SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

AND

POLICIES AND PROCEDURES

2023-2024

This handbook serves as a supplement to the Rockingham Community College Catalog and Student Handbook including institutional policies as the relate to students at the college.

Revised: July 2022, June 2023

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Surgical Technology Degree Program

On behalf of the program faculty and staff at Rockingham Community College (RCC), we would like to welcome you to the Surgical Technology Program.

The Surgical Technology program supports the mission of Rockingham Community College. 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.

The goal of the program is to prepare competent, entry-level surgical technologies in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. As you approach this new opportunity, we appreciate the fact that each student brings a unique set of skills and talents in which the Surgical Technology program faculty will assist you to build upon. However, your success in the classroom, clinical, and laboratory setting will depend solely on your commitment to engage in the adult learning process, including your willingness to embrace the program and college resources available to you.

The program faculty looks forward to working with you as you prepare to enter the surgical technology profession. We are pleased that you have chosen RCC to begin your Surgical Technology career.

Please know that we are available to assist you throughout your time in the program.

Sincerely,

Crystal Talley, CST, B.S.
Program Director, Surgical Technology

Lori Brame, CST, AAS
Adjunct Faculty, Surgical Technology

Purpose of the Handbook

This handbook is designed to provide students in the Surgical Technology Program with information concerning the policies and procedures specific to the Surgical Technology Program. Students enrolled in the Surgical Technology Program are responsible for observing the College's rules and regulations as stated in the Rockingham Community College Catalog and Student Handbook. Additionally, students must observe rules and regulations of the Surgical Technology Program and each of the clinical education sites.

All statements in this handbook contain present policies and are subject to change at any time without prior notice. RCC reserves the right to make changes in program requirements, regulations, and fees. While every effort will be made to give advance notice of any change, such notice is not guaranteed or required. Program faculty will notify students of any changes and student will sign an addendum for verification that they have been made aware.

Program Sponsor Responsibilities

In compliance with various standards contained within *Accreditation Standards for the* Surgical Technology Program, Rockingham Community College is responsible for assuring the following processes, policies, or procedures.

A. Assuring that the provisions of these Standards are met.

> The primary entities responsible for ensuring that these Standards are met are the key program personnel, Advisory Committee, college administration, and relative professional staff.

B. Supporting curriculum planning, course selection and coordination of instruction by program faculty.

> The college supports these processes through ongoing review, revision and implementation of any relevant instructional methodologies. Entities participating in these educational processes include the college Curriculum Committee, Program Advisory Committee, program faculty, professional staff, administrative staff, and other internal or external stakeholders. Additionally, information gathered from annual program resource surveys, course evaluations, and other assessment processes or instruments are utilized to determine the need for revisions in program planning, delivery, and coordination of activities.

C. Appointment of qualified faculty and staff, including key personnel.

This process is primarily the responsibility of an internal screening committee as well as college administrative personnel that include the Dean of Health Sciences and Public Service Technologies, Vice President for Academic Affairs, and President.

D. Supporting continued professional growth of faculty and staff.

1. The college supports professional growth for program faculty in an ongoing manner. The specific policy may be found in the college Employee Handbook under "Professional Development". These policies include, but are not limited to, the following statements.

2. "Rockingham Community College shall have professional development program for all personnel. The goal of this program is to promote employees' growth so that they can contribute to the achievement of the college's mission".

3. "RCC employees are responsible for developing an annual professional development proposal of activities selected to meet the goals of the individual, the department, and the college. This proposal should be submitted to the immediate supervisor and appropriate Vice President as part of the evaluation conference during the spring semester and may be updated as needs and opportunities arise or as funding conditions develop throughout the year. Upon approval by the employee, the immediate supervisor and the appropriate Vice President, the proposal becomes the employee's professional development plan for the year."

4. "The employee is responsible for keeping a record of the number of hours actually used for each professional development activity. At the evaluation conference, the activities and hours actually completed should be presented to the supervisor, with total hours noted on the plan. All hours spent in approved professional development activities should be recorded."

