STUDENT HANDBOOK

and

PROGRAM POLICIES AND

PROCEDURES

SURGICAL TECHNOLOGY PROGRAM

2021 - 2022

Revised: 7/18, 7/19, 7/20, 7/21

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Rockingham Community College
Surgical Technology Program

I. Introduction

The purpose of this informational handbook is to ensure adequate comprehension of current policies, procedures, guidelines, and resources relevant to your successful completion of Rockingham Community College's Surgical Technology Program. Please read this information carefully since its contents govern your enrollment in the program.

From time to time, additional policies, procedures, or revisions may be developed and implemented to augment, enhance, or improve programmatic outcomes. These changes or additions will be shared with you when they become effective. This manual is reviewed and revised on an annual basis.

We hope this information will assist you in your professional education as a future Surgical Technologist. Please feel free to consult with program faculty if you have any questions, or require guidance understanding and abiding by program policies and procedures.

All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, are non-discriminatory and in accord with federal and state statutes, rules and regulations. Programmatic policies are reviewed by program and administrative professional staff at Rockingham Community College in an ongoing manner.

A. Equal Opportunity/Affirmative Action

Rockingham Community College does not discriminate in administering or access to, or treatment of employment or admission in its program and activities. No person shall be discriminated against on the basis of race, color, sex, religion, age, national origin, or disability. Inquiries may be directed to the Equal Opportunity/Affirmative Action Compliance Officers at the college. In addition, Rockingham Community College is committed to a policy of affirmative action. As part of our commitment to increase the

number of minority personnel, the institution has established a goal that the proportion of minority employees should reflect their proportionate representation in the relevant labor markets. The Trustees and the President shall oversee the plan of action, and the President shall monitor the implementation of this plan through the Affirmative Action Officer. Affirmative action and equal opportunity are considered integral parts of the mission and purpose of Rockingham Community College.

B. Grievance Procedures

Applicants, employees, and students of Rockingham Community College may lodge grievances involving alleged violations of their rights under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education.

Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 with the Equal Opportunity/Affirmative Action Officer at (336) 642-4261 or the Assistant Secretary, Office for Civil Rights, 330 C. Street S.W., Washington, D.C. 20202.

Additionally, the College recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy that might arise between the College and its employees. This grievance policy may be found in the Employee Handbook under "Grievance Procedure".

C. Americans with Disabilities Act (ADA) Policy

Rockingham Community College will comply with the Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act of 1973.

D. Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law known as the Family Educational Rights and Privacy Act of 1974. This law protects the privacy of a student's educational records and applies to all educational agencies and institutions that receive funds under any program administered by the Secretary of Education in the U.S.Department of Education. As a general rule, under the Family Educational Rights and Privacy Act, personally identifiable information

may not be released from a student's educational records without his or her prior written consent. Exceptions to this rule are set out in the FERPA regulations and the FERPA policy of Rockingham Community College.

II. Historical Background

The first health science program was established in 1970 at Rockingham Community College.

A.   The Surgical Technology Program educational curriculum follows standards established by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and has been designed to provide students with the opportunity to integrate classroom instruction with laboratory competencies and clinical proficiency.

Rockingham Community College's Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Association of Surgical Technology (AST). Rockingham Community College is accredited by the Southern Association of Colleges and Schools (SACS).

The program is fully accredited, and received initial accreditation from CAAHEP upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) in 1998. The program has successfully maintained its continuing accreditation status since that time, and has met all educational outcomes mandated by the professional accreditation organizations.

In 2018, the program successfully completed the reaccreditation process through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. The program must continue, however, to meet all annual thresholds established by CAAHEP and ARC-STSA.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within thirty (30) days prior to or after graduation.

B. Professional Membership

Students will join the Association of Surgical Technologists upon enrollment in the program. Applications for membership will be distributed the first semester. As members of AST, students receive many benefits and helpful information about the profession. Student members will receive one professional journal a month (*The Surgical Technologist*) to keep informed of current issues and trends in the field as well as technical articles directed at surgical services.

Students will take the CST examination at the end of the summer semester as a benchmark for the ARC/STSA accreditation requirements. Students who pass the exam will be certified upon graduation. Most clinical sites require certification as a condition of employment.

C. Accrediting and professional agencies contact information:

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 North, Suite 158

Clearwater, FL 33763

Phone number: 727-210-2350

Email: mail@caahep.org

Website: https://www.caahep.org/

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting

6 W. Dry Creek Circle, Suite #110

Littleton, CO 80120

Phone number: 303-694-9262

Email: info@arcstsa.org

Website: www.arcstsa.org

Association of Surgical Technology (AST)

6 W. Dry Creek Circle, Suite #200

Littleton, CO 80120

Phone number: 800-637-7433

Website: www.ast.org

National Board of Surgical Technology and Surgical Assisting

3 W. Dry Creek Circle,

Littleton, CO 80120

Phone number: 800-707-0057

Email: mail@nbstsa.org

Website: www.nbstsa.org

III. The Surgical Technologist

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Upon acceptance into the Surgical Technology Program, students enter the healthcare profession, and have been entrusted with the welfare of their patients, customers, and clients. As a healthcare professional, surgical technologists are charged with health, life, and the well-being of all individuals requiring their services.

It is an expectation that this care will be performed to the best of one's ability, while maintaining a high degree of honesty and integrity. This implies the expectation of an elevated level of performance, of continued dedication to learning, and of the development of humane attitudes. Ethical standards are essential elements of the surgical technology profession.

IV. Program Admission Criteria

The Surgical Technology Program is a limited enrollment program, with a maximum of twenty new students beginning each fall session. Acceptance into the program is competitive. While the Surgical Technology Program is considered a day program, clinical rotations may involve some evenings and weekends.

Any student desiring program admission must complete both the general and program specific acceptance criteria. Meeting minimum requirements does not guarantee acceptance into the program. Applicants who have completed general acceptance criteria must submit a *Surgical Technology Candidate Review Form* to Student Services in order to be considered as a qualified applicant for the program. This review form may be found in the admission packet obtained from a college counselor. The review packet with all admissions criteria may also be accessed on RCC's homepage under "Health Science Admissions" under Admissions & Aid tab.

Eligible students will be reviewed one time each year for program admission. Students not accepted into the program who wish to be considered for the next class must reapply.

A. General Acceptance Criteria

1. Submit a completed RCC application for admission to the Admissions Office.

2. Meet with an RCC counselor to review your college admission file and obtain a program admission packet.

3. Submit an official high school transcript as a graduate of a high school with regional accreditation or submit proof of satisfactory completion of a GED.

4. Submit official transcripts from <u>all</u> colleges or schools attended since high school or receiving a GED.

5. Candidate must be eligible to take MAT 143 with or without a co-requisite.

6. Candidate must have completed ENG 111 and MED 120 with grade "C" or higher. (May be enrolled in 2019 Spring semester).

7. Candidate has a 2.5 GPA or higher from all surgical technology general education courses. GPA calculation includes any of the following completed courses: BIO 163, BIO 175, MED 120, PSY 150, ENG 111, ENG 114, BUS 137, CIS 110, mathematics elective, and humanities/fine arts elective.

8. Candidate is in Satisfactory Academic Standing with Rockingham Community College.

B. Additional Acceptance Criteria

1. Meet with the Program Director to discuss professional goals, academic background, admission status, and overall program and curriculum structure. Contact Administrative Assistant at 2207.

2. Have a cumulative grade point average (GPA) <u>from all colleges attended</u> within the last seven years of 2.5 or better. In addition, if the student has attended RCC, the RCC cumulative GPA must also be 2.5 or better. A cumulative GPA of 2.5 is required as part of the admission and readmission criteria. Students must maintain at least a 2.0 GPA to remain in the program after admission.

3. Attend a mandatory orientation session on the RCC campus with the Surgical Technology Program Director and other necessary faculty and staff personnel.

4. Candidate must submit to Program Director an essay: One page, double-spaced typed statement responding to the following questions: What makes you a strong

candidate for the RCC Surgical Technology Program? What is the biggest challenge you will face in the program?

C. The application review procedure uses a selection or ranking system based on awarding of points for several category areas. See the admissions packet for additional details. The components of the selection or ranking system include the following categories:

1. Completion of selected academic courses.
2. Documentation of related experience.
3. Earned degrees.
4. Residence status—points awarded to current Rockingham County residents.

Adding together the points earned for completed academic courses, documented related experiences, earned degrees, and Rockingham County residency will determine total points awarded. Candidates are selected starting with the applicant with the highest number of points and moving down the list until all class spaces are filled. In the case of applicants with the same number of points earned, the applicant with the highest number of academic points will be ranked higher. This ranking or selection process is thoroughly outlined in the application packet that must be obtained from the Student Services office.

V. Code of Conduct

A code of conduct for students must be both implicit and explicit. Implicit is the development of those attitudes and behaviors, which reflect the dedication of one's energies to the humane understanding and care of others. Explicit are those behaviors, which reflect the integrity expected at all levels of the profession. Violations of the code of conduct such as academic dishonesty, stealing, falsification of records, improper, or insensitive approaches to patients and others are clearly unacceptable.

