SP
SOUTH PIEDMONT
COMMUNITY COLLEGE

Academic Affairs Division

Surgical Technology

Student Handbook

2024-2025

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DISCLAIMER

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. Students in the Surgical Technology Program will be notified of these changes when they occur.

WELCOME

Congratulations to the incoming student cohort on provisional acceptance into the SPCC Surgical Technology Program. The purpose of this handbook is to provide students in the Surgical Technology Program with general information about the program as well as the required clinical competencies for graduation. The clinical requirements for graduation are set forth in the AST's *Core Curriculum for Surgical Technology, 7th Edition.* The requirements for graduation are based on requirements for the Surgical Technology Program accreditation established by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Students should refer to the SPCC College Catalog and Student Handbook which may be viewed on the SPCC website at South Piedmont Community College - Acalog ACMS™ (spcc.edu)   for all policies and procedures relating to college academics, student behavior, and other areas. Limited policies pertaining to the Surgical Technology Program or specific Surgical Technology courses may be found in this handbook or in the course syllabi.

The SPCC Surgical Technology Program is currently seeking accreditation through ARC/STSA and CAAHEP. Therefore, some policies and procedures contained in this handbook and within your program reflect these accreditation requirements and standards and may be different from other SPCC health programs.

ARC/STSA

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MISSION STATEMENT

South Piedmont Community College promotes life-long learning experiences and inspires in its students an active desire for continuing personal growth and development, enhancing self-worth, occupational proficiency, and responsible citizenship. The Surgical Technology Program strives to provide excellent educational opportunities and clinical experiences to aid in the development of confidence and demonstrated surgical conscience in the operating room. The faculty aim to build a foundation for entry-level surgical technologists who display the personal qualities of integrity, dependability, reliability, and who function as active members of the surgical team.

SURGICAL TECHNOLOGY PROGRAM GOAL

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

SURGICAL TECHNOLOGY PROGRAM LEARNING OUTCOMES

Upon completion of the Surgical Technology Program, the student will know, understand, and be able to perform the following competencies:

➢ Correlate the knowledge of anatomy and physiology, pathophysiology, pharmacology, medical terminology, and microbiology to the role and practice of a Surgical Technologist.

➢ Analyze the ethical, moral, and legal responsibilities of the Surgical Technologist and the members of the surgical team in the practice of perioperative patient care.

➢ Demonstrate knowledge and understanding of the AST's Core Curriculum, 7th Edition by successful completion of the program's coursework as defined by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) standards and the attainment of certification through the national certification exam prepared by The National Board of Surgical Technology and Surgical Assisting (NBSTSA).

➢ Apply the AST's "Code of Ethics" and "Code of Conduct" to the practice of Surgical Technology demonstrating core values of professionalism and ethical behavior.

➢ Value the attitudes and behaviors that demonstrate the practice of sound surgical conscience concerning perioperative routines and patient care.

➢ Demonstrate prioritization, organization, and time management skills when preparing the operating room for surgical procedures; additionally, demonstrate the consideration of urgent or emergent patient needs, as applicable.

➢ Demonstrate expertise in the theory and practice of asepsis and sterile technique in the perioperative care of the surgical patient.

➢ Practice effective written, verbal, and nonverbal communication with members of the surgical team to provide safe and efficient perioperative care of patients.

CORE SKILLS AND LEARNING OUTCOMES

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies are supported by five (5) core skills with measurable learning outcomes which are integrated into the curriculum course instruction and activities. The SPCC Core Skills and learning outcomes are:

Critical Thinking: The learner will identify, interpret, analyze, or synthesize problems before developing and implementing solutions in a manner effective and appropriate for the intended audience.

Information Literacy: The learner will locate, identify, evaluate, use, and disseminate information ethically and effectively.

Intercultural Competence: The learner will demonstrate cultural awareness and objectivity through critical reflection.

Oral Communication: The learner will exchange ideas and information with others using the spoken word in a manner effective and appropriate for the intended audience.

Written Communication: The learner will exchange ideas and information with others using text in a manner effective and appropriate for the intended audience.

PROVISIONAL ACCEPTANCE

Applicants offered provisional acceptance must fulfill ALL admission and clinical facility requirements by the deadlines specified. If the provisionally accepted student fails to meet one or any part of a requirement, the student may be declined admission into the Surgical Technology Program and may not be considered for admission in subsequent years. All applicants are required to attend a mandatory orientation session hosted by Surgical Technology faculty to provide additional information and requirements for the program. Failure to attend orientation is an indication to the Program Director that the student has declined the provisional acceptance and may result in a forfeiture of their reserved program placement.

SCREENINGS

There are significant health-screening requirements that must be met before entering the clinical area. Each student is required to meet vaccination, titer, physical exam, and background/drug screening requirements and MUST provide all documentation and health screening information to the Program Director. Students must be prepared to provide copies of printed clinical compliance requirements to clinical sites at any time during the program.

Clinical facilities require recent criminal background checks and panel urine drug screening prior to a student entering the facility for a clinical experience. A designated clinical facility representative will review the results and notify the Surgical Technology Program Director if an applicant is permitted, or not permitted, to participate in a clinical experience at their clinical site. If, due to the results of the screening, any clinical site refuses to allow a student access to their clinical site experience, the student will be dismissed from the program.

BACKGROUND CHECK

In order to be eligible to participate in placement(s) at clinical facilities, Surgical Technology students **MUST** use the approved vendor (CastleBranch) to complete criminal background checks, details are provided after provisional acceptance. The background check *is* a requirement for full acceptance to the program. The background check will NOT be reviewed by SPCC faculty or staff.

Students must be prepared to provide printed background report results to their clinical site at any time during their enrollment in the program. Students have one opportunity per enrollment cycle for the selected program to conduct a

criminal background check in accordance with the College's policies and procedures and with whom the College has contracted to provide its students' clinical training and experience.

Background investigations will, at the minimum include the following:

- Social Security Number Verification
- Criminal History Search (3 counties, 7 years or up to five background searches)
- Sex Offender and Predator Registry Search
- Office of Inspector General (Health and Human Services) Sanction List Search
- General Services Administration Excluded Search
- Address Verification
- Two Name Searches (current legal and one other name)

DRUG SCREEN

In order to be eligible to participate in placement(s) at clinical facilities, Surgical Technology students **MUST** use the approved vendor to complete the drug screen protocol, details are provided after provisional acceptance. The drug screen *is* a requirement for full acceptance to the program. The drug screen will NOT be reviewed by SPCC staff or faculty.

Students must be prepared to provide printed drug screen report results to their clinical facility at any time during their enrollment in the program. Students have one opportunity per enrollment cycle for the selected program to conduct a drug screen in accordance with the College's policies and procedures and with whom the College has contracted to provide its students' clinical training and experience.

DISCRETONARY "FOR CAUSE" SCREENING

At the discretion of participating clinical facilities, students may be required to test for the suspected consumption of alcohol and/or drugs. Students may be required to submit to testing after demonstrating behaviors or attitudes consistent with the consumption of illegal substances or alcohol and interfere with the student's ability to provide safe and effective care. Factors that may indicate reasonable suspicion for drug testing include, but are not limited to, the following:

- Contributing to a clinical or lab accident
- Possession of drug paraphernalia
- Unexplained abnormal or erratic behavior
- Observance of drug or alcohol use
- Odor of alcohol beverages

TB SCREENING

All students must provide evidence of a two (2) current tuberculin screening/ test by March 1, 2024. Proof of the screening must include the date administered and the date read.