5. All program faculty must additionally complete a minimum of thirty professional CEU's in a two-year cycle that are approved by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

6. The college has continued to support these activities through financial support or by providing sufficient time to attend these educational events.

E. Maintaining student transcripts permanently.

These policies are outlined in the college catalog under "Student Records" and include the following statements:

1. "Upon receipt of the application for admission from the prospective student, a student record file is established by the Records Office. It is the policy of the college that this student record file shall be used throughout the student's enrollment and maintain pertinent basic data relative to the individual's admission and academic progress. All official documents become the property of the college. It is the student's responsibility to notify the Records Office of name, address or other directory information changes".

2. "The contents of the student record file are as follows: application for admission, transcripts of the student's previous educational record, placement test results, self-reported medical history, residency questionnaire, correspondence relative to admission and academic progress. The contents of the student record file are maintained in accordance with the Family Education Rights and Privacy Act of 1974".

3. "Students that are no longer enrolled at the college will have the contents of their student record file maintained in accordance with the North Carolina Community College System Standard Records Retention and Disposition Schedule dated April 1, 2001".

4. Additionally, student files related to specific program activities, processes, and communication are maintained in the divisional office for the prescribed amount of time. These records additionally encompass academic documentation that includes, but is not limited to, examinations, research papers, attendance records, advisement or disciplinary actions, clinical evaluations, and skill or proficiency assessments.

5. Programmatic student records are stored in a secure environment in locked files maintained in instructor offices or the divisional administrative assistant's office.

6. Grades and credits for courses are stored in an electronic college-wide database. Security is maintained in an ongoing manner, and access is limited to authorized faculty and professional staff.

7. Program records are maintained in sufficient detail to document program resources and achievement of program goals and objectives. These records are retained for a minimum of five years, and include, but are not limited to:

   a. Annual Report of Current Status and supporting documentation
   b. Course syllabi
   c. Resource assessment surveys
   d. Clinical affiliate agreements and schedules
   e. Advisory Committee minutes
   f. Annual program summary reports
   g. Graduate and employer surveys
   h. Student and personnel program resource surveys

G. Assuring appropriate supervision for students in all locations where instruction occurs.

1. The Program faculty is primarily responsible for ensuring appropriate supervision of students during their clinical experiences.

2. This individual ensures that all students are assigned to a paid part-time, adjunct faculty member or a clinical affiliate employee who serves as a preceptor during the clinical rotation.

3. The Program faculty ensures optimal ongoing communication with the clinical affiliate. A primary component of this communication is confirmation that all clinical instructors or preceptors are cognizant of the student's level of progress in the program, as well as the appropriate scope of responsibilities or approved clinical procedures in which students may directly participate.

H. Assuring that appropriate security and personal safety measures are addressed for students and faculty in all locations where instruction occurs.

1. Security and safety measures at Rockingham Community College are outlined in the college catalog under "Campus Safety and Security".

2. "Students and employees are urged to recognize the need to take steps to protect themselves from becoming a victim of a crime. Working together as a campus community is essential with regard to prevention. Park and walk in well-lit areas. Avoid walking alone in the dark; lock your vehicle and place valuables in the trunk or out of sight; report suspicious activity to the Campus Security officers.".

3. "Campus Security officers are on campus 24 hours a day, 7 days a week, 365 days a year and may be reached directly by calling 336-342-4261, extension 2299. There are also red emergency telephones in campus buildings. There are 13 emergency call boxes located outside, across campus. These call boxes are on blue poles marked with a blue light at the top of the pole. Surveillance cameras are located throughout campus to enhance security".

4. Security and safety measures at clinical affiliates are the sole responsibility of each specific organization.

5. All students are required to wear and clearly display college photo identification when participating in clinical activities at affiliate organizations.

6. Rockingham Community College and the Surgical Technology Program will endeavor in an ongoing manner to ensure the health, privacy, and safety of patients, students, and faculty associated with all educational, professional, clinical activities, and college sponsored events. Activities and processes that contribute to the maintenance of this standard include, but are not limited to, identification of potentially volatile interpersonal relationships, photo identification badges, drug testing, criminal background checks, immunizations, as well as safety, HIPAA, infection control, and CPR training.