Any student who violates the code of conduct shall be subject to dismissal or some lesser disciplinary action commensurate with the facts and situation. It is expected that all surgical

technology students will be honest in their dealing with members of the faculty and staff at RCC, as well as with staff members, preceptors, clinical instructors, and patients at clinical sites. Students are expected to report any observed instances of dishonesty to an instructor or faculty member. Failure to do so makes the observer ethically as guilty as the one who has committed academic dishonesty.

Students are not allowed to take photographs or videos of any kind in class, lab, or clinical setting and post on any form of personal social media. Violations may result in disciplinary action as well as possible dismissal from the program.

Program faculty have the responsibility to see that students do not submit and receive credit for work which is not their own. Any instructor who discovers possible academic dishonesty will investigate the matter fully. Plagiarism is the use of someone else's words, writing, thoughts, or ideas without giving proper credit. Taking a section of a book or journal article and copying it essentially word for word without giving the author credit by way of a citation or footnote is one example of plagiarism. Copying information from an electronic source such as the internet and taking credit for the work is another illustration. Identification and verification of plagiarism will be determined by all program faculty. If it is determined that plagiarism did occur the RCC policy found in the RCC Catalog and Student Handbook will be followed. Academic integrity will not be compromised at Rockingham Community College. Cheating, plagiarizing, falsifying results of study or facilitating academic dishonesty are prohibited and can result in sanctions as extreme as suspension from class (es) and/or from RCC.

It is the right and responsibility of instructors to maintain an atmosphere or high academic integrity within their classrooms. A charge of academic dishonesty and the assigned consequences thereof are the right of the instructor. It is the right of the student to contest a charge of academic dishonesty and/or the consequences assigned by the instructor. The procedures for contesting a charge of academic dishonesty are found in the 2021-2022 Catalog and Student Handbook. Instructors also provide information related to this issue in their course syllabi located in the learning management system, Moodle version 3.1.

In the event of cheating or academic dishonesty that extends beyond a single class, faculty members, deans, or counselors may send the charge to the Vice President for Academic Affairs. Students are expected to assume both individual and group responsibility for the avoidance of any questions placed upon their integrity. Allegations that cannot be resolved by faculty or students on an informal basis should be dealt with through RCC's grievance or appeals process.

Academic Integrity Policy

Rockingham Community College requires all members of its academic community to demonstrate and maintain high standards of academic integrity and personal conduct. It is the responsibility of every student, faculty and staff member to be familiar with and adhere to the academic integrity policies of the College.

RCC is committed to excellence in teaching and to providing an environment for students to excel in learning. It is the expectation of the College that all students adhere to an academic code of integrity and honesty. Students must not engage in or help others to commit acts of academic dishonesty, including, but not limited to, cheating, plagiarism, falsification, complicity, and gaining unfair advantage. Students are expected to report violations. There are many forms of academic dishonesty, and it is the responsibility of the student to ensure that all academic work submitted is free of any type of dishonesty. Examples of academic dishonesty, include, but are not limited to:

Cheating is defined as providing, receiving or attempting to receive information, data, answers or other information not permitted by the faculty. This may include the use of unauthorized electronic devices.

Plagiarism is defined as presenting another's work, words, ideas, opinions, theories, etc. either in whole or in part as though they were the student's own efforts. This may include submitting one's own work done in another class, whether at RCC or another institution.

Falsification includes providing false information, spoken or written, concerning academic work or school activities to a fellow student or college employee. Unauthorized changing of grades/scores for academic work is also a form of falsification.

Complicity in a violation of academic integrity includes an awareness that a violation of any academic standard, regulation, law, or ordinance is about to occur or is taking place. Students who are aware that a violation of academic integrity is about to occur or is taking place are expected to notify a faculty or staff member. Students who fail to report such incidents are considered complicit and may face a charge of academic dishonesty themselves.

Any activity that intentionally or unintentionally gives a student an unfair advantage in the student's academic work is considered a violation of academic integrity.

RCC prides itself on advancing qualified graduates; therefore, all instances of academic dishonesty will be considered serious violations of the academic integrity.

Procedure for Violations of Academic Integrity

It is the right and responsibility of faculty to maintain an atmosphere of high academic integrity within their classrooms. A charge of academic dishonesty and the assigned consequences thereof are the right of faculty and must be outlined in the course syllabus. All cases for which a faculty has imposed an academic sanction or delivered a warning resulting from academic dishonesty must be reported to the Vice President for Student Development. The Vice President for Student Development will maintain records of the frequency of violations. In egregious cases of academic dishonesty, the faculty may also file a formal complaint with the Vice President for Academic Affairs for further disciplinary action beyond the classroom.

When an apparent violation of academic dishonesty has occurred, the faculty will retain related documentation and complete the Academic Integrity Violation Form. The faculty will notify the student within seven business days upon discovery of the alleged violation to discuss the academic dishonesty charge and explain the proposed consequences of the violation. When a face-to-face meeting is not possible for a student, the faculty will notify the student by official RCC email. The student is expected to sign the form, indicating whether he/she accepts the sanction or wishes to challenge the accusation or proposed sanction. Failure to obtain the student's signature does not interrupt the process. A copy of the form will be provided to the student, the Department Chair/Program Director and the appropriate Dean. The Dean will forward a copy of the form to the Vice President for Student Development with a copy to the

Vice President for Academic Affairs. The Vice President for Student Development will maintain and keep records of all cases involving violations of academic integrity. The initial, and any subsequent violations are recorded and maintained in the student's permanent record.

In any case, if the student wishes to challenge a charge of academic dishonesty or the sanction, he/she may file a Student Academic Grievance. The procedure for filing such a grievance is located in the RCC Student Handbook.

Student Withdrawals from Courses Following a Charge of Academic Dishonesty

Students may not drop a course in order to avoid a punitive grade after they have been charged with a violation of academic integrity. Students charged with a violation of the Academic Integrity Policy may receive a course grade of "F".

Sanctions

First Violation

After the Vice President for Student Development confirms that a student has committed a first violation, the student receives a written notification of the first violation. Violations accumulate and are not erased. In addition, students are subject to the following sanctions for a period of two consecutive academic terms:

1. The student is not eligible to hold an office or leadership position in a college or student organization, publication, activity or athletic team;
2. The student is not eligible to be elected to membership in any honor society or to receive any college award;
3. The student forfeits any stipend to be awarded in conjunction with an elected office or leadership position. If the student is a student-athlete, the student will not participate in one intercollegiate match for volleyball, and two consecutive intercollegiate games for baseball.

Second Violation

1. If the student commits a second violation, the student will meet with the Vice President for Student Development to participate in an intervention activity pertaining to academic

honesty and the college's Academic Integrity Policy. Satisfactory completion of this activity will be required in order to be eligible to register for the following term's courses. The activity will be scheduled within a reasonable time of completion depending on the timing in the term when the second violation was reported. If the student fails to meet with the Vice President, or fails to participate in and complete the required activity, the result will be the imposition of the sanction for a third violation.

2. If a student with a second violation is a student-athlete, the student will not participate in two intercollegiate matches for volleyball and four consecutive intercollegiate games for baseball.

Third Violation

If the student commits a third violation, the student will be immediately placed on Academic Suspension. The student will be withdrawn from the college and ineligible to enroll at the college for two consecutive terms. Following the completion of two terms of inactivity at the college, the student must apply for readmission.

Fourth Violation

A student readmitted to the college from having fulfilled two consecutive terms of academic suspension for a third violation shall not have not have prior violations removed. If a fourth offense occurs following readmission from three violations, the student's fourth violation will be reviewed by a panel from the College Appeals Committee to determine if and/or when readmission to the college may be granted.

Due to program and facility requirements for professional behavior in the workplace, a first instance of academic dishonesty in a clinical practicum or workplace setting shall be treated as equivalent to a third violation of the academic integrity policy in the classroom.

Civility

Mental, physical, or psychological abuse of any person in any form on College premises or at College-sponsored functions off campus will not be tolerated. This abuse could be conveyed electronically or in person and includes verbal, written, or physical actions that threaten or endanger the health or safety of any persons, or which promote hatred or racial/ethical prejudice,

or any act by an individual, group, or organization which is intended to annoy, antagonize, or exhaust other persons. Such acts may include, but are not limited to: name calling, degradation of character acts communicated electronically in any form, or other activities which by nature, are so profound as to cause or potentially cause mental anxiety, mental stress, panic, human degradation, public embarrassment and/or humiliation. Any unauthorized use of electronic devices to create an audio or video record of any person without his or her knowledge and consent is prohibited. Commission of any of the activities mentioned here will result in dismissal from the Surgical Technology program.

VI. Student Grievances and Appeals

The comprehensive step-by-step policies and procedures pertaining to student grievances, both academic and non-academic in nature, may be found in the 2021- 2022 RCC Catalog and Student Handbook. The grade appeal policy may be found in the 2021 - 2022RCC Catalog and Student Handbook. The purpose of the Student Grievance Procedure is to provide a means by which students may seek to resolve academic and non-academic complaints against College faculty, staff, or other employees.

> A. Academic Grievances –refer to 2021-2022 Rockingham Community College Catalog and Student Handbook.
>
> B. Non-Academic Grievances –refer to 2021-2022 Rockingham Community College Catalog and Student Handbook.

VII. Surgical Technology Code of Ethics

As healthcare professionals engaged in the delivery of medical care, surgical technologists must strive, both individually and collectively, to maintain the highest personal and professional standards. The principles set forth in this section define the basic ethical and moral standards to which each student should conform.