IMMUNIZATIONS

In order to be eligible to participate in placement(s) at clinical facilities, Surgical Technology students MUST provide documentation of immunizations. The submission of documentation *is* a requirement for full acceptance to the program. Documentation for the following immunizations, or positive titers, must be submitted to the Program Director by January 5, 2024:

- T-Dap
- Tetanus
- Hepatitis B
- MMR
- Rubella
- Varicella
- Influenza

CPR

The American Heart Association must certify students in Basic Life Support for Health Care Providers. Proof of certification (copy of front and back of card) must be turned in by January 5, 2024. This certification must be current, according to the expiration date on the card, and maintained throughout the program. It is the student's responsibility to complete CPR certification. Students are NOT be permitted in the clinical area without current certification. The submission of documentation *is* a requirement for full acceptance to the program.

TECHNICAL STANDARDS

In order to perform the tasks required of any Allied Health Program, including Surgical Technology, certain physical capabilities are required. Students must demonstrate the ability to perform required functions as a routine part of the classroom, laboratory, and clinical setting. Students should be aware that successful completion of the Surgical Technology Program will depend upon the ability to meet the following technical standards:

Critical Thinking: Possess critical thinking ability sufficient for clinical and class judgment. Example: Students must be able to identify cause and effect relationships in clinical situations, participate in surgical procedures while anticipating additional needs of the physician and/or patient, and identify/rectify any breaks in aseptic technique.

Ethical Behavior: Provide services with respect for human dignity and the uniqueness of the patient unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: Students will care for the assigned patients regardless of race, gender, religion, or diagnosis, and uphold integrity as a medical professional.

Legal Behavior: Provide care within the scope of practice as stated in the Association of Surgical Technologist's (AST) job description, code of ethics, professional code of conduct, and principles of Surgical Technology for the state of North Carolina. Example: Students will practice the functions of Surgical Technology as described by the AST; abide by the national HIPAA standards concerning patient privacy, and take responsibility for their own actions.

Interpersonal Skills: Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: Students will establish rapport with patients and healthcare team members by behaving in a professional, courteous manner.

Communication Skills: Possess communication abilities sufficient for verbal and nonverbal interaction with others, regardless of language or physical barrier. Example: Students will be able to **clearly** explain surgical procedures to the patient/family, relay a need for additional supplies, instrumentation, equipment and/or a request for support to other team members, and report to others regarding patient care.

Mobility: Possess physical abilities sufficient to move from room to room, maneuver in small spaces, stand and walk for extended periods of time and push/pull patients and/or large equipment from one place to another.

Motor Skills: Possess gross and fine motor skills sufficient to provide safe and effective patient care. Example: Students will be able to assemble and pass instrumentation, load fine needled sutures, maneuver through microsurgery without disrupting the physician's ability to perform, perform cardiopulmonary resuscitation compressions, etc.

Hearing Skills: Possess auditory ability sufficient to monitor needs and collect data. Example: Students will be able to listen and understand muffled conversation, identify equipment sounds for activation or malfunction, and identify changes in the sounds produced by patient monitoring equipment.

Visual Skills: Possess visual ability sufficient for observation and data collection. Example: Students will be able to see fine gauge suture and micro suture needles, identify and handle microsurgery instrumentation, visualize and identify different types of human tissue, etc.

Tactile Skills: Possess tactile ability sufficient to master eye-to-hand coordination. Example: Students will be able to assemble and pass instrumentation, load and pass suture needles, load and pass orthopedic screws and devices, etc.

Weight Bearing: Possess the ability to lift and manipulate/move 40-50 pounds. Example: Students will be able to move equipment, lift instrumentation, transfer and position patients, etc.

OCCUPATIONAL RISKS

There are mechanical, electrical, chemical, and infectious material hazards in existence within the operating room setting. Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes, and risk of blood-borne diseases. Electrical and mechanical hazards exist in areas of equipment use, for example: electrosurgical units, fluoroscopy, and surgical lasers. Surgical specimen containment may expose the student to chemical contact. Safety for the Surgical Technology student is provided in the form of personal protective equipment (PPE) and barrier precautions. Gloves, face shields, goggles, fluid resistant gowns, shoe covers, head covers, and masks are required PPE; radiation gowns and thyroid shields are barrier precautions. Additionally, the state of North Carolina requires each individual's exposure to radiation to be measured and recorded; each student is required to wear a dosimetry badge that is provided by the program.

ACADEMIC COMPETENCIES, LEARNING OUTCOMES, AND ASSESSMENT

At SPCC, all students participate in learning outcomes assessment. This helps answer the fundamental questions: Are you, as a student, learning? How do we, as an institution, and you, as a student, know? All curriculum programs at SPCC have program learning outcomes and course learning outcomes. Program learning outcomes answer the question: What kind of skills and   knowledge should graduates demonstrate after completing this academic program? Program learning outcome statements focus on the broad skill sets and knowledge that are specific to that academic program. Program advisors can help students discover what will be learned in their program of choice.

Results of learning outcomes assessments are analyzed by instructors using data managed in Taskstream, SPCC's online management system for evaluating student learning. Decisions targeting continuous improvement in learning are made in a systematic way to determine what students have learned and how learning can be improved. SPCC reserves the right to share samples of student work with regulatory and accrediting bodies when necessary.

- Students are expected to attain and master both course and program objectives, student learning outcomes, and Surgical Technology competencies in the class, lab and clinical settings.
- Student evaluations and assessments occur in the classroom, clinical, and laboratory setting. Students are expected to behave in a manner consistent with the profession of Surgical Technology in the classroom, laboratory, and clinical settings.
- Student evaluations are conducted by the Surgical Technology faculty with each lab skill competency assessment and on an ongoing basis. If after two attempts, the assessed skill cannot be performed correctly, the student is subject to remediation and/or dismissal from the program.
- Formative and summative evaluations occur in the laboratory and clinical settings.

Students with overall unsatisfactory clinical performance and/or a demonstrated failure to meet objectives in any section of the course/program will be required to meet with the Surgical Technology Program Director or faculty before the student is permitted to progress to the next competency, practice setting, etc. Failure to meet with the faculty in a timely manner will indicate that the student is not interested in progressing. Hence, the student will receive the corresponding failing grade for not meeting course/program objectives, and be subject to dismissal from the program.

ACADEMIC PROGRESSION

Academic progression in Surgical Technology includes successful completion of the course requirements and demonstrated competence in the cognitive, psychomotor, and affective domains. Surgical Technology classroom, laboratory, and clinical requirements should be met without the addition of any extra points or rounding of grades.
Progression in Surgical Technology is dependent on meeting the following criteria:

- Satisfactory completion of all prerequisites and co-requisites for each course in the program.
- Maintaining a cumulative GPA of 2.0 or higher.
- Maintaining the behavior, physical, and technical standards as outlined in:
  - SPCC Student Handbook
  - Surgical Technology Handbook
  - AST Code of Conduct & Code of Ethics
  - ARC/STSA Accreditation Standards and Requirements for graduates
- A Surgical Technology course is comprised of three components of study; the classroom, laboratory, and clinical experiences as indicated in the course syllabi. To demonstrate attainment of course objectives the student must:
  1. Achieve an overall course grade of at least 80% for each SUR program course.
  2. Satisfactorily complete classroom, laboratory, clinical practice, and/or program objectives and requirements. This includes clinical performance evaluations, skills check-offs, clinical papers, logs, certification examination preparation, assignments, and other course work as assigned. Students have two attempts to master each formal lab assessment of skill competency. One failed attempt will result in remediation that must be scheduled with the Program Director by the student within one week's time. If the student does not master the skill after the second attempt, or they fail to schedule and complete remediation, they are subject to receive a failing grade in the laboratory component of the course, and must meet with the Program Director to establish an Action Plan; the student is subject to program dismissal.