Nondiscrimination Policies

Rockingham Community College is an equal opportunity college, in compliance and agreement with the provisions set forth in 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 and the Americans with Disabilities Act (ADA) of 1990. No person shall be discriminated against on the basis of race,

color, sex, religion, age, national origin, creed, gender, sexual orientation, or disability. 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. 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 RCC in an ongoing manner.

Student Nondiscrimination Policy

Rockingham Community College shall comply with all federal and state laws that require giving equal opportunity for students without regard to race, religion, color, creed, national origin, gender, age, sexual orientation, or disabilities.

Americans with Disabilities Act (ADA)

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

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.

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 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.

Professional Membership

Students must 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 must 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.

Association of Surgical Technology (AST)

6 W. Dry Creek Circle, Suite #200

Littleton, CO 80120

Phone number: 800-637-7433

Website: www.ast.org

Section 1   Program Purpose, Goals, and Evaluation

1.1   Program Goal

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

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.

1.2   Program Description

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 (SACSCOC).

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.

1.3   Program Accreditation

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 (SACSCOC).

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Accrediting and professional agencies contact information:

Commission on Accreditation of Allied Health Education Programs

9355 – 113th Street N, #7709

Seminole, FL 33775

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

19751 East Mainstreet, Suite #336

Parker, CO 80138

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

1.4   Surgical Technology Program Graduate Outcomes

1. Demonstrate the *cognitive* ability to recall, apply, and analyze information relevant to the role of a Certified Surgical Technologist.
2. Perform *psychomoto*r 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.

1.5   Surgical Technology Standards

Upon successful completion of the Surgical Technology Program, the graduate will be a professional who provides and participates in the coordination of patient care as a member of the health care team by demonstrating the knowledge, skills, and behaviors necessary to practice as a Certified Surgical Technologist. Graduates will demonstrate high ethical standards, knowledge of aseptic technique, procedures and instrumentation and who:

1. Demonstrates professionalism and ethical behaviors.
2. Participates as a team player.
3. Capable of self-evaluation and self-correction.
4. Takes criticism productively.
5. Utilize effective oral, written, and electronic communication.
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. Plan, prepare for and perform in all surgical discipline settings.
10. Handle instruments, equipment and medications effectively.
11. Advocate for quality patient care.

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.

1.6 Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Thresholds for Program Review and Evaluation

Listed below are the thresholds used for required annual reporting to ARC/STSA:

1. **Programmatic Retention/Attrition** - 60% of the students admitted to the program taking core courses must graduate.
2. **Certified Surgical Technology Exam Participation** - 100% of program graduates will take the exam.
3. **Certified Surgical Technology Exam Pass Rate** - 70% of program graduates will pass.
4. **Graduate Placement Rate** – 80% of program graduates will be placed or continuing education.
5. **Employer Surveys**- 50 % of surveys returned with an 85% of returned surveys indicate a "satisfactory" rating or higher.

6. **Graduate Surveys** – 50% of surveys returned with 85% of returned surveys indicate a "satisfactory" rating or higher.

RCC CST Exam Pass Rates

Graduate Year	Participation %	Cohort	1st Time Pass Rate %
2022	100%	6	67%
2021	100%	14	64%
2020	100%	12	58%
2019	100%	10	50%
2018	100%	15	67%

Section 2   General Policies and Procedures

2.1   General Expectations 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.

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.

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.

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.

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.

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.

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.

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

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.

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.

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 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.

2.2   RCC Withdrawal Policy

Please refer to the RCC Catalog and Student Handbook for information about Drop/Add Procedures and Withdrawal from class.

- **Withdrawal from required program and related courses constitutes withdrawal from the Surgical Technology Program.**

2.3   General Education Transfer Credit/Course Substitution

General education transfer credits are awarded based on policies explained in the RCC Catalog and Student Handbook.