AST 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 to 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. Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.

As healthcare professionals engaged in the delivery of medical care, surgical technologist must strive, both individually and collectively, to maintain the highest personal and professional standards. The principles set forth in this section define the basic ethical and moral standards to which each student should conform.

A. The surgical technologist shall practice medically accepted methods of treatment and shall not endeavor to practice beyond his or her competence level, scope of practice, and authority given by the physician.

B. The surgical technologist shall continually strive to increase and improve knowledge and skill, and to render each patient the full measure of his or her ability. All services shall be provided with respect for the dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

C. The surgical technologist shall be responsible for the competent and efficient performance of assigned duties, and shall expose incompetence and illegal or unethical conduct of members of the profession.

D. The surgical technologist shall hold in strict confidence all privileged information concerning the patient, and will refer all inquiries to the physician in charge of the patient's medical care.

E. The surgical technologist shall not accept gratuities for preferential consideration of the patient and shall guard against conflicts of interest.

F. The surgical technologist shall uphold the dignity and honor of the profession and abide by its ethical principles. The practitioner should be familiar with existing state and federal laws governing the practice of care, and comply with all appropriate legal processes.

G. The surgical technologist shall cooperate with other health care professionals, and participate in activities to promote community and national efforts to meet the health care needs of the public.

VIII. Program Goal and Graduate Outcomes

The following outcome is the primary goal of the Surgical Technology Program at Rockingham Community College along with its standards for effective evaluation of the educational process.

A. Program Goal/Mission Statement

To prepare competent, entry-level surgical technologies in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

B. Specific Program Goals

1. To prepare students, academically and clinically, to pass the Association of Surgical Technology Certification Examination for Surgical Technologists.
2. To develop practitioners with high ethical codes of conduct and high professional standards.

3. To graduate students with a lifelong commitment to personal growth and professional development through continued involvement in their chosen profession.
4. To enhance the community college philosophy by promoting the professional development of all students accepted into the Surgical Technology Program to appropriate levels in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
5. To develop knowledgeable, competent, highly motivated individuals who will accept the personal responsibility to care for surgical patients.

C. Program Objectives

The student will develop the knowledge, skills, and behaviors necessary to practice as a Certified Surgical Technologist by demonstrating high ethical standards, knowledge of aseptic technique, procedures and instrumentation and who:

1. Demonstrates professionalism
2. Is a team player
3. Is capable of self-evaluation and self-correction
4. Takes criticism productively
5. Communicates effectively
6. Exhibits personal responsibility for and control of behavior and actions
7. Follows established hospital procedures and policies
8. Follows specific operating room procedures and policies
9. Can plan, prepare for and perform in all surgical discipline settings
10. Can handle instruments, equipment and medications effectively
11. Is an advocate for quality patient care

D. Rockingham Community College's Mission

The mission of Rockingham Community College is to enhance individual and community success by fostering life-long learning and economic development through high-quality, accessible education and innovative partnerships.

E. **Graduate Outcomes**

1. Demonstrate the *cognitive* ability to recall, apply, and analyze information relevant to the role of a Certified Surgical Technologist.
2. Perform *psychomotor* or technical proficiencies necessary to competently function in the role of a Certified Surgical Technologist.
3. Exhibit appropriate *affective* behaviors compatible with the role and function of a Certified Surgical Technologist.

F. **RCC CST Exam Pass Rates**

Graduate Year	Participation %	Cohort	1st Time Pass Rate %
2020	100%	12	58%
2019	100%	10	50%
2018	100%	15	67%
2017	100%	16	88%
2016	100%	11	73%

IX. General Course Expectations and Performance Standards of Surgical Technology Students

In compliance with the Standards Interpretive Guide of the Commission on Accreditation for Surgical Technology Accreditation Standards for the Profession of Surgical Technology, program academic policies apply to all students regardless of location of instruction. These locations include classroom (face to face or online), laboratory, and clinical educational settings. Additionally, the program ensures that course content, learning experiences (didactic, laboratory, and clinical) and access to learning materials are substantially equivalent for each student regardless of location.

Educational competencies contained within the Surgical Technology Program focus on the preparation of graduates who possess and can demonstrate the knowledge, skills, and values to practice as a surgical technologist. Competencies, skills, and behaviors that are evaluated

throughout the course of study focus on the psychomotor, cognitive, and affective domains. Evaluation should be a motivating force in improving teaching and learning situations and in the growth and development of the student.

Since the objectives for both clinical and theory are stated in terms of expected student behavior, evaluation must be in terms of observed student behavior. As healthcare providers, surgical technologists need to present themselves positively and professionally in both verbal and written communication styles. The Surgical Technology Program is designed to facilitate the student's growth in both of these areas. Subsequently, the faculty has adopted some specific guidelines to promote this growth.

Written Communication: For written assignments, faculty will require that the work be typed (word-processed), double spaced, twelve font, standard margins, and free of spelling and grammatical errors. Students must submit assignments in APA format. Students are encouraged to use electronic media to save their work in case the assignment requires revision or further additions.

Oral Presentations: The curriculum is designed to facilitate growth in the student's ability to present themselves professionally in the course of interpersonal verbal communication. Therefore, several of the program's courses incorporate an oral presentation component. Students are required to be able to convey technical information in an organized, proficient, and professional manner. Faculty will evaluate students based on criteria set forth in the specific course syllabus.

Preparation: It is essential for the student to complete reading assignments before reporting to class, submit work in a timely manner, and be prepared to participate in class discussion.

Attendance: It is the student's responsibility to attend class, lab sessions, and clinical rotations. Failure to comply will result in poor academic and clinical performance as well as potential dismissal from the program. Specific attendance policies are outlined in each course syllabus.

Adverse Weather: When inclement weather or other emergency events occur, students should listen to a local television or radio station for information regarding "delays" or "closings." **Students should sign up for Eagle Alerts and receive notifications via cell phone and email.** Individual instructors will discuss with students the procedure to follow when trying to ascertain road conditions for safe travel. Students will be required to make up any missed course contact hours due to adverse weather or other emergency event. The nature of the makeup contact time will be at the discretion of the instructor, and may encompass additional assignments or class, lab, or clinical contact hours.

Methodologies of learning include:

A. **Theory-** In the lecture portions of the course, the activities will be evaluated through quizzes and unit exams, final comprehensive exams, and assignments. Individual instructors may vary the grade value attributed to each activity. Such information is included in the course syllabus which each student receives the first day of class each term.

B. Surgical Technology students must obtain **CPR Certification through the American Heart Association,** which will be provided during the fall semester if students do not have certification prior to admission. CPR Certification must stay current throughout the entire program of study and is the responsibility of the student to maintain their credentials.

C. **Procedures for Assessing Competency (PAC's) -** Courses that contain a lab will be evaluated by Procedures for Assessing Competencies, quizzes, unit exams, equipment/instrumentation identification and proper use, mock surgical techniques, mock surgeries.

D. **OR competencies -** Students must be able to successfully complete surgical procedures daily in the operating room. Students will be placed with a preceptor each day and must complete daily assignments in an effective manner. Surgical technology instructors are responsible for the grade values for each activity. Detailed information will be available in each semester's syllabus.

E. **Clinical Experience** - The student's responsibility during the clinical portion of the course is to incorporate the classroom, lab learning experiences, previous clinical courses

and apply them to activity in a real operating room. Students will be evaluated on all aspects of their behavior during clinical, including but not limited to their preparedness for activity in the operating room, their ability to learn and repeat surgical techniques, knowledge of instruments and equipment, speed of performance, retaining previously learned information and interpersonal behavior both in and out of the operating room. Assessments will be made by Surgical Technology staff, clinical site preceptors and clinical site staff.

In compliance with the Standards Interpretive Guide of the Commission on Accreditation for Surgical Technology *Accreditation Standards for the Profession of Surgical Technology*, evaluation methods used in the program of study include written exams, PAC's (Procedures for Accessing Competency), clinical evaluations, clinical summary logs, cumulative case logs, and other objective testing measures. These methodologies provide defined, prescribed student assessment data related to required competencies needed to complete the program. A list of required competencies is included in every clinical course or a course that includes a laboratory component. All required paperwork must be submitted at the end of each semester for the student to progress into the next semester. Before students can graduate from the Surgical Technology program all PAC's, clinical evaluations, cumulative case logs, clinical time sheets and any other objective test measures must be turned in and signed by the student and appropriately deemed Surgical Technology Faculty and Clinical Preceptor. Due dates are listed in each course syllabus.

Performance Standards of Surgical Technology Students

As healthcare providers, surgical technologists need to present themselves positively and professionally in both verbal and written communication styles. The Surgical Technology Program is designed to facilitate the student's growth and development in both of these areas. Subsequently, the faculty has adopted some specific guidelines to promote this growth. The surgical technology student must possess the following skills or abilities to maintain satisfactory progression in the program.

1. **Interpersonal skills**: Sufficient to interact with individuals, families, and groups from a variety of social, economic, emotional, cultural, and intellectual backgrounds. Faculty expect students to make every effort to adapt to different situations that may occur during their time in the program and respond in an appropriate manner.

2. **Preparation**: It is essential for the student to complete reading or writing assignments before reporting to class, lab and clinical. Students must submit work in a timely manner, and be prepared to participate in discussions.