3. Students are expected to retain knowledge from previous semesters, skills, and practical exams. The clinical evaluation is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. The proficiency of the clinical skills must increase continually throughout the program in order to progress to the next clinical course and graduate. To pass these courses and remain in the program, students must demonstrate an awareness, development, and practice the rules of aseptic technique at all times in the mock operating room and at the clinical facility. Lack of awareness or inconsistency in performance may result in the student being removed from the lab and/or clinical facility. This measure may be taken to protect the patient, the student, and the surgical staff. The student will be required to participate in remediation. If a satisfactory grade after remediation and repeat attempt is not attained, the student will be required to meet with the Program Director to discuss further academic disciplinary action, up to and including program dismissal. Records are kept and continuously reviewed by the faculty.
4. Surgical Technology is a practice discipline. Satisfactory performance in the laboratory and clinical setting demonstrate the student's ability to apply concepts to practice. Students enrolled in a Surgical Technology course with a clinical/ laboratory component will be evaluated throughout the semester and be formally assessed in a midterm and final practical exam.

GRADUATION

In order to receive the Associates Degree of Applied Science in Surgical Technology, each student must:

- Have a cumulative GPA of 2.0 or higher, and a 3.0 GPA or higher in all SUR program courses.
- Met all program requirements as defined by the AST, ARC/STSA, and CAAHEP.
- Returned all property of the College.
- Paid all fees due to the College.
- Paid graduation fees and ordered cap and gown.

COURSE EXPECTATIONS

Assignments: All assignments (class, lab, or clinical) are due as specified in the individual course syllabi. Late assignments will not be accepted unless there is an extenuating circumstance and the student seeks prior approval from their instructor. Students are not allowed to use the same work for two different Surgical Technology courses without documented, written permission from the instructor. Duplication of work by submitting the same primary work in two separate courses is a violation of the SPCC Academic Integrity policy, which can be found in the SPCC Student Handbook, and will result in failure of the course in which duplication of the work occurred. Research papers, discussion boards, and other designated coursework must be written in assigned form (Example: APA, MLA, or Biomedical) format, to include parenthetical citations and a reference list. Failure to include citation and/or a reference list is considered plagiarism and a violation of the SPCC Academic Integrity policy.

Study guide assignments are assigned throughout Surgical Technology courses. Completed study guides must be submitted through Canvas by the assignment due date. Study guides **must be neatly hand written on workbook pages**, use complete sentences (where applicable), and must be scanned into Canvas as one **PDF** file per assignment. Students that fail to submit study guides on time will receive a zero grade.

Students are required to check their student email daily for course and assignment related announcements. Students are held accountable for missing coursework when announcements (emails) indicate changes related to assignment due dates, submission requirements, etc. Announcements are sent to student email accounts only. Surgical Technology faculty will not reply to personal email accounts. Students must work ahead to complete all Surgical Technology course assignments prior to assignment due dates. In the event that a student has an assignment specific question, they must reach out to their

course instructor early to provide him orer ample time to research and answer the question. Emails or voicemails left over the weekend will be returned the next business day. Waiting for an instructor response to an assignment question is not an excuse for late coursework.

Testing/Quizzes: Zeroes will be given for any test or quiz given on the day of an absence. Students are responsible for contacting their instructor in any or all classes if there is an extenuating circumstance that would prohibit their attendance at any time. Students are expected to make contact with their instructors ahead of time whenever possible. At the instructor's discretion, extenuating circumstances MAY allow for exceptions to this rule; however, instructors are NOT required to accept extenuating excuses, and exceptions to this rule should be rare. It is the student's responsibility to arrange a time with the Program Director to make up all missed testing, announced or unannounced. If the student is present or can be present on the test day, it must be taken on that day. If an allowance is granted, the test must be taken on the makeup day provided by the Program Director or a zero will be given. Please refer to individual class syllabi for changes to testing policy.

Quizzes will be given at the beginning of class at the start of the scheduled class meeting time. If a student is **tardy or absent** they will not be allowed to take the quiz and will take a zero. Makeup quizzes will not be provided.

Final Exams: It is mandatory that students take the final exam during the scheduled time for the exam. If there is some extraordinary reason that a student cannot be present for the final exam, arrangements should be made with the Program Director PRIOR to the exam day to re-test at the earliest possible time. It is the student's responsibility to contact the Program Director and make the arrangements.

Rescheduling allowances for all testing are at the discretion of the Program Director. Students do not retain the right to decide which circumstances are allowable for absence or tardy. It is the assumption that students are responsible adults and understand their role in absences and timely arrivals.

PROGRAM DISMISSAL PROCEDURE

Unsafe or unsatisfactory behavior includes, but is not limited to, the following:

- Violation of the academic and clinical integrity policy. Any act of dishonesty may lead to program dismissal.
- Violation of the HIPAA confidentiality policy.
- Falsification of any school records or clinical facility records.
- Willful destruction of school or clinical facility property.
- Intoxication or use of illegal drugs while in the clinical area or on school property.
- A pattern of unsafe clinical behavior, i.e., performing procedures without supervision, walking out of the room during a procedure, performing invasive exams without checking/confirming patient identification, misidentification of anatomy that results in patient harm, multiple incidences of disregard to aseptic technique, giving medication to the patient, or any other action outside of the student's scope of practice, negligence, etc.
- One incident of gross unprofessional conduct, i.e., raising voice in an inappropriate manner (shouting/screaming); hitting or cursing a patient, student, SPCC faculty or staff, and/or health team member, unwillingness to cooperate with the faculty and/or clinical site preceptors/personnel, etc.
- Lack of respect for program faculty, staff, and classmates.
- Any willful or intended act that endangers the health, safety, or well-being of another person (physical, verbal, or sexual harassment or abuse).
- Physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time. This period of time can be defined by the number of clinical hours mandated each semester by the accrediting board. If these hours are impeded and cannot be met, the student must withdraw from the program.
- Violation of school or clinical facility policies.

- Omission of essential components of Surgical Technology practice regardless of whether actual injury to the patient is established.
- Failure to protect the patient's well-being.
- Repeated failure to recognize and/or promptly report significant patient information allowing for potential patient harm.
- Inability to complete a clinical rotation at all required clinical sites. This includes the refusal of any clinical site to allow you to begin participation, continue, or return for clinical rotation at their site.
- Failure to demonstrate awareness of one's own limitations in the practice of Surgical Technology or to seek appropriate assistance when limitations are recognized.
- Failure to accept personal responsibility for learning.
- Requiring an inordinate amount of faculty supervision/time due to inadequate preparation for clinical practice, poor clinical decision-making skills, or violations of safety principles and practices that jeopardize the required supervision of other students by faculty. An "inordinate amount of faculty supervision/time" indicates that the student consistently requires a significantly longer length of time to complete Surgical Technology competencies than would other students at the same point in the program.
- Not upholding personal integrity and allowing preceptors to sign off on procedures in which the student was not a participant, or did not fulfill all aspects of the role of which they documented.
- Consistently documented failure to apply instruction, previously learned principles, practices in the field of Surgical Technology, and improvement in skills in either the lab or clinical setting.
- Failure to meet requirements of an Action Plan.

