOL FOR PREGNANT STUDENTS

Date: _____ **Student Name** _____

Students in the surgical technology program who are OR suspect that they are pregnant must notify their instructor immediately.

As a student currently enrolled at Gulf Coast Community College in the Surgical Technology program, you have informed me that you are pregnant or possibly pregnant. Please be aware of the following conditions:

1. The surgical technology program requires a clinical rotation through the operating room. See student calendar and clinical syllabus.
2. The operating room environment exposes health care providers to many hazardous agents. Excessive exposure to ionizing radiation, waste anesthetic gases, and ethylene oxide during pregnancy may cause a spontaneous abortion or congenital fetal anomaly. Also, exposure to infectious diseases and methyl methacrylate is a hazard. Procedures involving the implantation of radioactive elements will be avoided.
3. The physical demands placed on you as a student include the possibility of prolonged periods of standing, irregular meals and breaks, lifting instrument trays weighing between 12 and 16 pounds, moving anesthetized patients from operating beds to stretchers, and transporting patients on stretchers.

In order to complete the program, you must satisfy the attendance requirements during your clinical rotation, as well as other classroom and laboratory requirements as stated in the syllabus.

The pregnant student is personally responsible for her own welfare and the safety of her fetus. Ultimately, the pregnant student and her physician or health care provider should decide whether or not she wishes to continue in the Surgical Technology Program.

Due to the potentially damaging effects of ionizing radiation to the unborn fetus, the program has the following policy:

1. Must present a letter from their physician as soon as the pregnancy is confirmed with the following information: due date, special precautions, physical limitations. He/she should sign this form indicating student has notified him of the requirements of the program and his/her recommendation regarding completion of program.
2. May not work in an operating room or areas adjacent to an unshielded operating room during ionizing radiation exposure or the use of methyl methacrylate (bone cement). Once ionizing radiation or bone cement is ordered, student should leave the area immediately, notify instructor so that an alternate assignment can be arranged that meets the requirements outlined by the student's attending physician.

I UNDERSTAND AND AGREE TO ABIDE BY THIS POLICY.

Student's Signature: _____ **Date** _____

Physician or other Health Care Provider (HCP) who reviews this form:

Complete the following or attach a letter with the following:

Due Date:

Special Precautions:

Physical Limitations:

I have reviewed this form and made my recommendation to the client/student.

HCP Signature: _____ **Date** _____ **HCP Name(Print):** _____

Grievance/Appeal Process

APPEAL PROCESS: As per policy regarding dismissal.

1. Student may file an appeal document with the program instructor.
2. Sole grounds for appeal shall be that the dismissal was arbitrary, capricious, and not supported by the facts.

GRIEVANCE PROCESS:

Non-Grievance Issues: In cases of immediate termination for cause or corrective actions taken in accordance with approved policy, the student may challenge the accuracy of documentation or accusations, but not the director's right to terminate.

Filing format: Filed on approved form. Separate grievance file will be maintained separate from the student's school file. Dated when received.

Time Limits: Grievance initiated within 10 working days of the action.

Legal Presentation: No attorney permitted at any level of the grievance procedure.

Student Representation: Student may name another student or member of faculty who is not directly or indirectly involved in the issue of the dispute, to serve as the student's "advisor". (Note this student cannot have any history of disciplinary action for any related action as this would be indirectly involved.) Participation is voluntary. Consultation and research shall not be conducted in class or clinical hours unless approved by school administration. Advisor can assist student in presenting summations or written briefs, which outline their positions and negotiate settlements and resolutions when possible. Advisors, students with a grievance, and coordinator shall not attend the grievance hearing during deliberation by the committee.

Evidentiary Policies: Grievance shall present evidence first.

Conduct: Neither grievant nor affected faculty/staff shall communicate any information or pleadings relevant to the case at hand with a prospective review committee member prior to the commencement of a hearing.

Initiation of Grievance Procedure as Outlined in policy: Initiate process and discuss grievance procedure with program coordinator/instructor.