3. **Critical Thinking:** Students will be expected to develop critical thinking skills using problem-based learning: for example, incorporate one's knowledge of anatomy, instrumentation and surgical procedures to provide a checklist for a surgery and anticipate surgeon's needs. Critical Thinking is an important aspect of working as a surgical technologist and the surgical technology program requires students to be able to think critically in stressful situations in order to ensure patient safety.

4. **Attendance**: It is the student's responsibility to attend class, lab sessions, and clinical rotations. Failure to comply will result in poor academic and clinical performance as well as potential dismissal from the program. Specific attendance policies are outlined in each course syllabus.
    a. All missed information during class or lab hours must be made up and is the responsible of each student to contact the instructor to do so.
    b. All clinical rotation hours must be made up and each student should complete 336 hours in the spring semester and 192 hours in summer semester. It is the student's responsibility to document and track all clinical hours and coordinate with clinical sites to be made up any missed hours in order to successfully completely the prescribed hours.

5. **Documentation**: Accurate, timely documentation is an essential responsibility of the surgical technologist. Many professional courses may require students to summarize surgical procedures, develop plans for surgical procedures, and document all clinical cases through clinical case logs. Each student must meet the standards defined by ARC-STSA and CAAHEP in order to progress in the surgical technology program.

6. **Problem Based Learning**: Students will be required to utilize problem based learning techniques throughout the curriculum to facilitate critical thinking skills.

7. **Written and oral communication skills**: Sufficient to verbally convey information to a wide variety of individuals using good language skills, as well as the ability to transmit information through written communication modalities. The purpose of ENG 111 is to prepare students for the consequences of poor spelling and grammar. The faculty expects students to use, spell, and pronounce medical terms correctly.

8. **Physical and Mental/Behavioral Health Requirements for Progression in Surgical Technology Program:** Sufficient to perform certain activities to maintain the standards of safety to clinical preceptors, faculty, students and patients. Ability to sufficiently walk about the clinical site at a brisk pace, stand for extended periods of time in same place without a break, move moderately heavy equipment, lift and position patients and move boxes of supplies and instrumentation (up to 30 pounds or more). Ability to maneuver in small confined spaces while remaining sterile and not breaching sterile technique. Retrieve equipment, and assist in moving a patient to and from the operating room bed.

9. **Dexterity and strength**: Sufficient to manipulate equipment and assist patients with physical limitations, pass microvascular instruments to a surgeon using a microscope. Examples: Pass instruments to physician, complete instrument, sharps and sponges counts, and assist in moving patients who are unconscious.

10. **Hearing:** The ability to sufficiently monitor and assess physicians and other staff needs while wearing a surgical cap and mask in a noise-filled environment. Examples: Hear doctor's request for suture, hear anesthesiologist's instructions during surgery, and hear circulating nurse's requests for information or directions.

11. **Vision:** Sufficient for observation and assessment of the patient, environment, and equipment. Examples: Observe patient's internal organs as doctor achieves hemostasis, visualize and count instrumentation and very small sutures on a back table while standing with the patient and assisting the surgeon.

12. **Tactile ability (sense of touch):** Sufficient to perform delicate instrument manipulation and detect movement. Examples: Remove a hemostat at the physician's direction; hold a retractor without damaging tissue.

13. If a physical or mental health condition threatens to prevent or inhibit satisfactory classroom, lab or clinical performance, the student will be counseled and referred to an appropriate professional. The recommendation of this practitioner will be used in

advising the student regarding the continued enrollment in the Surgical Technology Program, and faculty will then review the situation. If it is felt the individual can achieve all program objectives, without falling behind program sequence, a plan will be established and agreed upon by the student and program faculty. Regardless of whether the action plan is agreed upon by the student signing the plan of action, the plan of action is still effective upon meeting with the Surgical Technology Program. Failure on the student's part to follow the action plan may result in dismissal from the program.

When an illness affects a student's status in the program, a letter submitted by a physician attesting to the illness, necessary medical interventions, and the date the student can safely resume activities in the Surgical Technology Program.

Throughout the program, faculty will assess a student's emotional status by direct observation and ongoing conferences. When emotional conditions prevent satisfactory classroom or clinical performance, recommendations are made on an individual, case-by-case basis regarding consultation with the appropriate professional. These situations may include the use or abuse of prescription or non-prescription drugs and alcohol. Students have the responsibility of informing faculty if they will be taking psychotropic or potentially mind-altering drugs prescribed by a physician. Recommendations from the appropriate professional will be used in advising the student regarding continued enrollment in the Surgical Technology Program. RCC's policy relative to drug or alcohol screening will be followed if a violation is suspected, which means students are subject to random drug screening, throughout the entire program.

14. Other Health Related Issues
    A. Physical Examination, Medical History, and Immunization Forms: Completion is required no later than **October 1, 2022.**
    B. Infectious Disease: Chronic/acute, active/inactive infectious diseases contracted or carried by students should be reported immediately to program faculty.

C. Hepatitis B Immunization: Students must have begun the series of three immunizations before starting class in the fall, and should be completed prior to clinical rotation.

D. TB Skin Testing: Students are required to complete a two-step process TB skin test procedure prior to admission in the program and one year thereafter.

E. Seasonal Flu: required yearly.

F. Covid-19 vaccination: is recommended for students, but not required. Notice will be given to students in the event that Covid-19 vaccines become mandatory for attendance in clinical, per instructions from our clinical partners.

All students enrolled in the Surgical Technology Program must:

A. Respect the opinions of instructors and other learners. Do not insult, slur or degrade instructors, other health professionals, or other students. (This statement of ethics does not infringe upon a student's right to raise questions and request clarification, but does modify the manner in which the questions or clarification are brought forth).

B. Respect the limited resources of equipment, instruments and supplies.

C. Assist in maintaining class and laboratory rooms clean and in good order.

D. Complete all assignments by the scheduled date and time.

E. Observe all safety procedures when working with students, patients, and equipment whether in lab or in the clinical setting.

F. Not attend class, laboratory, or clinical rotation under the influence of alcohol or drugs and/or exhibit signs of alcohol or drug abuse.

G. Observe all policies and procedures established by the Surgical Technology Program and all off-campus facilities.

H. Respect the confidentiality of patient information regardless of source (including the patient, physician, records, or charts). Do not repeat any information learned within the confines of clinical outside of the classroom, lab or surgery department.

I. Work in cooperation with and respect other health care professionals. Do not remove or borrow property without permission and shall not damage or misuse property.

X. Key Personnel and Faculty

Sheila Regan, MS, BS
Vice President Academic Affairs
Rockingham Community College
PO Box 38 | Wentworth, NC 27375
336-342-4261

Vickie Chitwood MS, RRT, RCP / Respiratory Program Director
Dean of Health Sciences and Public Service Technologies
Associate Professor
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AAS, Jefferson College of Health Sciences
BS, Old Dominion University
MS, Old Dominion University
Registered Respiratory Therapist (RRT)
Licensed Respiratory Care Practitioner (RCP) / North Carolina / #3502

Crystal Talley, CST, AAS, BS
Program Director of Surgical Technology
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AAS, Rockingham Community College
BS, University of North Carolina at Greensboro
Certified Surgical Technologist (CST)

Lori Brame, CST, AAS
Adjunct Faculty Surgical Technology
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        Phone: 336-342-4261, Ext. 2266
        Email: bramel3921@rockinghamcc.edu
AAS, Rockingham Community College
Certified Surgical Technologist (CST)

Katherine Leebrick
Administrative Assistant, Health Sciences and Public Service Technologies
Office: OHS
        Phone: 336-342-4261, Ext. 2207
        Email: leebrickk@rockinghamcc.edu AAS, Rockingham Community College BA,
        Averett College

XI. Program Advisory Committee

The Surgical Technology Program has an advisory committee comprised of student, educators and staff from our clinical sites, surgical technologists and members of the medical and non-medical community. One student from each class will be asked to attend the annual meetings to represent the current student population, and to report back to his or her peers as to the issues discussed.

Members include:

Crystal Talley - ST Program Faculty

Lori Brame – CST, ST Program Faculty

Laura Jennings - School Administrator

Sheila Regan - School Administrator

Mark Kinlaw - School Administrator

Gretchen Parrish - School Administrator

Vickie Chitwood - School Administrator

Wayne McFatter - ST Employer

Tara Monday - Practicing CST

Kelly Carter - Public Member

Dwayne Vernon – Other

Current Student TBD

Angela Witt - ST Program Graduate

XII. College Resources Available to Student

Students enrolled in the Surgical Technology Program have access to the academic support services that are provided to other students in the institution. These support services include, but are not limited to:

   A. **Academic Advisement**: Academic Advisors start the academic advising process with new students during new student orientation. They continue the advising process with students during the first semester and through program completion.

   B. **Library Resources**: The Surgical Technology Program provides evaluation, assessment, and other instructional materials for educational purposes through the James Library. The

college library additionally offers student internet access for research and reference information.

C. **Rockingham Community College Counseling Services**: Counseling services, located in the Advising & Counseling Center in the Whitcomb Student Center, are available to all students and offer the opportunity for individuals to explore with a counselor individual concerns, academic issues, career decisions, and program changes or selection which may affect them during their college years.