Information on the dismissal appeal procedure or the appeal of a course grade is located in the SPCC student handbook.

MANDATORY CERTIFICATION EXAM

Participation in the national certification exam is mandatory as part of SPCC's Surgical Technology Program and a requirement to qualify for graduation. A proctor on campus will administer the exam in May of the 2025 spring semester. Each student will purchase the AST Gold Bundle. The AST Gold Bundle includes a study guide, the exam fee, and a 1-year student membership to the Association of Surgical Technologists; the cost is included in each student's tuition.

GRADUATE PLACEMENT

South Piedmont Community College has no formal policy on the placement of Surgical Technology Program graduates; however, the Program Director works with recruiters and nurse managers to maintain ongoing information regarding potential job openings. In addition to the required Professional Success Prep course, the Career Services Department of the Student Services Division also assists students and graduates with resume writing, interview skills, and job search strategies. While the College makes no guarantee that students or alumni will be placed in jobs of their choosing, contacts with healthcare providers and recruiters are maintained to help bring prospective employers and employees together.

CENSUS DATE

Entry into classes at SPCC requires students to have physically attended and to have logged into their Canvas courses and completed the start up activity in order to remain in the program. Entry into a course must occur by the census date/10 percent point for the course. The census date can be found on individual syllabi.

CLASSROOM/LAB ATTENDANCE

ONE CLASS ABSENCE PER SEMESTER IS ALLOWED WITHOUT PENALTY. Two occurrences of tardy will constitute an absence. If there is a true emergency and a student cannot attend class, it is necessary to phone their instructor and notify them by voicemail or text message prior to the start of class. Should a student find it necessary to miss class, they are responsible for all assignments and material covered during the absence. All assignments should be turned in on time and will not be accepted otherwise.

Absences or occurrence of tardy on test and quiz days will result in a score of zero. If a student arrives late on an exam day, the student will not be allowed to enter the classroom until after the exam has concluded and will not be permitted to test until the student has met with the Program Director and been granted an assigned make up day. If a student arrives tardy and a quiz is in progress, the student is not permitted to enter the classroom until quiz completion and will receive a score of zero. No make-up quizzes are allowable or granted.

Any violation of this attendance policy may result in an immediate action plan with a final warning issued; this may result in dismissal from the program.

TWO OCCURRENCES OF TARDY CONSTITUTE ONE ABSENCE. Upon occurrence of the third tardy, the student is placed under a red flag warning. Further violation of the written red flag warning will result in an action plan. Violation of the action plan may result in immediate dismissal from the Surgical Technology Program.

CLINICAL ATTENDANCE

ONE CLINICAL ABSENCE PER SEMESTER IS ALLOWED WITHOUT PENALTY. Two occurrences of tardy will constitute one clinical absence. If there is a true emergency and a student cannot attend clinical, they are required to phone their instructor and notify them by voicemail or text message before the scheduled clinical start time. The student must also call their clinical site and speak to the charge nurse or perioperative nurse manager with at least one-hour notice. Do not leave a message. Extenuating circumstances may allow exceptions for this rule, but are at the discretion of the Program Director and Clinical Coordinator. Students MUST make up all missed clinical time beyond the allowable one absence. Make up for additional clinical absences is scheduled at the discretion of the Program Director, Clinical Coordinator, and clinical affiliate site. All correspondence for makeup dates and times must be documented and approved through school email by the Program Director or Clinical Coordinator. Leaving clinical experiences before the scheduled completion time will be considered an absence. Surgical Technology faculty must be notified any time a student leaves the clinical site if other than at the scheduled departure time. This notification must be completed prior to leaving the clinical site. The student must call or text their clinical instructor of record. Note: If the clinical site requests, that a student be removed or not return for any reason, dismissal from the program may occur.

Any violation of this attendance policy may result in an immediate action plan with a final warning issued; this may result in dismissal from the program.

TWO OCCURRENCES OF TARDY CONSTIUTE ONE CLINICAL ABSENCE. Students are to report to their assigned clinical site on time as designated each semester by the Program Director or Clinical Coordinator. Clinical affiliate staff members are relying on each student's presence. If a student is going to be late, they must call their clinical affiliate site prior to the beginning of the clinical time and speak with the charge nurse or perioperative nurse manager. Do not leave a message. The student must also call or text the Program Director or Clinical Coordinator prior to the clinical start time. Failure to comply with this procedure may result in dismissal from the program. Upon occurrence of the third tardy, the student is placed under a red flag warning. Further violation of the written red flag warning will result in an action plan. Violation of the action plan may result in immediate dismissal from the Surgical Technology Program.

Appointments, non-emergent procedures, and personal business must be scheduled at times that do not conflict with class, lab, or clinical time.

INCLEMENT WEATHER

SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during inclement weather and other exigent conditions. When these conditions occur on days of scheduled classes and/or events, South Piedmont Community College will post announcements of closings or delays on the College website, area television stations, via the College's mass notification system, and through South Piedmont Community College's email system. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of inclement weather.

Although the campuses may be closed, online classes continue! Each on-campus class has a Canvas site and make up work for missed classes should be completed through Canvas. When the campus is closed, students should log in to their classes to avoid falling behind.

EMERGENCY PREPAREDNESS PLAN

If there is an emergency shutdown that prevents students and/or faculty from entering the campus for whatever reason. The program will have the following preparedness plan in place:

- All students will report online via Canvas/LMS daily
- All students will report to all web meetings as assigned by the course instructor.
- Students will complete all online and in-person objectives skills on time.
- Upon reopening the campus, skills testing and check-offs will resume; however, videos of skills will be uploaded during the shutdown and students are required to practice weekly on set skills.

CELL PHONES/ELECTRONICS

Cell phones are not permitted in the classroom, lab, or clinical setting. No exceptions. Cell phones may be used on scheduled breaks and lunches. In the classroom and lab, cell phones will be stored at a designated location in the classroom or lab. During clinical, cell phones must remain in the student's locker anytime that they are not at lunch or on a break.

During tests and exams, students may not wear any smart watch or other electronic device. If a student is found in violation they may receive a "zero" grade or be subject to program dismissal at the discretion of the Program Director.

STUDENT CONDUCT EXPECTATIONS

Students are expected to conduct themselves with the courtesy and dignity customary to the Surgical Technology profession.

Surgical Technology is a profession dealing with human life; therefore, unprofessional conduct such as lying, cheating, stealing, as well as the use of alcohol or nonprescription drugs while on duty is prohibited.

If a student fails to comply with normal and accepted manners of behavior and/or performance while on campus or at a clinical site, they may expect disciplinary procedures to be initiated immediately by Surgical Technology faculty. Surgical Technology faculty will determine the nature and degree of disciplinary action necessary to re-establish the desired learning environment. If, at any time, a student is subject to dismissal from SPCC's health programs for disciplinary reasons, they are entitled to due process, including the right to appeal. A student may or may not be dismissed from the college in addition to the program. Students may apply to the program for a future semester; however, completion of an application does not guarantee re-acceptance into the program.

DRESS CODE

Purpose: All Surgical Technology students are expected to appear in a manner that will reflect favorably upon themselves, the college, and the Surgical Technology profession. This includes coming to lectures/lab/clinical well-groomed and neatly attired.