Level I Student and Student's Department Coordinator:

1. Presents completed grievance form to Human Resources - which distributes the information to the Student's Department Coordinator – Libby McNaron.
2. Student's Department Coordinator prepares a written response and presents it in person to the grievant within 5 working days of receipt of response. Possible compromises may be discussed when feasible.

Level II Student – Grievance Review – Health Sciences Chair

1. If student is not satisfied with the response of the department coordinator, a written request for a review of his/her grievance by a Chair must be submitted within five working days of receipt of response from Level I.
2. Student is notified of the date and time of the meeting.
3. The Chair will issue a written response to the grievant within five working days of the date that the meeting is held. If additional time is needed – up to five days may be approved.

Level III Student – Dean

1. If grievant is not satisfied, the grievant submits the grievance and other information to the Dean within five working days of receipt of the response. The Dean will submit a final response to the grievant within 10 working days.

Due to the relevance to disciplinary action of dismissal, the outcome of this Appeal or Grievance procedure form initiated shall be considered final.

I acknowledge that I have received a copy of this guideline. I have read its contents in their entirety and have had an opportunity to discuss them with my instructor. I accept the conditions outlined in this document.

Signature

Printed Name

Date

INTRODUCING THE GCCC PERSONAL IDENTIFICATION NUMBER (PIN)

Your GCCC Personal Identification Number (PIN) is used to access your academic records on the *State of Florida, Florida Academic and Counseling Tracking for Students (www.facts.org) web system.

This PIN number is also used for Web Registration. Check the Web Registration page on GCCC's home page (www.gulfcoast.edu) for available registration dates. If you have been cleared for registration by your advisor and have obtained a PIN, Web Registration is available. All Prerequisite and testing requirements must be met prior to Web Registration.

Frequently Asked Questions

Q. What information can I access with my GCCC PIN?

A. GCCC Web Registration:

- Register On-Line
- Drop a Course
- Pay Fees
- Address Change
- Transcripts & Grades
- Class Schedule
- Change PIN

FACTS

- Admissions
- Financial Aid
- Career Counseling
- Transcripts & Grades
- Academic Advisement

Q. How do I get a GCCC PIN?

- A. You will need to fill out a PIN Number Request Form and send it to the Office of Admissions and Records.

Q. How long will it take before I can use my GCCC PIN?

- A. It will take approximately 5 to 7 business days to process your PIN Request.

Q. Who can get a GCCC PIN?

- A. Any student who is enrolled at GCCC except dual enrolled students.

Q. What restrictions would prevent me from registering on the Web?

- A. First time students who are degree or certificate seeking
Students who change their program to another degree or certificate program
Student on academic probation
Degree and certificate seeking students with less than 12 hours of college credit or PSAV credit earned
All GEN-AA students
Degree and certificate students who have not met their college preparatory requirements.
Students on suspension
Any restriction put on by the college (i.e., Library, Business Office, and Financial Aid)

If you have specific questions about the GCCC PIN, please contact the Office of Admissions and Records at 850-769-1551 x2829 or 1-800-311-3685 x2829.

Student can view their transcripts on the web at www.facts.org.

PIN NUMBER REQUEST

Social Security Number _____ - _____ - _____

Date of Birth _____, _____, _____
(M) (D) (YR)

Name (Print) _____ / _____, _____
(Last) (First) (MI)

This PIN number will be used to access your academic records on the *State of Florida, Florida Academic and Counseling Tracking for Students (www.facts.org) web system. The PIN number is also used for Web Registration. Your STUDENT ID is your Social Security number. Please choose a PIN number you can remember. If you forget your PIN, you will be required to complete another Pin Number Request form.

PLEASE NOTE: If you are a dual enrolled student you are not eligible for a PIN number.

Use four (4) numeric characters only: _____

NOTE: ALL SIGNATURES MUST BE VERIFIED WITH A DRIVER LICENSE OR SOCIAL SECURITY CARD. PLEASE ATTACH A COPY WHEN REQUESTING A PIN BY FAX OR MAIL.