D. **Computer Resources**: There are computers available for student use throughout the college. Multiple software programs are installed in the computers to enhance learning and complete assignments. Since all program faculty expect students to use word processing programs to complete written projects, individuals are encouraged to utilize a computer lab on campus if they do not have a system of their own.

E. **The ARC (The Academic Resource Centers)**: The RCC Academic Resource Centers are committed to providing academic support that supplements classroom instruction. Individuals may receive tutorial assistance in a wide range of subjects including, but not limited to mathematics, reading, English, writing, and science free of charge to all RCC students. At the ARC students can check email, communicate with faculty, write papers, work on group projects, or study independently. The ARC is located in the Science building, Room 113B.

F. **Financial Assistance**: The primary responsibility for financing a college education rests on the individual student. Generally, financial aid will be supplied according to current income and assets. RCC makes every effort to provide students with the appropriate amount of assistance once eligibility has been demonstrated. Eligibility requirements and related processes, as well as various grants, scholarships, and loans, may be found in the RCC catalog and Student Handbook under "Financial Aid Policy".

XIII. Student Financial Responsibilities – Diploma in Surgical Technology

Program Prerequisites: Students admitted to the Surgical Technology Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first Surgical Technology (SUR) class.

- ENG 111 Writing and Inquiry
- MED 120 Survey of Medical Terminology

Fall semester	Class	Lab	Clinical	Credit
BIO 163	4	2	0	5
SUR 110	3	0	0	3
SUR 111	5	6	0	7

Spring semester	Class	Lab	Clinical	Credit
BIO 175	2	2	0	3
SUR 122	5	3	0	6
SUR 123	0	0	21	7

Summer Semester	Class	Lab	Clinical	Credit
SUR 134	5	0	0	5
SUR 135	0	0	12	4
SUR 137	1	0	0	1

Surgical Technology Program Costs

Surgical Technology program students should be prepared to incur additional expenses beyond tuition and college fees. These expenses may include medical examinations or vaccinations, uniforms, textbooks, and miscellaneous supplies.

Outlined below are **estimated** expenses and are subject to change:

A. CPR Certification $10

B. Medical exam/Immunizations $400

C. Drug Screen & Background Check $129

D. Malpractice insurance $80

E. Uniform $138.03

F. AST Membership $45

G. Student Accident Insurance $10

H. Certification Exam - Certified Surgical Technologist (CST)

$190 (Association of Surgical Technologist Member Cost)

$290 (Association of Surgical Technologist Non-Member Cost)

XIV. Student Financial Responsibilities – Associates Degree in Surgical Technology

Program Prerequisites: Students admitted to the Surgical Technology Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first Surgical Technology (SUR) class.

- ENG 111 Writing and Inquiry
- MED 120 Survey of Medical Terminology

Fall semester	Class	Lab	Clinical	Credit
BIO 163	4	2	0	5
SUR 110	3	0	0	3
SUR 111	5	6	0	7

Spring semester	Class	Lab	Clinical	Credit
BIO 175	2	2	0	3
SUR 122	5	3	0	6
SUR 123	0	0	21	7

Summer Semester	Class	Lab	Clinical	Credit
SUR 134	5	0	0	5
SUR 135	0	0	12	4

Fall semester	Class	Lab	Clinical	Credit
Mathematic elective	3-4	0	0	3-4
BUS 137	3	0	0	3
SUR 210	0	0	6	2
SUR 211	2	0	0	2
Humanities/ Fine Arts elective	3	0	0	3

Spring semester	Class	Lab	Clinical	Credit
PSY 150	3	0	0	3
CIS 110	2	2	0	3
ENG 114	3	0	0	3
SUR 137	1	0	0	1

Surgical Technology Program Costs

Surgical Technology program students should be prepared to incur additional expenses beyond tuition and college fees. These expenses may include medical examinations or vaccinations, uniforms, textbooks, and miscellaneous supplies.

Outlined below are **estimated** expenses and are subject to change:

A. CPR Certification $10
B. Medical exam/Immunizations $400
C. Drug Screen & Background Check $129
D. Malpractice insurance $80
E. Uniform $138.03
F. AST Membership $45
G. Student Accident Insurance $10
H. Certification Exam - Certified Surgical Technologist (CST)

   $190 (Association of Surgical Technologist Member Cost)

   $290 (Association of Surgical Technologist Non-Member Cost)

**Students continuing their education to obtain their AAS in Surgical Technology will need to make sure all of their immunizations, CBC/Drug Screen is current, and health/physical are kept current.

XV. Dress Code and General Policies

A. Appearance

Students will wear appropriate clothing while on campus. Students must wear college issued scrubs during all laboratory sessions. As a representative of RCC and the Surgical Technology Program, students attending off-campus classes, events, or field trips should dress conservatively and appropriately. A clinical uniform with a lab coat and photo ID badge should be worn at all off-campus hospital activities.

B. Clinical Uniform and Dress Code

1. No jewelry allowed. This includes all body piercings.

2. No visible tattoos.

3. Hair is to be clean, neat, and off the shoulders at the clinical site. Shoulder length hair (males and females) must be tied up or back. **No extreme hairstyles or hair colors are permitted at clinical sites.**

4. Nails should be a short length and clean. No unnatural nails and no colored nail polish at the clinical site.

5. Make-up should be applied conservatively. No perfume, after shave, scented powders or cologne.

6. Men must be clean-shaven or have neatly trimmed facial hair.

7. The RCC photo ID badge or hospital ID badge will be worn at all times in lab and the clinical site. College issued solid ceil blue scrubs must be worn. A tank or short sleeved t-shirt may be worn under the scrub top but must not extend the sleeves of the scrub top. Lab coat should be worn to lab/clinical and taken off before entering the operating room suite.

8. Clean shoes with a heel and no holes must be worn with socks.

Any violation of the above stated items will result in the student being dismissed for the clinical day which will result in a full lab/clinical day absence.

9.   An inappropriate, dirty, or unkempt appearance will result in dismissal and will result in an absence for the clinical day. This also includes good personal hygiene and incomplete uniforms or missing photo identification badge. Clinical instructors and preceptors have been advised to dismiss any student for the day that is not in compliance with program uniform or appearance policies.

C. Lab Policies

1. Refer to the Clinical Uniform and Dress Code for lab attire. Failure to adhere to dress code will result in an unsatisfactory grade for the day.
2. Students are responsible for bringing PAC sheets to lab on testing days. Only instructors may sign off PACs.
3. No eating, drinking, chewing gum, or horseplay in lab.
4. Keep the lab in clean, organized condition. Prior to dismissal from lab, each student is allowed time to put away all supplies and equipment. Each student must clean up the work area after a skill and return the supplies to the proper place, and each student is expected to help monitor the lab for safety and security of equipment and supplies.
5. Group skills evaluations will be done at the discretion of the instructor.
6. Students are expected to make their own appointments for extra lab practice, and document them on the appointment sheet provided for sign-up. If you require an instructor's help, you must make the appointment at the instructor's discretion.
7. No children or non-class members in lab or classroom.
8. Students must pass all competencies in lab in order to progress to the next semester. Refer to the course syllabus for information on the grading process.
9. Lab Breaks: Students will be allowed a break per hour of lab at a time convenient to the activity flow.
10. An inappropriate, dirty, or unkempt appearance will result in dismissal and will result in an absence for the clinical day. This also includes good personal hygiene and incomplete uniforms or missing photo identification badge.

D. General Class Policies

1. All policies and procedures are listed in the Surgical Technology Handbook and all Surgical Technology students are expected to observe.

2. Course communication by RCC Student is through E-mail.

3. Moodle will be utilized in this course and students should check Moodle regularly. The instructor will assist anyone who needs help accessing email or Moodle.

4. All students in this course have been assigned RCC e-mail account that can be accessed from any Internet connection. Students must communicate with the instructor via his or her RCC e-mail account. E-mail will not be acknowledged from other accounts. Communication from the instructor to students will be sent to the student's email account. Instructor email: talleyc@rockinghamcc.edu. All correspondence with classmates and instructor should contain professional language and correct grammar.

5. Time sensitive communications sent via e-mail cannot be extended for anyone who fails to check email on a regular basis. Students can make an appointment with the instructor on as needed basis. E-mail will be checked on a daily basis during the week and instructor will respond within 24 hours to any question. On the weekend and holidays instructor will respond to student email within 48 hours.

6. Students are responsible for all materials covered and all assignments made in class. When a student is absent from a lecture, laboratory, or clinic, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor, and making up missed lab hours.

7. All selected readings and assignments are required to be completed prior to the class session. Each student is expected to be prepared to discuss the material or topic for the day and ask any pertinent questions.

8. Assignments are due at the beginning of class on the specified date. Late homework will not be accepted, and the student will receive a zero for the assignment.

9. Students who fail to complete or submit a course requirement, assignment, or homework will receive an incomplete for the course.

10. In the event a student is absent on the day a test is given, the student must make up that test on or before the next day the class meets at the convenience of the instructor. The student will lose another five points from the total grade for every weekday.

11. Cheating, stealing, falsification of records, or improper, insensitive approaches to patients and others are clearly unacceptable.

12. One goal of the Surgical Technology Program is to prepare students to practice competently and professionally in the health care work environment. The Surgical Technology Program has a strict attendance policy and attendance requirements are listed below.