Classroom and lab: While in the classroom and lab setting, students are expected to wear the South Piedmont Community College student uniform for the Surgical Technology Program. The uniform consists of *Cherokee Workwear Originals in color SGR Surgical Green*, students may choose to wear a matching warm up jacket of the same uniform material; tennis shoes or other healthcare provider style shoes are acceptable for classroom/lab use (Example: Dansko, Alegria). No open toed shoes, or shoes will holes on the top (ex. Crocs). NO jewelry is permitted while students are performing the role of "scrubbing". It is the responsibility of each student to keep any jewelry worn to the laboratory or clinical site in a place deemed safe by the individual. The Program Director, Clinical Coordinator, clinical affiliate staff, or other classmates are not responsible for the safety or storage of a student's personal items/jewelry; additionally, the College is not responsible for lost or stolen jewelry. The best practice is to keep jewelry and personal items at home.

Clinical: Students will arrive to their clinical site in the classroom uniform and then change. In the clinical setting, students are required to wear hospital laundered and provided scrubs. No part of an individual's personal clothing (Example: an undershirt) may show outside of the hospital provided scrubs. Students will wear a hospital provided warm up jacket, closed toe tennis shoes or other healthcare provider style shoe, disposable head covering, and disposable shoe covers. SPCC student I.D. badge should be worn at all times. Instructors or clinicians may require modification of any uniform not meeting clinical standards.

- While in uniform, students may not smoke or vape.
- SPCC I.D. badges are to be worn at all times.
- If any student is found in non-compliance with any of the above requirements, they may be sent home and will not receive credit for attendance. If any student found in non-compliance with the clinical setting uniform they are not permitted to enter the operating room, and therefore, will not receive credit for attendance.
- For repeat violations of the above requirements, students will be placed on an action plan and may be subject to dismissal from the program.

Grooming (applicable to classroom, lab, and clinical)

- Hair (male and female): While in the clinical and lab setting hair must be entirely contained within a provided, disposable head cover. The use of non-disposable cotton head covering is at the discretion of the clinical affiliate site's policy. If policy permits the use of non-disposable head coverings, they are to be laundered daily and will still need to be covered by a disposable head cover.

- Beards, moustaches, and sideburns must be kept neatly trimmed. If a beard is worn in the operating room and extends past the area of a surgical mask, clinical affiliate policy may require use of a beard cover in addition to the routine head covering and mask.
- Fingernails should be clean and trimmed short so that they do not extend beyond the fingertips. No fingernail polish, artificial nails, or nail tips are permitted; all nail enhancements are prohibited for the surgical technologist student. Failure to comply with this will prohibit you from participating at your clinical site and you will not receive credit for attendance.
- Watches and jewelry are permitted in the classroom, but must be removed before surgical scrubs and procedures, this includes in the lab and clinical setting.
- For additional information on the prohibition of all types of jewelry in the operating room, refer to the "AST's Guidelines for Best Practices for Wearing Jewelry."
- Sunglasses may not be worn in the classroom, lab, or clinical area unless prescribed by a physician or optometrist.
- It is understood that as a Surgical Technology student, individuals will not obtain a tattoo on fingers, hands, or forearms for the duration of the Surgical Technology Program; doing so excludes the individual from the ability to participate in clinical work throughout the healing process, the student will not receive credit for attendance.
- The use of perfume, scented lotions, gels, etc. is prohibited throughout the Surgical Technology Program; anyone arriving to laboratory or clinical smelling strongly of a perfume may be dismissed and will not receive credit for attendance.

SPCC ALLIED HEALTH AND NURSING APPEARANCE GUIDANCE CHART

ITEM	ACCEPTABLE	NOT ACCEPTABLE
Uniform	Adhere to program specific uniform selection. Clean, neat, non-wrinkled, in good repair and appropriate size. While in the clinical setting, uniform must be hospital provided.	Soiled, wrinkled, noticeably worn, and too tight or too loose. When standing, sitting, stooping, bending, or reaching, skin shows around the waistline or at the cleavage or mid-chest line.
SPCC I.D. Badges	Worn in an easily visible spot, on outer layer of clothing at or above the chest. Must be worn during class, lab, clinical, community service events, and functions of the Allied Health/Nursing programs.	No SPCC I.D. badge, or worn in a place that is difficult to read (for example, waistband, lower pocket of lab coat).
Hair	Hair, beards, moustaches, and sideburns must be kept neatly trimmed. All hair must be contained within head covering in the lab and clinical setting.	Unkempt facial hair. Hair visible outside of the hospital provided head covering.
Hygiene	Use of deodorant and good oral and body hygiene.	Not using deodorant or heavy scent of tobacco smoke, body odor, perfume, fragrant lotions, aftershaves, and mouth odor.
Jewelry	Wristwatch and jewelry are permitted in the classroom but must be removed for surgical scrub; this applies in both the lab and clinical setting.	Rings, bracelets, earrings, necklaces, facial piercings, jewelry of any kind, or watches during lab and clinical time.
Make-up	Natural looking	Excessive make-up
Fingernails	Clean and cut so they do not extend beyond the fingertips. No fingernail gel or polish, artificial nails, or nail tips.	Not clean, extended beyond the fingertips. Polished or gel and artificial nails. No nail enhancements are tolerated in lab or clinical.

Head gear	Only OR approved head coverings	No ball caps, cowboy hats, etc.
Undergarments	Adequate and appropriate undergarments are worn. No exposed undergarments.	Visible underwear, including thongs, etc.
Shoes	Closed toe, tennis shoes or other healthcare provider style shoe.	Scuffed, dirty, unpolished, untied, visibly worn shoes. Open toed shoes.
Sunglasses	None, unless prescribed by a physician or optometrist.	Sunglass not prescribed.

LIABILITY INSURANCE

Students are required to carry professional liability insurance during their clinical rotations. The insurance policy is held by the College for each student, and cost is $13 per student, per year. The cost is applied to the first semester that clinical rotations begin. This insurance is required by our clinical affiliates.

In addition to the professional liability insurance, students will carry Student Accident Insurance. This is a supplemental policy to your personal health insurance. The cost is $1.40 per semester, and is applied each semester the student is enrolled. More information is available by contacting Angela Burleson at aburleson@spcc.edu, or by phone at (704) 272-5301.

PROFESSIONALISM

The concept of professionalism in health care is motivated by the primary goal of providing quality service to the health care consumer. It is also a concept that involves a commitment to the development and maintenance of a level of knowledge enabling the provider to utilize standards of care in the daily delivery of health care to the consumer.

The Surgical Technology faculty are dedicated to providing students with the knowledge and background necessary to develop a sense of professionalism extending into their careers.

CONFIDENTIALITY

All patient information must be kept confidential. Discussion of patient situations may occur during a clinical conference, lab, class, or in the clinical setting; however, use of the patients' names and other identifying information is strictly prohibited.

Confidentiality is a duty owed to the patient by the health care provider. It is a legal right of the health care consumer to expect that information about his/her health record and treatment will not be shared with others, unless the individual provides written permission.

It is expected that students in the Surgical Technology Program will work to ensure this patient right. Breach of patient confidentiality is a violation of the Federal Health Insurance Portability and Accountability Act (HIPAA). Failure to meet this duty may result in dismissal from the Surgical Technology Program.

PARKING AND TRANSPORTATION

Students must park in assigned areas when at the clinical affiliate sites. Violators may be towed at their own expense. Surgical Technology students will be responsible for providing their own transportation to all facilities used for their educational experiences.