Signature: _____ Date _____

OFFICE USE ONLY

DATE RECEIVED: _____

SIGNATURE VERIFIED: _____ YES _____ NO

BY: _____ (INITIALS ONLY)

Gulf Coast Community College

Health Science Division

Authorization Release of Social Security Number

Student: please initial the statement of choice, and then sign the bottom portion of the page:

_____ By my signature below, I authorize Gulf Coast Community College and the Health Science Division faculty, to release my social security number and any other personally identifiable information required to enter any Health Science program, participate in educational or clinical training experiences, graduate, or complete my application for licensure or certification. This release includes, but is not limited to the following agencies: any affiliate utilized for clinical training, Florida Department of Health, state licensing agencies, and the Florida Community College Risk Management Consortium. Revocation of this release may be requested in writing to the Health Science Division.

_____ I refuse the release of my social security number. I understand that without the release of my social security number I will not be able to apply for authorization into required clinical training areas, nor will I be able to apply for licensure or certification as a graduate of the Health Science Program.

Printed name of the student

Social Security Number

Signature of student

Date

Faculty

Health Science Program

Copies to: Original form- Office of Admissions, student's permanent record
Copy – Health Science program, student records

VIDEO CAMERA LOAN AGREEMENT

I understand and agree that the video camera loaned to me for use is the property of the Surgical Technology Health Sciences Division and is to be returned by me to the secretary when I have completed the filming of my skill test. I understand that the video camera is not to be taken from the Health Sciences building. I understand that if I do not comply with the above stipulation a restriction will be placed on my grades so that no transcripts will be sent anywhere. I agree to protect the video camera from abuse, loss, and theft and will pay for it in the event of loss or theft.

NAME

COURSE

DATE

STUDENT ID NUMBER

PHONE NUMBER



Gulf Coast Community College Release Form

I hereby consent to the use of my photograph, a video taped segment featuring me, or a quotation from me in editorial or promotional materials (television ads, billboards, newspaper ads, website feature, radio ad, etc.) produced and/or published by Gulf Coast Community College.

I understand that signing this release does not guarantee use of the materials I am releasing.

Name: _____

Signature: _____

E-mail: _____

Date: _____

GULF COAST COMMUNITY COLLEGE

PROTOCOL FOR NEEDLE STICK, BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS EXPOSURE

It is the policy of Gulf Coast Community College that all students who sustain a needlestick or other wound resulting in exposure to blood or bodily fluids while engaged in a College sponsored educational program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/body fluids.

Please keep in mind that drug prophylaxis is time sensitive, therefore you must immediately seek help from the appropriate supervising personnel. She/he will fill out the appropriate incident report and referral slip to expedite the process

Employee will report the incident immediately to his/her immediate supervisor. The notified supervisor or faculty will initiate an incident report (FLORIDA COMMUNITY COLLEGE RISK MANAGEMENT CONSORTIUM, ACCIDENT – INCIDENT FORM), detailing the particulars of the event, completing the Worker Compensation Form (BCL- 1) and evaluate the circumstances of the accident. This form must be signed by faculty and the injured person. If the injured person declines medical treatment, this should be documented and signed by that individual. The original form will be kept in the office of the Health Sciences secretary on the second floor of the Health Science Building. A copy of the original form will be placed in the BLOODBORNE PATHOGENS notebook that is kept in the Dental Clinic Office area.

1. Wound Care/First Aid
 - a. Express blood from puncture wound
 - b. Clean wound with soap and water
 - c. Flush mucous membranes with water or saline
2. It is recommended that appropriate medical follow-up be obtained

Faculty who incurred the needle stick or exposure and the source person will go to any Medical Facility for the appropriate tests and counseling at no charge.