E. Class/Lab Behavioral Policies

1. Extend courtesy to peers and instructors by being on time, attentive and prepared.

2. Use of recording devices is not allowed unless permission from instruction is given (must have consent daily).

3. Turn off all electronic devices during lecture time. Cell phones should remain out of site during instructional time. If a student must take a phone call due to emergency student should leave the classroom. If the phone call takes a lengthy amount of time, student will be counted absent for the missed time of instruction.

4. You may bring food and drinks into the classroom during lecture time as long as you clean up after yourself. If the classroom is found dirty then the privileged of eating in class will be revoked.

5. Students will be encouraged to develop those attitudes and behaviors which reflect the dedication of their energies to the integrity expected at all levels of the profession.

6. Classroom etiquette is expected of all students.

7. Meaningful participation in class is possible only when the student is able to focus. Entering class after it has begun, talking out of turn or exhibiting disruptive behaviors is disrespectful to faculty and classmates. These behaviors will not be tolerated and the student may be asked to leave the area of instruction.

8. Disrespect of instructors or other students will not be tolerated.

** Any violation of the Class/Lab Behavioral Policies will result as follows:

- 1st offense-verbal warning
- 2nd offense-written warning placing student on program probation
- 3rd offense-dismissal from the Surgical Technology Program.

F. Attendance for Class/Lab

One goal of the Surgical Technology Program is to prepare students to practice competently and professionally in the health care work environment. Among the many desirable qualities both a student and a working professional must possess are punctuality and exemplary attendance. Because of the sequential nature of the educational experience in the Surgical Technology Program, the student's responsibility is to attend all lectures, lab sessions, and clinical rotations.

Attendance is taken at the beginning of each class and serves as a record of commitment to the course. Each component of the program may have different attendance and makeup requirements (outlined in each syllabus), but students are always tardy if they arrive after class has begun, and three tardies equals one absence. Failure to comply with the attendance policy will result in poor academic and clinical performance as well as potential dismissal from the program. The Surgical Technology Program attendance policy is designed to promote student success. Students are expected to attend every scheduled lecture, lab, shop and clinic on time and be prepared to engage in the teaching/learning process. Students are responsible for all materials covered and all assignments made in class.

When a student is absent from a lecture, laboratory, shop, or clinic, it is the student's responsibility to make satisfactory arrangements for any make-up work permitted by the instructor, and making up missed lab hours. An absence is defined as nonattendance for any reason, including illness, emergency or official leave.

Students are **highly encouraged not to work the night shift prior to any day that includes a lecture or laboratory session.** "Night shift" is defined as any employment activity that exceeds 12:00 midnight.

G. Drug Screens and Criminal Background Checks

Once admitted to the Surgical Technology Program, drug testing and criminal background checks will be required before students are allowed to participate in clinical activities. Clinical affiliates may deny a student participation in patient care activities based on the results of the criminal background check or drug screen, and the student may be dismissed from the program for failure to progress.

Drug screening and criminal background check policies will be reviewed before entering clinical sites. Please refer to the criminal background check and drug screen policies in section XVI of this student handbook.

H. General Clinical Policies

1. No cigarettes, matches, or lighters in pockets while at the clinical site. Smoking is not allowed at the clinical sites. You are a representative of our program and profession.
2. Courtesy and respect to peers, instructors, supervisors, and hospital staff is essential.
3. Hospital policies, procedures, and guidelines will be adhered to by all students.
4. HIPAA compliance, confidentiality, ethics, morals, and professional behavior will be observed by all surgical technology students.
5. Proper attire and behavior are considered part of the clinical experience. The instructor or clinical site representative reserves the right to ask a student who is violation of any key component to leave the clinical site.
6. Students will be given break times or rest periods when possible during the course of the day and according to the facility's policies and procedures. Breaks will be taken in such a manner that the work flow and patient care schedule is not interrupted. Students should not negotiate for different break or lunch times, nor should they leave the clinical area unless they have received **prior approval** from RCC faculty.
7. Attendance is a priority in all health science programs, and failure to meet your attendance obligations has serious consequences. Attendance is expected at clinical sessions. Students must notify their designated clinical site representative at least one hour prior to the scheduled arrival time if an absence is imminent. Failure to notify the clinical site may result in dismissal from the program. In addition, it is mandatory that you notify RCC ST Faculty by email or phone, if by phone, must be followed by email. Failure to notify the RCC ST Faculty may result in dismissal from the program.
8. Tardiness at clinicals is unacceptable. 6:30 am is your expected arrival time unless you are given an alternate time in writing from Surgical Technology Faculty. Students may not leave the clinical site early without prior approval from RCC ST Faculty. Failure to follow these instructions will result in a **2-point deduction** from the final average for

every offense. More than 2 offenses may result in dismissal. Students who incur excessive absences may be required to withdraw from the course and the Surgical Technology Program. If a student misses clinical hours, the student is responsible for arranging to make up any missed clinical hours.

9. Students are prohibited from working the night shift before any clinical rotation scheduled the next day. Students found to have worked the night shift prior to a daytime clinical rotation will be dismissed from the program. Sleep deprivation during clinical rotation is a serious safety issue, such as patient endangerment.

10. Students will use DataArc to clock in and out of clinical. The IP address of each clocking in/out will be verified to ensure the location of student at time of clocking in and out. It is the student's responsibility to make sure their time sheet reflects the required semester hours at the end of the semester. Students are required to fill out time sheets upon arrival at the clinical site: entering the incorrect time is considered cheating as per the RCC policy on cheating.

11. Students must contact RCC ST Faculty with any clinical issues. You should expect a reply within 24 hours during normal times and up to 48 hours on weekends, and holidays.

12. Students should not bring cell phones into the operating rooms. Students must adhere to the following guidelines regarding social networking/media:

A. Students must not transmit by way of any electronic media any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient.

B. Students must not identify patients by name or post/publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

C. Students must not refer to patients in a disparaging manner, even if they are not identified.

D. Students must not take photos or videos of patients on personal devices, including mobile devices.

E. Students must consult employer policies or an appropriate leader within an organization for guidance regarding work-related postings.

I. Clinical Placement

Clinical placement is assigned late fall semester for spring semester. The faculty considers a number of factors when determining placement, and personal preference and convenience are not always in the student's best interest. Placement may need to be changed occasionally, and any students who are moved are expected to do professionally. Because the clinical sites are not all in the local area, student must have reliable transportation. Rockingham Community College is not liable for any accidents during off campus surgical rotations.

J. Transportation

Students are responsible for all transportation to and from theory, lab, and clinical sites.

K. Accidents or Injuries

If any student is involved in any kind of accident or incident, whether it be on campus or at the clinical setting, they must report it to the Surgical Technology Faculty.

1. All injuries related to blood or body fluid exposure and/or needle stick must be reported to the student preceptor, and if necessary, the clinical facility OR Director. The student 24 must obtain a copy of the clinical site's incident/accident form for RCC's records, and should follow the clinical site's recommended testing for needlestick/fluid exposure. Regardless of the location, the cost of exposure testing is the student's responsibility. Any charges incurred by the student may be filed with the RCC business office for submission to the RCC accident insurance company by the student. Any reimbursement due the student will be directly provided by the accident insurance company. Proper use of Universal Precautions and following OSHA standards will help prevent these injuries from occurring.

L. Clinical Case Information Availability

All information about case selection and clinical roles for students will be made available to each clinical affiliate with a copy of the RCC Surgical Technology Handbook and syllabus for each semester. This information is made available to potential students and the general public via the online copy of the RCC Surgical Technology Handbook, located at www.rockinghamcc.edu web site.

M. Clinical Remediation Policy

The student's responsibility during the clinical portion of the course is to incorporate the classroom and lab learning experiences and apply them to activity in a real operating room. Students will be evaluated on all aspects of their behavior during clinical, including but not limited to their preparedness for activity in the operating room, their ability to learn and repeat surgical techniques, knowledge of instruments and equipment, speed of performance, and interpersonal behavior both in and out of the operating room. Assessments will be made by Surgical Technology staff, clinical site preceptors and clinical site staff. Students who have been notified by their clinical site or Surgical Technology faculty that any of the above listed skills are insufficient must notify the ST Program Director within 48 hours to schedule remediation in the Surgical Technology lab. Failure to schedule an appointment or failure to remediate appropriately may result in dismissal.

XVI. Compliance Requirements for Clinical Placement

A. Once admitted into the Surgical Technology Program, drug testing and a criminal background check will be required before a student is allowed to participate in clinical activities. Clinical affiliates may deny a student access to its facilities based on the findings of the criminal background check or drug screen.

B. Drug testing and criminal background checks are not required for acceptance into the Surgical Technology Program and are not admissions criteria. They are, however, procedures required by many of the College's clinical sites to be completed prior to any clinical rotation. Therefore, to ensure that students matriculating into any program are in

compliance with the policies of clinical affiliates, all students enrolled in these professional programs will be required to complete a drug screen and criminal background check once admitted to the program.

C. Specific information and instructions regarding the processes related to completion of criminal background checks and drug screening will be reviewed after admission at each program's orientation session. Additionally, the College's drug and alcohol policies are included in the RCC Catalog and Student Handbook. Students are strongly encouraged to read and become familiar with this information.

D. The Surgical Technology Program seeks to graduate students who are qualified and committed to obtaining a Surgical Technology degree, as well as certification. In North Carolina, as well as in other states, a criminal background check is required for employment at hospitals. Students are encouraged to review the requirements to hospitals in which they intend to seek employment, and to review all information available regarding the effect of criminal convictions.