CLINICAL AFFILIATIONS

Contracts between South Piedmont Community College and its clinical affiliates require that the College abide by the rules and regulations of the agency. Clinical agencies have the right of refusal to allow any student to practice in their facility. The College agrees to withdraw any student from the clinical agency for cause and/or if the student is ineligible to practice in the agency for reasons of health, performance, drug screening, criminal background check, or any other reasonable cause. Without access to the clinical facility, the student will be unable to complete the Surgical Technology course requirements. Thereby, the student will be administratively withdrawn from the course and subsequently the Surgical Technology Program.

COMPLIANCE PROCEDURE FOR CLINICAL PLACEMENT

To comply with College and Surgical Technology Program procedures, national, state and local healthcare regulations, and in the interest of the applicant's own personal safety, the safety of the patients/clients served, and the potential liability to the College and clinical agency, the student must meet specified compliance requirements in order to enter/practice in a clinical facility.

The student will:

- Read and sign the "Criminal Background Check and Drug Screen Consent Form."
- Be responsible for obtaining documents demonstrating that they have met all compliance requirements on or before the posted deadlines.
- Provide documentation of all clinical compliance requirements through the compliance tracking system contracted by the College by the deadlines specified or forfeit their provisional acceptance.

Clinical affiliates reserve the right to deny student access, without explanation, based on results of the health exam, drug screening, criminal background check, or any other related result.

South Piedmont Community College is not obligated to make special accommodations or find an alternative clinical site for any student denied due to clinical compliance requirements.

South Piedmont Community College is not responsible for any cost associated with the applicant's request for admission. Applicants are responsible for all costs related to the provisional admission and/or clinical placement requirements.

CLINICAL SKILL PREREQUISTE AND SEQUENCING

During the spring semester, students will acquire basic knowledge and skills in SUR 110, "Introduction to Surgical Technology" and SUR 111 "Preoperative Patient Care." Students must maintain satisfactory evaluations of competencies in the skills lab, and maintain a "B" (80% or above) in the SUR courses to progress in the program.

While in the lab setting, the student will simulate as if in a real operating room suite. Over the progression of the SUR 111 course students will learn skills required of a surgical technologist and be regularly evaluated for comprehension and progression. Two types of evaluation will occur, informal and formal competency assessment. Informal assessments will be documented but will occur in conjunction with instructor led training and teaching. Formal assessments are scheduled and documented, but will require that the student perform the required skills independently. Students will have two attempts

to complete formal competency assessments with a satisfactory score. If a student fails a formal competency assessment, it is their responsibility to schedule remediation with the Program Director or Clinical Instructor within one week's time. Students must receive a passing score (at least 80%) on the second attempt or be subject to program dismissal. If a passing score is not achieved on the second attempt, a meeting will be scheduled immediately with the Program Director to discuss if the establishment of an Action Plan is an option.

Clinical rotations begin in the summer session. The total clinical hours will range from 16 – 24 hours per week throughout the program. Clinical skills are evaluated continuously on a satisfactory and unsatisfactory basis at each clinical affiliate site throughout the program. Evaluations and skill progression are documented through the completion of preceptor surveys and Program Director/Clinical Coordinator clinical site rounding. Students should expect to have at a minimum two (2) evaluations completed by faculty during each clinical component course (SUR 123AB, SUR 123BB, SUR 135, SUR 210). One of these evaluations will occur in the last quarter of each course's session and constitute a final exam grade for the clinical experience.

CLINICAL SCHEDULE

Times of arrival may vary depending upon the clinical affiliate site to which each student is assigned. Students will arrive between 6:00 and 6:30 am; dismissal will be between 2:30 pm to 3:30 pm. There may be occasions when a student will leave later than 3:30 pm. Please be aware that if a student is "scrubbed" in, dismissal will be at the surgeon's discretion, even if it is the end of their "shift".

Leaving clinical early will count as an occurrence of tardy. Two (2) occurrences of tardy equal one (1) absence. Students should bring book(s), homework, or study materials as there may be "down" time throughout a clinical shift. Bringing snacks, drinks, and lunch is also advised.

Clinical days will vary Monday-Friday throughout the program. Sites will also vary. Students will receive their clinical schedule before the beginning of each semester that contains a clinical component; schedules are subject to change at the discretion of the Program Director and clinical affiliate nursing supervisor. Last minute changes may be made to students' clinical schedule due to surgical caseloads; if changes occur, students will be given notification 12 hours prior to clinical start time. Communication will be through the student's school email account. Students should routinely check their email.

STUDENT WORK POLICY

The Surgical Technology Program is an academically rigorous program that requires a significant commitment of the student's time. While the Surgical Technology faculty recognize that students have financial obligations and may need to work while they are in school, outside work obligations may not be used as an excuse from completing requirements of the program. Students who work in addition to attending school may do so, provided, it does not compromise their performance at the extern site. Attendance and alertness are required for successful completion of the program; additionally, those requirements are also necessary to maintain a safe environment at the clinical affiliate site.

South Piedmont Community College guidelines prohibit Surgical Technology students from being counted as a staff members and/or receiving pay at any clinical affiliate location with which the College has a clinical contract. At no time should a student be hired as an entry-level Surgical Technologist until the student completes his or her Surgical Technology training program.

INAPPROPRIATE CLINICAL BEHAVIOR

Surgical Technology students displaying the following behaviors will face disciplinary action and/or dismissal from the program:

Inappropriate or unprofessional behavior.

Impaired thinking, regardless of the reason, that threatens patient safety. Impaired thinking is evidenced by an inability to make clinical decisions safely. Causes of impaired thinking include fatigue, anxiety, lack of sleep, and the use or abuse of medications and/or substances, both legal and illegal. Please see the SPCC Student Handbook, "Drugs and Alcohol Policy."

Unsafe clinical behaviors that jeopardize clinical care. Examples include but are not limited to the following:

- Failure to accept an assignment.
- Breaching confidentiality.
- Failure to comply with an established policy or procedure at a clinical affiliate site.
- Disregarding the directions of the instructor/preceptor.
- Abandonment of the patient.
- Lack of Surgical conscience/dishonesty. All students are expected to be honest in all interactions with faculty, staff, patients, and each other. Students are expected to report any observed cases of dishonesty to the Program Director or Clinical Instructor. If an event is reported, Surgical Technology faculty will thoroughly investigate and act accordingly.

Continuance in the course and/or program will be considered based on the seriousness of the behavior/incident. If the student's performance in any way impacts the safety of the patient's care, the student may not be allowed to return to the clinical site until the problem is resolved. Behaviors/incidents that jeopardize a student's status in the program will be discussed in a meeting with the student, Surgical Technology faculty, and the Assistant Dean of Allied Health and Public Services. An appropriate course of action will be taken following the meeting based upon completion of an Action plan.

Student Refusal of Clinical Assignment: Student assignments are made conscientiously and are designed to meet learning needs of the students. Students that refuse clinical assignments may be subject to dismissal from the program. Challenging behaviors will not be tolerated and will be addressed. Incivility will not be tolerated.

Clinical Preceptor Interaction: Students are not allowed to be employed by or exchange any services with a clinical preceptor for any reason. Bringing preceptors gifts or food is not allowed while in the Surgical Technology Program. Students are not allowed to communicate with their preceptors through personal phone numbers, personal emails, or social media. All communication should be through work phone numbers and work email accounts. If a student is contacted by a preceptor through their personal email, personal phone number, or social media, they should reply through their school email. If any student or their preceptor has a question about this policy, your Clinical Coordinator or Program Director can provide clarification.