Students who incurred the needle stick or exposure will go to any Medical Facility for the appropriate consultation and testing. These services will be covered by the Hartford Life Insurance Policy provided through the college. Students are issued a card at the beginning of each semester. They should be instructed to carry the card with him/her at all times while participating in college sponsored educational programs.
3. The facility director in charge will obtain source patient's permission for blood testing by contacting the attending physician of the source patient.
4. The student is NOT to ask the source patient her/himself. It is against Federal and State laws for the student to request permission of the source patient.
5. You will be counseled and advised regarding post-exposure prophylaxis, if necessary
6. If indicated, you will be given a starter pack of prophylactic drugs which are recommended in accordance with the current guidelines of the Center for Disease Control. These medications are covered by the student's insurance policy.
7. Baseline blood tests will be done on you.
8. Re-testing occurs at three intervals
 - a. 6 weeks
 - b. 12 weeks
 - c. 6 months
9. See information provided on Management of Persons Exposed to Blood handouts
 - a. OSHA Regulations for Management and Follow-up after Exposure to Blood
 - b. Management of Persons Exposed to Blood
 - c. Postexposure Protocol for Occupational Exposure to Bloodborne Diseases.
10. All procedures, testing and results **WILL REMAIN CONFIDENTIAL.**
11. Institute any changes that might help to prevent further occurrences.



Division of Health Sciences

Drug / Alcohol Policy

STATEMENT OF UNDERSTANDING

I, _____, have received, read, and
Print Name

Understand the Gulf Coast Community College Health Science Division's Drug and Alcohol Policy, and agree to comply with all aspects of this policy. Furthermore, I understand that any infraction of the stated policy could result in immediate dismissal from the Health Sciences program in which I am enrolled.

Student's Signature

Date

Witness/Instructor

Date

*This document will be placed in your program file for reference in the event of any
Drug / Alcohol Policy violation.*



Division of Health Sciences

Drug / Alcohol Policy

Reasonable Suspicion / Testing Form

Reasonable suspicion testing will be based on observations concerning the student's appearance, behavior, and speech or body odor.

Name of Student _____ Date _____

Location _____

Observer _____ Date Observed _____ Time _____

Second Observer (if available) _____

Setting: _____ Clinical _____ Classroom _____ Campus Lab

Put a check mark by the behavior observed:

Appearance: Confused/Disoriented _____ Hair/Clothing _____ Disheveled/Unkempt _____ Wearing sunglasses _____

Other: _____

Movement: Difficulty Walking _____ Difficulty grasping/holding objects _____ Difficulty sitting down/standing _____

Other: _____

Motor Skills: Trembling/Shaking _____ Restless/Agitated _____ Slow or exaggerated moves _____ Inattentive/Drowsy _____

Other: _____

Odor on Breath/Body/Clothing: Alcohol _____ Marijuana _____ Just used mouthwash/mints/gum/etc. _____

Facial Appearance: Red/Flushed _____ Sweaty _____ Puffy _____ Pale _____ Runny nose/Sores on nostrils _____

Other: _____

Eyes: Red/Watery _____ Pupils Large/Small _____ Inability to focus _____ Gaze is glassy/blank/horizontal _____

Speech: Loud _____ Profane _____ Threatening/Hostile _____ Slow/Slurred _____ Rambling _____ Incoherent _____

Actions/Performance: Inappropriate responses to questions _____ improper job performance/Insubordination _____

Other Comments:

Based on the above, I have determined that reasonable suspicion exists to send _____ to designated site, _____, for Drug/Alcohol urine, blood and/or Breathalyzer test.

Signature: _____ Date: _____ Time: _____ Phone #: _____

Signature: _____ Date: _____ Time: _____ Phone #: _____



Gulf Coast Community College Release Form

I hereby consent to the use of my photograph, a video taped segment featuring me, or a quotation from me in editorial or promotional materials (television ads, billboards, newspaper ads, website feature, radio ad, etc.) produced and/or published by Gulf Coast Community College.

I understand that signing this release does not guarantee use of the materials I am releasing.

Name: _____

Signature: _____

E-mail: _____

Date: _____

**GULF COAST COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM HANDBOOK**

SURGICAL TECHNOLOGY PROGRAM

I, _____, have read and received the Rules, Regulations, Surgical
(Student Name)

Technology Student Handbook, Clinical policies, Dress Code, and the College Code of Conduct, as published in the Gulf Coast Community College Catalog and Student Handbook and verify that these have been explained to me satisfactorily. I have reviewed, understood, and agree to comply with the policies and procedures of the Surgical Technology Program, Clinical Site(s), and Gulf Coast Community College as outlined in the handbooks and catalogs. I understand the concept of **MAXIMUM OPPORTUNITY FOR LEARNING** and agree to participate actively in the learning process by being on time, in class, and prepared. Points lost due to tardiness or absenteeism could result in my failing one or more courses and resulting in my dismissal from the program.