The criminal background check and drug screen will be obtained through an agency contracted by the College. Students are responsible for all costs associated with drug testing and criminal background checks. After the criminal background checks and drug screens are completed, the information contained within these reports will be available electronically upon request to an authorized agent or representative of any official clinical affiliate organization. Students will be required to provide verification or evidence related to the completion of these procedures.

Criminal background checks and drug screens will be evaluated based upon the policies and standards of each clinical affiliate organization. Clinical assignments are an essential requirement for the Surgical Technology Program. Therefore, any student who is denied access to any clinical affiliate will be immediately dismissed from the program for failure to progress, and the student will be withdrawn from all Surgical Technology courses in which they are currently enrolled.

E. Each affiliate organization has the option to offer the student an appeal regarding any decision adversely affecting the student's ability to progress. Students may continue to attend class and lab during this appeal with the clinical affiliate organization. They cannot, however, attend clinical rotation at any site. The clinical affiliate appeal process should be concluded within seven calendar days.

F. A criminal background check and twelve-panel drug screen will be performed by an agency contracted by RCC. Students will complete all appropriate authorization forms, as well as the processes required by the agency to complete both procedures. The results of the drug screens and criminal background checks will remain confidential, and will be available exclusively to authorized clinical affiliate organizations. Faculty and staff of RCC will not have access to these results, or the findings contained within these reports.

G. Students who refuse to be drug tested or complete a criminal background check within the specified time period, are non-compliant with any directive related to these procedures, refuse to sign any required forms, or attempt in any way to tamper with the sample or disrupt any part of the drug testing regimen, will be subject to immediate dismissal from the program in which they are enrolled.

H. Students taking prescribed pharmaceuticals or over the counter medications which may affect their ability to perform duties safely and effectively, are required to discuss the situation with their Program Director.

XVII. Academic Progression in the Surgical Technology Program

    A. Criteria for Program Retention

        A minimum of a "C" (2.0) in each course is required to progress through the program, and all courses must be taken in sequence. This includes the Surgical Technology program courses and English, Anatomy & Physiology, and Microbiology.

Grading Scale: ♣ A = 90-100 ♣ B = 80-89 ♣ C = 70-79 ♣ D = 60-69 ♣ F = Below 59

Surgical Technology classes containing a lecture and a lab component will receive one final grade combining both sections, but students must be passing each section separately in order to successfully complete the course. A student who has passing grades in lab but is failing the lecture portion cannot pass the course, nor can a student who is passing lecture but failing lab. Students may receive a written mid-term status report for the theory, lab, and/or clinical component of the program. Students who require it will be counseled by program faculty regarding their progress in the program at this time.

XVIII. Social networking and Faculty Judgement

Social Networking: Any reproduction in word or picture of topics discussed in class or pertaining to practical skills, lecture, and/or clinical, including but not limited to pictures, drawings, and/or verbal representations are strictly forbidden from posting on any social networking sites whether the reproductions are considered private or public. Anything that relates to a patient contact is prohibited from posting on any social networking sites per patient confidentiality and HIPPA laws.

Faculty Judgement - Program faculty members reserve the right to alter or modify course content, policies, and schedules during the semester if necessary to achieve desired educational outcomes.

XIX. Causes for Dismissal

The surgical technology student must meet the academic standards of the college. In addition, the following program academic standards are required:

A. Minimum of a "C" grade in all Surgical Technology Program curriculum courses. This includes core courses as well as general education courses.

B. Clinical and laboratory experiences are graded satisfactory or unsatisfactory. More specifically, performance requirements are listed in each course syllabus. The student will not be permitted to progress in the program unless a satisfactory grade is attained in the laboratory and clinical component of the curriculum each semester.

C. Absence and tardy policies are outlined in each course syllabus and must be maintained to progress in the program.

D. The student must not fall behind the sequence of the curriculum plan for all SUR, BIO, MED, or ENG courses as outlined in the college catalog. A student will not be permitted to progress in the program unless a satisfactory grade is attained in every component of the curriculum (lecture, lab and/or clinical) each semester.

E. Have a cumulative grade point average (GPA) of 2.5 or higher in the surgical technology prerequisite and general education courses as part of the admission criteria, and a 2.0 cumulative GPA must be maintained throughout the program.

F. Individuals enrolled in the Surgical Technology Program may be dismissed for academic or non-academic reasons. More specifically:

    1. Failure to meet the academic standards set forth in the college catalog and Surgical Technology Program policies and procedures.

    2. Health issues: A student's physical and emotional health may be discussed at faculty/student conferences. It should be noted that physical or emotional health problems that result in excessive absences or inability to meet course or clinical expectations may be grounds for dismissal from the program.

    3. Excessive tardies or absences from class, lab, or clinical rotation. Specific attendance criteria are noted in all course syllabi.

    4. Falsification of information.

5. Academic dishonesty.

6. Plagiarism.

7. Infraction of clinical affiliate policies or procedures.

8. Violation of HIPAA, Surgical Technology Program, or clinical affiliate confidentiality policy.

9. Negligent acts resulting in harm to a patient.

10. Student behavior in the clinical setting which indicates difficulty in making appropriate or sound clinical decisions, or conflicts with patient safety essential to the delivery of safe and effective patient care.

    A. This behavior may be defined as a failure to act appropriately on information that a majority of students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of the clinical instructor's supervision in the patient care setting because of poor judgment, inadequate decision-making skills, or safety violations may be subject to dismissal from the program.

XX. Readmission Process

Because of the content and organization of the learning experiences in the program, withdrawal and academic dismissal should be avoided. However, should this become necessary, readmission may be considered. Students may be readmitted to the program following withdrawal or dismissal if the following requirements are met:

1. The student is out of the program for at least one semester.

2. The student withdrew from the program voluntarily, and in good standing.

3. The student is currently in good standing at RCC, and fulfills the admissions requirements for any new surgical technology student.

4. The student has demonstrated or proven to the program faculty that any physical, emotional, or professional cause for previous dismissal has been treated, managed, or corrected.

5. The student has updated medical immunizations and malpractice insurance.

6. The student has provided a letter of intent for readmission to the Admissions Department.

7. The student is willing to retake previously taken surgical technology courses or modules to review skills or knowledge related to professional practices. Such action will be relative to the length of time the student is out of the program.

8. Space is available in the program.

9. The student's readmission is approved by program faculty members.

10. The student may only apply for readmission one time.

XXI. Academic, Laboratory, or Counseling and Advisement

The program laboratory is available for student utilization any time Monday through Friday from 0800-1700 when there is not a class in session. Students may make special requests to use the lab at other hours during the evening with advanced notice to the Program Director or ST Program Faculty who will make arrangements with the College security officer.

Academic, laboratory, and clinical concerns or issues should be directed to the primary course instructor who may provide assistance, guidance, and counseling on an individualized basis with respect to the particular course subject matter, as well as recommend an appropriate remediation plan.

Faculty of the Surgical Technology Program at RCC are available to assist students with course or program content, objectives, and outcomes in a timely manner. Faculty offer supplemental instruction to students at their request. Times for didactic, or laboratory remediation must be mutually agreed on by the teacher and students. Faculty office hours are noted in course syllabi. Students will arrive at these sessions prepared to ask and answer questions, demonstrate skills, and allow practice time for required technical proficiencies. These educational sessions may be requested in groups or on an individual basis.

Faculty members are available by phone and e-mail for specific needs. Students should not hesitate to request assistance with problems, concerns, or issues that arise with didactic,

laboratory, or clinical requirements and outcomes. Students who are unable to meet course outcomes or proficiencies after sufficient remediation will be counseled by program faculty who will direct them to resources they need to either succeed in the Surgical Technology Program, or change to another course of study.

Office hours for faculty assistance, counseling, mentoring, advising, or remediation are conveyed to students at the beginning of each semester, and may be found on the instructor's door schedule and course syllabus. Additionally, arrangements may be made with the program's administrative assistant at extension 2207.

XXII. Procedures for Accessing Competencies

All students will be required to demonstrate laboratory proficiency through Procedures for Assessing Competency (PAC) documentation after receiving classroom instruction relative to each topic, and prior to performing the task in the clinical setting. PAC's are a uniform assessment tool used to document laboratory and clinical proficiency. If a student does not successfully complete the first attempt at a PAC, remediation will be scheduled within 48 hours, and the second attempt must be scheduled within one week of the first attempt. The length of the remediation session will be based upon PAC skill and instructor discretion. Failure to succeed on the second attempt will result in a failing grade in lab for the semester. Failure to pass lab results in a failing grade for SUR 111 or SUR 122, and may result in dismissal from the program.

XXIII. Student Activities/Responsibilities Class Organization and Surgical Technology Fundraising

Early in the fall semester, the class may elect officers, including a president, vice president, secretary and treasurer. A surgical technology faculty member for the program serves as a consultant. The officers will preside over class meetings and be the official representatives for all business matters concerning the class. The surgical technology director must approve all fund raising activities. The mission of the Surgical Technology Club is to raise money for AST membership, the CST exam, the pinning ceremony, and/or the pins themselves. Class meetings

should be announced at least 48 hours prior to the meeting time, and an agenda should also be posted. A copy of the minutes of each meeting is to be given to the program director for Dean's records.