CLINICAL ROTATIONS

Clinical experiences for Surgical Technology students are scheduled throughout the program, with the exception of the first semester. The Clinical Coordinator or Program Director will assign students a clinical site. Students do not have a choice of clinical sites, and cannot request a specific site or schedule; students will rotate through all facilities and schedules. The Clinical Coordinator or Program Director and Atrium Health student placement coordinators will coordinate all clinical site

placements. Clinical experiences will be scheduled as full 8.5-hour shifts; students must be present for the entire shift to receive full credit for attendance. Students should be aware that the shift start time of 06:30 is not the clinical site arrival time, it is when the individual is dressed, ready, and present at morning huddle. Plan travel time accordingly.

Due to the size and capacity of clinical affiliate facilities, some clinical sites are not able to provide all of the required clinical case types and specialties. Further, some surgeons do not allow students to participate. Students will be rotated through each clinical facility. This practice ensures that students receive equitable opportunity to scrub various specialty cases, have the ability to meet the minimum 120 scrubs, and are able to work with a variety of practicing surgical technologists, surgeons, and staff. The clinical rotation schedule will be released to students no later than May 3, 2024 for the summer session.

CLINICAL ROLES

First Scrub Role

The surgical technologist student shall perform the duties discussed below during any assigned surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role has been performed. A student not meeting the five criteria below cannot document and count the case in the first scrub role; therefore, the case must be documented in the second scrub role or observation role based on the defining criteria provided.

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

Second Scrub Role

The Second Scrub Role is defined as the student who is at the sterile field who has not met ALL criteria for the first scrub role, but actively participates in the surgical procedure by performing one or more of the following:

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

Observation Role

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

CLINICAL CASE REQUIREMENTS

The AST's Core Curriculum 7th edition dictates the amount and type of surgical procedures that the student must participate in to successfully complete the Surgical Technology Program. The surgical procedures and student's clinical role must be documented on the program's provided forms, uploaded into *Surgical Counts*, and validated by the student's preceptor, Clinical Coordinator, and Program Director. Failure to complete required clinical work and/or case logs may result in student's dismissal from the program; additionally, the student will be ineligible for graduation from the Surgical Technology Program and unable to sit for the national certifying examination.

The AST states that the student must, "Demonstrate procedural proficiency by completing a minimum of 120 surgical cases." The student will complete a minimum of 30 cases in the general surgery, 20 of those cases must be in the role of the first scrub; additionally, the student will complete a minimum of 90 cases in surgical specialties, 60 cases in the first scrub role, excluding general surgery. A minimum of ten cases in four different specialties must be completed in the first scrub role; the additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple specialties. See below for the diagram provided by the AST.

Diagram A: *Surgical Case Requirements*
The numbers shown below reflect the minimum case requirements and surgical specialties.
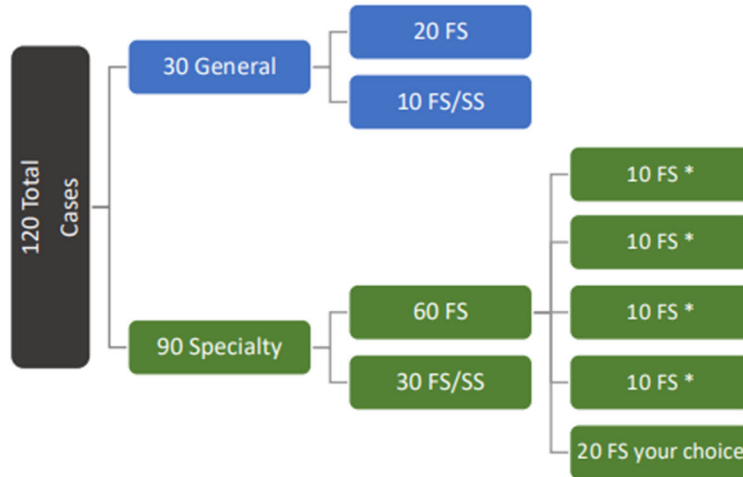
Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases may be counted toward the maximum number of Second Scrub Role cases. Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty. Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty. Case experience in the Second Scrub Role is not mandatory. Observation cases must be documented, but do not count towards the 120 required cases.

Guidelines for Counting Cases

Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic and vaginal delivery cases; refer to above).

Two cases can be counted and documented if two separate procedures are performed on the same patient.

- Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.

Students may not count a procedure as two separate cases if the specialty and pathology are the same for the patient.

- Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure, one case.

Surgeries that convert to open from endoscopic may only be counted as one procedure.

- Laparoscopic Cholecystectomy converted to an Open Cholecystectomy is counted and documented as one (1) procedure, one case.

CLASS ORGANIZATION & GUIDELINES

Each student in the Surgical Technology Program is a member of the Surgical Technology Club. A major function of the club is to raise money for club activities as well as participate in community service activities. Fundraisers are used to provide funding for the Surgical Technology pinning ceremony, pins, field trips, off-campus Surgical Technology professional development opportunities, etc. Students are expected to be active in the club. If, for some reason, a student is unable to participate in a function, they must acknowledge that they are responsible for their portion of the club's contributions through fundraisers or community service hours that are applied to the club's resume.

HONORS & AWARDS

The Surgical Technology faculty supports the recognition of student achievement throughout the Surgical Technology Program. Upon receiving written approval from each student at the beginning program in the spring semester, the highest score on tests will be recognized by name on the board in the classroom. At the pinning ceremony, the following students are recognized:

- *The Academic Award* is given to a graduating senior based on cumulative grade point average in the Surgical Technology courses. It represents the highest cumulative grade in the graduating class.
- *The Clinical Award* is given to the student who shows excellence in the Surgical Technology practice by best exemplifying the role of the surgical technologist in the clinical setting. It is chosen by feedback from the clinical affiliate preceptors and the Clinical Coordinator.
- *The Most Professional Award* is given based on the qualities listed below and is chosen by the Surgical Technology faculty. Professional appearance in uniform, good rapport with classmates, refrains from gossip, avoids cliques,

supports class projects, attends class regularly and on time, helps keep classroom and lab clean, and displays a good attitude towards classmates, instructors and hospital personnel are all qualities desired.

ASSOCIATION OF SURGICAL TECHNOLOGISTS (AST)

For over four decades, the Association of Surgical Technologists (AST) has demonstrated a commitment to ensuring quality patient care through ongoing support of the Surgical Technology profession through the following:

- Dedication towards providing Certified Surgical Technologists and Certified First Assistants with the knowledge and skills required to provide quality patient care.
- Development of continuing and formal education programs and resources.
- Promotion of professional standards and credentials.
- Providing a forum for the exchange of ideas.
- Monitoring of the changing health care environment.

AST strives to promote the personal and professional development of all surgical technologists and surgical assistants. The mission statement of AST clearly supports the commitment to both the surgical patient and the surgical technologist, "Enhancing the profession to ensure quality patient care."

The AST Recommended Standards of Practice have been developed in an effort to support the Surgical Technology practitioners and serve as a guide for student surgical technologists, Surgical Technology educators, surgical assistants, and for the organizations that employ surgical technologists. Surgical technologists belong to a separate non-nursing profession of highly skilled, credentialed, allied health professionals who possess specialized education and training to work specifically in the operating room. Therefore, the standards and recommended practices are broad in scope in order to allow for their application in a variety of health care settings where surgical technologists are employed and support the many facets of the Surgical Technology profession.