I understand that this Handbook contains policies and procedures of the department including precautionary measures related to personal health. I understand that due to my occupational exposure to blood and other potentially infectious materials, I may be at risk for acquiring Hepatitis B virus (HBV) infection or other infectious diseases. I will attend all training sessions. I have been advised to obtain a vaccination against Hepatitis B vaccine and I am required to provide the program with results of a tuberculosis (TB) test. I have been informed of the potential hazards associated with working in the surgical department of a healthcare facility. I will attend all training sessions, and provide for my own health coverage. I understand my responsibilities as a student including, but not limited to infection control and other safety measures.

I understand that we are required to maintain the privacy of the health information of all patients. This means that all information in the patient’s record is personal and confidential and may NOT be disclosed or discussed with anyone. I may NOT remove records or anything with any type of patient information or identification. Discussions of patient information should only take place during clinical hours at an assigned work area. Elevators, hallways, and cafeterias are not appropriate.

I understand further that the privilege to practice and develop my clinical skills within the clinic facility will be terminated if I fail to abide by the policies and procedures as published by the Gulf Coast Community College. I agree that any pictures or materials submitted can be utilized for future training classes or marketing of the program. These published documents have been made available to me and I agree to abide by the policies contained therein. I have no questions and fully understand the documents referenced in paragraph one.

Student’s Signature

Date

Witness/Instructor

Date

**WAIVER AGREEMENT FOR RELEASE OF INFORMATION
TO CLINICAL AFFILIATES**

I hereby authorize GULF COAST COMMUNITY COLLEGE to submit my student information to any contracted clinical affiliate. This information will include criminal history background checks, drug screen results, immunization records, CPR certification and any other information requested by the affiliate.

This information will be used by the affiliate for the sole purpose of determining eligibility for clinical participation at their facilities for the below named student.

Student Name Printed

Social Security Number

Student Signature

Date

Witness

**Send Original to Permanent File in Admissions and Records.
Retain a photocopy in the Department's Student File.**



Tallahassee Memorial
HealthCare

September 16, 2005

Dear Student/Faculty:

Thank you for your interest in Tallahassee Memorial Healthcare. TMH will be pleased to assist you with your educational endeavors. We are strongly committed to partnerships with our academic community. Part of our Academic and Community Outreach effort is serving as a teaching facility for many students. We welcome students for externships, internships, clinical rotations and practicums. Healthcare is a highly regulated industry and we strive to comply with complex and changing rules, regulations and guidelines.

To comply with these often-complex requirements, we have developed procedures for students participating in internships, clinical rotations, externships and other educational opportunities. In addition to a legal agreement signed by your school administrator, the requirements for students and faculty who will be in our facility and/or interacting with our patients and employees include:

- Drug Screen (\$25.00)
- Criminal Background Check (\$25 FDLE) (Behavioral Health, Rehabilitation Center, Adult Day Care and Child Care Center require fingerprinting (\$32 FBI), local law check (\$5 Leon County) and notarized statement of Good Moral Character)
- Health Assessment (Immunization verification and PPD Skin Tests) (\$10.00/PPD Skin Test at TMH)
- Basic Life Support/CPR Certification (if required in patient care areas)
- TMH Student Orientation (regularly scheduled throughout the academic semester and soon to be offered on-line)
- Verification of Liability Coverage
- TMH Identification Badge, if applicable (\$5.00)

There are costs associated with the requirements that are the responsibility of the student and/or faculty member. The requirements must be complete and all fees paid in full before starting your assignment. Costs will vary as you may have already completed some of these requirements.

If you have any questions or concerns, please contact me at (850) 431-2123. Thank you for making TMH part of your educational endeavors.

Sincerely,

Suzanne G. Hudson
Coordinator, Academic & Community Outreach