XXIV. Graduation

A student is subject to the graduation requirements of the college. In addition, the ST student must:

1. Progress satisfactorily through the ST curriculum as defined in the academic progression policy.
2. Maintain a minimum grade point average of 2.0 in the required curriculum courses
3. Apply for graduation at the beginning of the summer semester, pay the application fee, and attend graduation ceremonies.
4. Demonstrate physical and emotional health, which underscores the ability to provide safe care to the public.

XXV. Employment

Students are advised that employment activities should not interfere with educational responsibilities. Special arrangements in the student's class, laboratory, or clinical schedule will not be provided for employment concerns. All clinical hours and outcomes are expected to be completed by the end of each semester.

Students are highly encouraged not to work the night shift prior to any day that includes a lecture or laboratory session. "Night shift" is defined as any employment activity that exceeds 12:00 midnight. Therefore, students are *prohibited* from working the night shift before any clinical rotation scheduled the next day. Students found to have worked the night shift prior to a daytime clinical rotation will result in dismissal from the program. Sleep deprivation during clinical rotation is a serious safety issue, such as patient endangerment. Students may not be employed during assigned clinical hours. Additionally, students must not be substituted for paid staff while in a student capacity in the clinical setting.

XXVI. Surgical Technology Program / Clinical Affiliates:

Clinical Site	Phone Number
CH-Annie Penn Hospital 618 S Main Street Reidsville, NC 27320	336.951.4000
CH-Alamance Regional Medical Center 1240 Huffman Mill Road Burlington, NC 27215	336.538.7000
NH-Clemmons Medical Center 6915 Village Medical Circle Clemmons, NC 27012	336.893.1000
SH- Danville 142 S Main Street Danville, VA 24541	434.799.2100
NH-Forsyth Medical Center 3333 Silas Creek Parkway Winston-Salem, NC	336.719.5083
CH-MedCenter Mebane 3940 Arrowhead Boulevard Mebane, NC 27302	919.568.7300
NH-Medical Park Hospital 1950 S Hawthorne Road Winston-Salem, NC 27103	336.718.0785
CH– Moses Cone Hospital 1121 N Church Street Greensboro, NC 27401	336.832.8033
CH- Moses Cone Surgery Center 1127 N Church Street Greensboro, CN 27401	336.832.7100
NH-Kernersville Medical Center 1750 Kernersville Medical Pkwy Kernersville, NC 27284	336.564.4000
Randolph Hospital 364 White Oak Street Asheboro, NC 27204	336.625.5151
UNC-Rockingham 117 E Kings Highway Eden, NC 27288	336.623.9711
NH-Thomasville Medical Center 207 Old Lexington Road Thomasville, NC 27360	336.472.2000
Wake Forest Baptist Medical Center Medical Center Boulevard Winston-Salem, NC 27157	336.713.2900

CH-Wesley Long Community Hospital 2400 W Friendly Ave Greensboro, NC 27401	336.854.6504
CH-Wesley Long Surgery Center 509 N Elam Avenue Greensboro, NC 27403	336.832.0900
CH-Women's and Children Center 1121 N Church Street, Entrance C Greensboro, NC 27401	336.832.6500

Rockingham Community College

Division of Health and Public Services

Surgical Technology Program

STUDENT CONTRACTUAL AGREEMENT

I the undersigned have been given a copy, read, received an explanation, and understand the policies and procedures outlined in the 2021-2022 Surgical Technology Student Handbook. I also understand that I must comply with and adhere to these policies and procedures during my enrollment as a student in the program at Rockingham Community College, and that this document will be placed in my student file.

_____

Student Name (Print)

_____

Student Signature

_____

Date

Rockingham Community College
Division of Health and Public Services
Surgical Technology Program
HEALTH CARE CONFIDENTIALITY AGREEMENT

Rockingham Community College (RCC) is committed to protecting the confidentiality of patient information as required by HIPAA and other laws and regulations regarding the confidentiality of health information. RCC students enrolled in the Surgical Technology Program and engaging in health care training or instruction at Rockingham Community College's clinical affiliate organizations have the responsibility to protect the confidentiality of patient information.

The RCC Health Care Confidentiality Agreement prohibits any unauthorized access, discussion, review, disclosure, transmission, alteration or destruction of patient information, except as required to fulfill job responsibilities in the area of clinical training and instruction. All patient information including, but not limited to, paper, verbal or electronic data, contained in a patient record or stored in a computer data base is confidential and shall not be discussed with individuals who are not directly involved in the care of the patient.

Patient-specific discussion and conversation shall not be conducted in public-access areas such as hallways, elevators, waiting areas, lunges, or cafeterias. Patient-specific information and medical records, including information on computer screens, shall not be left unattended.

Students are responsible for confidential information moved from the computer network to other media, such as printers, fax machines, or other computers. For the protection of electronic data, passwords must not be shared and computers must be logged off when leaving work areas.

Violation of the RCC Health Care Confidentiality Agreement, including unauthorized use, disclosure, alteration or destruction of patient information, will result in disciplinary action, up to and including dismissal from the Surgical Technology Program.

I HAVE READ AND UNDERSTAND THE ABOVE CONFIDENTIALITY AGREEMENT.

_____

Print Student Name   *Student Signature*

Date _____

Rockingham Community College
Division of Health and Public Services
Surgical Technology Program
STATEMENT OF UNDERSTANDING
CLINICAL EDUCATION

As a surgical technology student, I understand that I will be required to provide my own transportation to and from clinical affiliate sites. I additionally understand that clinical experiences may vary depending upon availability, nature of required patient care interactions and surgical technology course essentials.

Clinical sites currently include The Moses Cone Health System, UNC Rockingham (Eden), Randolph Hospital (Asheboro), Novant Health (Clemmons Medical Center, Forsyth Medical Center, Medical Park Hospital, Kernersville Medical Center, Thomasville Medical Center, Women's Surgical Center), Sovah Health Martinsville (Martinsville, VA), Sovah Health Danville (Danville, VA). The Moses Cone Health System is comprised of Moses Cone Hospital, Moses Cone Surgery Center, Cone Women's and Children's Hospital, Wesley Long Community Hospital, Wesley Long Surgery Center, Annie Penn Hospital, Alamance Regional Medical Center and MedCenter Mebane.

I understand that information regarding these sites including specific clinical rotation schedules will be provide with as much advance notice as possible each semester and are subject to change. Additionally, I agree that it will be my responsibility to be on time, maintain acceptable attendance policies and be prepared to participate in a professional manner during all clinical experiences.

_____

Student's name (print)

_____

Student Signature   *Date*

Rockingham Community College
Division of Health and Public Services
Surgical Technology Program
CONSENT TO RELEASE
HEALTH AND IMMUNIZATION INFORMATION

Rockingham Community College understands that information about you is personal, and we are committed to protecting the privacy of that documentation. Because of this commitment, as well as the Family Educational Rights and Privacy Act (FERPA), we must obtain your written authorization before we may disclose your health and immunization information to clinical affiliate organizations. Hospitals or healthcare systems may request this information to confirm compliance with contractual agreements or accreditation standards.

Only after the receipt of this signed and dated consent form that is consistent with FERPA, Code of Federal Regulations(34 C.F.R.99.30(b)), will Rockingham Community College agree to release student health and immunization information upon demand to the following clinical affiliate organization or health system. This information will only be released to an agent of the organization who will maintain this data in a secure, confidential manner.

All Approved Rockingham Community College Clinical Affiliates

Name of Clinical Affiliate for Rockingham Community College

Printed Name of Student   RCC Student ID Number

Student Signature   Date

Program Director   Date

Developed/Approved: November 2011, March 2013, March 2014, Jan 2015, August 2015, 2016, 2017, 2018

Rockingham Community College
Division of Health and Public Services
Surgical Technology Program
Drug Screening and Criminal Background Consent

I hereby voluntarily agree to consent to a drug test and criminal background check upon acceptance into a program within the Division of Health Sciences. I understand and agree that refusal to participate in drug screening and a criminal background check when requested will make me subject to disciplinary action as stated in the drug screening and criminal background check policy. I further agree that the college shall be relieved from any liability and cost associated with drug screening and the criminal background check.

Furthermore, I authorize the release of this information to the appropriate agent of any official clinical affiliate organization. By this authorization, I do hereby release Rockingham Community College and clinical affiliates from any and all liabilities arising from the release or use of the information derived from or contained in my drug test or criminal background check.

Rockingham Community College will use the drug screening and criminal background results upon review by the clinical affiliate organizations to determine the student's ability to progress within a health science program. Drug testing and criminal background checks are not required for acceptance into any health science program, and are not admission criteria.

This information will remain confidential, and will be shared only with the appropriate agent or representative of an authorized clinical affiliate organization requesting this information. Faculty and staff of Rockingham Community College will not have access to the results, and will not be aware of the findings contained within these reports.

I verify that I have read Rockingham Community College's Division of Health Sciences and Public Services Technologies criminal background check and drug screening policy, fully understand the standards, and will comply with the stipulations within. I authorize the release of

drug screen results and the criminal background check to the appropriate agent or representative of any official clinical site requesting such results, and understand the outcomes related to an infraction of any of these policies.

_____   _____

Student name (print)   Date

_____   _____

Signature   Date