2.4 Advanced Standing Admission and Transfer Credits

Advanced standing status is unavailable due to the differences in course content and timing between Surgical Technology programs, as well as the need to directly evaluate current student knowledge and skills taught in didactic, laboratory, and clinical settings. The Surgical Technology Program at Rockingham Community College does not accept courses and/or credits from other programs as professional course equivalents, or offer transfer students automatic "advanced" program standing for coursework completed at other institutions.

Credit for professional surgical technology courses recently and successfully completed at other fully accredited surgical technology programs is not transferrable for any RCC Surgical Technology Program courses.

2.5 College Resources, Counseling, and Testing Services Available to Students

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:

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

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.

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.

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.

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. RCC now offers virtual tutoring hours with our very own peer and instructor tutors through a platform called Pisces! This means that you will be able to tutor online at your home with an actual tutor from RCC. To access tutoring, select the NetTutor link on the Course Introduction page of your Moodle course, select Get Tutoring for the course you need, and choose the subject you need assistance with. Students have access to online tutoring in addition to the tutoring offered through Pisces. This service is provided by NetTutor and is available to all curriculum students 24 hours a day, 7 days a week. NetTutor is an online tutoring service that is customized for our school and staffed with qualified, U.S. based tutors who know how to help students succeed.

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".

Student Support Services Program: The TRiO Student Support Services Program is a federally-funded program that offers extra support and assistance for 140 qualified students each year. The program offers both one-to-one and group-based services and programs, all of which are at no cost to program participants. Program services include academic and career counseling, career exploration, individual tutorial services in various

subject areas, and workshops and seminars to improve study skills, test-taking abilities, time management, and 'coping' skills. There are also programs and services related to financial literacy, college transfer advisement, and cultural enrichment.

2.6 Student Financial Responsibilities

Please refer to the RCC Catalog and Student Handbook for information about tuition, fees, and financial aid. For program specific student financial responsibilities please refer to section 3.14.

2.7 Academic Dishonesty

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. Please review the RCC Catalog and Student Handbook for additional information regarding the Academic Integrity Policies and Procedures.

2.8 Students with Accommodations

Students with accommodations affecting academic performance and who seek accommodations should contact the campus Accessibility Counselor.

2.9 Grievance and Appeal Procedure

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. For additional information please refer to the RCC Catalog and Student Handbook for information about Grievance and Appeal Procedures.

Section 3   Program Policies and Procedures

3.1   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.

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 112, BUS 137, CIS 110, and humanities/fine arts elective.

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

Program Specific Acceptance Criteria

1. Candidate has completed ENG 111 and MED 120 with a grade of "C" or higher (may be enrolled in 2023 summer semester).
2. Candidate is eligible to take MAT 143 with or without a co-requisite.
3. 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 112, CIS 110, and a humanities/fine arts elective.
4. Candidate is in Satisfactory Academic Standing with Rockingham Community College (RCC cumulative GPA is 2.0 or higher).
5. 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?

Application Review

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.

3.2   Program Acceptance

Surgical Technology program applicants will be notified of acceptance into the Surgical Technology Program during the Spring/Summer review period. Students enrolled in Spring or Summer courses will receive provisional acceptance pending final course grades.

3.3   Program by Semester Course Outline

Surgical Technology Degree

Program Prerequisites: Students admitted to the Surgical Technology Program must successfully complete the following 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
CIS 110	2	2	0	3

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
SUR 211	2	0	0	2
SUR 212	0	0	12	4
ENG 112	3	0	0	3

Spring semester	Class	Lab	Clinical	Credit
SUR 137	1	0	0	1
SUR 210	0	0	6	2
Humanities elective	3	0	0	3
PSY 150	3	0	0	3

Total Credits: 66

Humanities/Fine Arts Elective – Choose one of the following: UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240 Gen Ed: HUM 115, REL 110

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.