Overall, the goal of publishing the standards is to provide additional support to the profession. Accordingly, the AST Recommended Standards of Practice represent AST's official position on the preoperative, intraoperative, and postoperative practices and skills performed by the surgical technologist. Each recommended practice has been driven by the profession throughout the whole process of writing, reviewing, and revising in order to reflect the changing health care environment. It must also be emphasized that this will be a continual process as the profession identifies additional standards for AST to research and publish.

The surgical technologist exhibits the characteristics of moral integrity, honesty, surgical conscience, and a commitment to upholding the highest principles of aseptic technique. These characteristics backed by the AST Recommended Standards of Practice represent a profession dedicated to the future of health care.

Mandatory Professional Membership for SPCC Students

- Students are required to purchase the AST Gold Bundle during their second spring semester; the cost is included in tuition. The Gold Bundle includes an AST student membership, certification exam study guide, and certification exam application fee.

- Attendance is strongly encouraged for the North Carolina State Assembly of Surgical Technologists meeting held twice a year (once in spring, once in fall). Average cost is around $40.00/person (not including lodging, if applicable).

Position Statement, Code of Ethics
1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted in our care.
5. To work with fellow technologists and other professional health groups to promote harmony and 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.

Curriculum Map - Spring Entry

Surgical Technology AAS (A45740) – 65 Credit Hours

General Education Requirements							
Course		Lec	Lab	Crd	Course		Lec	Lab	Crd

Course		Lec	Lab	Crd
Communication: Take ENG 111 and pick one (1)				
ENG 111	Writing and Inquiry	3	0	3
COM 110	Intro to Communication	3	0	3
COM 120	Interpersonal Communication	3	0	3
COM 231	Public Speaking	3	0	3
Social Sciences: Choose One (1) Course				
PSY 150	General Psychology	3	0	3
SOC 210	Intro to Sociology	3	0	3
Natural Sciences/Math: Take All Courses				
BIO 168	Anatomy & Physiology I **&**	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4 *
BIO 275	Microbiology	3	3	4 *

Course		Lec	Lab	Crd
Fine Arts/Hum: Choose One (1) Course				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I			
ART 115	Art History Survey II			
MUS 110	Music Appreciation			
MUS 112	Intro to Jazz			
PHI 215	Philosophical Issues			
PHI 240	Intro to Ethics			
Other Major Hours: Take All Courses				
ACA 122	College Transfer Success	1	0	1 *
MED 121	Medical Terminology I	3	0	3 *

Total 28 hours

* **Major Requirements**

Students are strongly encouraged to complete ALL General Education courses prior to beginning SUR courses.

Program of Study

Spring Semester – 1st Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SUR 110	Intro to Surgical Technology	3	0/0	3
SUR 111	Perioperative Patient Care	5	6/0	7
			Total	**10**

Summer Session – 1st Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SUR 122AB	Surgical Procedures I	2	1/0	2
SUR 123AB	SUR Clinical Practice I	0	0/9	3
			Total	**5**

Fall Semester – 1st Year

Course	Course Name	Lec	Lab/ Clinic	*Credit*
SUR 122BB	Surgical Procedures I	3	2/0	4
SUR 123BB	SUR Clinical Practice I	0	0/12	4
			Total	**8**

Spring Semester – 2nd Year (First 12 Weeks)

Course	Course Name	Lec	Lab/ Clinic	Credit
SUR 134	Surgical Procedures II	5	0/0	5
SUR 135	SUR Clinical Practice II	0	0/12	4
SUR 137	Professional Success Preparation	1	0/0	1
			Total	**10**

Spring Semester – 2nd Year (Last 4 Weeks)

Course	Course Name	Lec	Lab/ Clinic	Credit
SUR 210	Advanced SUR Clinical Practice	0	0/6	2
SUR 211	Advanced Theoretical Concepts	2	0/0	2
			Total	**4**

SPCC Surgical Technology Program Estimated Cost

This is an estimate of costs effective 06/20/2023. Fees are subject to change without notice.

General Tuition and Fees		
In-State		$76.00/credit hour
Out-of-State		$268.00/credit hour
Technology Fee		$48.00/semester
Student Insurance		$1.40/semester
Campus Parking Fee (CAPS)		$15.00/semester
Student Activity Fee		$35.00/semester
General Education Estimated Costs		
	In-State	Out-of-State
Tuition (based on 28 credit hours)	$2,128.00	$7,504.00
Textbooks	$420.00	$420.00
General Fees	$217.00	$217.00
	$2,765.00	$8,141.00
Pre-Orientation Estimated Costs		
Background & Drug Screen		$115.00
American Heart Association BLS		$60.00
		$175.00
Spring Semester, 1st year Estimated Costs		
Tuition	$760.00	$2,068.00
Textbooks	$551.85	$551.85
Uniforms	$100.00	$100.00
Lab Fee	$150.00	$150.00
General Fees	$99.40	$99.40
Spring Semester Total	$1,661.25	$2,969.25
Summer Session, 1st year Estimated Costs		
Tuition	$380.00	$1,340.00
Textbooks	$78.95	$78.95
Lab Fee	$150.00	$150.00
Liability Insurance	$13.00	$13.00
Dosimetry Badge/Monitoring	$200.00	$200.00
Surgical Counts Subscription	$39.95	$39.95
General Fees	$99.40	$99.40
Summer Session Total	$961.30	$1,921.30
Fall Semester, 1st year Estimated Costs		
Tuition	$608.00	$2,144.00
Lab Fees	$150.00	$150.00

Exam Prep Textbook	$61.00	$61.00
General Fees	$99.40	$99.40
Fall Semester Total	$918.40	$2,454.40
Spring Semester, 2nd year Estimated Costs		
Tuition	$1,064.00	$3,752.00
AST Gold Bundle	$247.00	$247.00
General Fees	$99.40	$99.40
Graduation Fees	$35.00	$35.00
Spring Semester 2 Total	$1,445.40	$4,133.40
Estimated Total Cost		
	$7,926.35	**$19,794.35**

NOTES

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SURGICAL TECHNOLOGY
Student Handbook Contract Agreement
2024-2025

I have read and understand the policies and procedures for the Surgical Technology Program as given in the Student Handbook. It is my responsibility to maintain current knowledge of these policies.

I also understand all statements in this publication are announcements of present policies and procedures, and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. Students in the Surgical Technology Program will be notified of these changes when they occur.

Student: _____   _____

               (PRINT NAME)   (SIGNATURE)

Date: _____

Remove page from booklet, sign, date, and submit to

Surgical Technology Program Director

L. L. Polk Campus
Mail: PO Box 126, Polkton, NC 28135
680 US 74, Polkton, NC 28135
704.272.5300 or 1.800.766.0319

Old Charlotte Highway Campus
Mail: PO Box 5041, Monroe, NC 28111-5041
4209 Old Charlotte Hwy., Monroe, NC 28110
704.290.5100 or 1.800.766.0319

Lockhart-Taylor Center
514 N. Washington St., Wadesboro, NC 28170
704.272.5400 or 1.800.766.0319

Tyson Family Center for Technology
Mail: PO Box 5041, Monroe, NC 28111-5041
3509 Old Charlotte Highway, Monroe, NC 28110
704.290.5100 or 1.822.766.0319

www.spcc.edu

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