3.4   Program Courses and Course Descriptions

SUR 110 Introduction to Surgical Technology

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 Perioperative Patient Care

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, perioperative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122 Surgical Procedures I

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 SUR Clinical Practice I

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135 SUR Clinical Practice II

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Professional Success Prep

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include testtaking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 Advanced SUR Clinical Practice

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Advanced Theoretical Concepts

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

3.5   Program Orientation

To welcome students and facilitate transition into the Surgical Technology Program, orientation consists of online modules as well as a face-to-face meeting held in the summer semester. Students are strongly encouraged to attend the face-to-face session to receive valuable information concerning the program.

3.6   Academic Progression

Academic progression in the program requires successful completion of all courses in the Surgical Technology curriculum as well general education courses required for the Surgical Technology Program.

Students progressing in the Surgical Technology Program must:

- Receive a grade of 80 or higher in each Surgical Technology course.
- Receive a grade of C or higher in the required general education courses, if the student fails to receive a C or higher the student will not progress in the Surgical Technology program.
- Satisfactorily complete all laboratory requirements.

As the student progresses through the Surgical Technology Program, if a physical, mental, or emotional condition threatens to prevent or prevents satisfactory classroom, laboratory, or clinical performance, the student will be counseled and referred to the appropriate professional. The recommendations of the referred professional will be considered by the Surgical Technology program faculty in advising the student regarding continued enrollment and/or progression in the program. If a student is unable to meet the recommendations of the professional and fulfill the

clinical/laboratory requirements of any course, they will be dismissed from the surgical technology program.

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.

3.7   Readmission Policy

Withdrawal and academic dismissal should be avoided because of the content and organization of the learning experiences in the program, however, should this become necessary, readmission may be considered. Students applying for readmission will receive no credit for prior SUR courses and therefore will start as a new Surgical Technology student. Students may be readmitted to the program following withdrawal or dismissal after the following criteria have been met:

- The student reapplies to the program.
- The student has demonstrated or proven to the program faculty that any physical, emotional, or professional cause for previous dismissal has been managed, treated, or corrected.
- The student has updated medical immunizations and malpractice insurance.
- The student has provided a letter of intent for readmission to the Program Director at least six months prior to program readmission.
- Students may re-enter the program one time only.
- Students may not be readmitted to the program if the previous dismissal was disciplinary in nature within any course required for the Surgical Technology degree.
- Have a cumulative grade point average (GPA) of 2.5 or higher in Surgical Technology prerequisite and general education course.

3.8   Clinical Policies

Clinical experiences provide students the opportunity to train and interact with professional members of the health care team and diverse patient populations. By completing all clinical hours denoted in the clinical rotation schedule and related assignments, students will be able to meet program outcomes and competencies. The following sections outline expectations and policies of clinical rotations; however specific details for the clinical courses will be described in the course syllabi for each course.

Hospital Orientation

All clinical affiliates require a mandatory hospital orientation prior to clinical rotation. All hospital orientations will be coordinated by the RCC Surgical Technology Program faculty.

Clinical Affiliates

Clinical Site	Phone Number
Cone Health Annie Penn Hospital 618 S Main Street Reidsville, NC 27320	336.951.4000
Cone Health Alamance Regional Medical Center 1240 Huffman Mill Road Burlington, NC 27215	336.538.7000
Novant Health Clemmons Medical Center 6915 Village Medical Circle Clemmons, NC 27012	336.893.1000
Sovah Health- Danville 142 S Main Street Danville, VA 24541	434.799.2100
Novant Health Forsyth Medical Center 3333 Silas Creek Parkway Winston-Salem, NC	336.719.5083
Cone Health MedCenter Mebane 3940 Arrowhead Boulevard Mebane, NC 27302	919.568.7300
Novant Health Medical Park Hospital 1950 S Hawthorne Road Winston-Salem, NC 27103	336.718.0785
Cone Health Moses Cone Hospital 1121 N Church Street Greensboro, NC 27401	336.832.8033

Cone Health Moses Cone Surgery Center 1127 N Church Street Greensboro, CN 27401	336.832.7100
Novant Health 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
Novant Health 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
Cone Health Wesley Long Community Hospital 2400 W Friendly Ave Greensboro, NC 27401	336.854.6504
Cone Health Wesley Long Surgery Center 509 N Elam Avenue Greensboro, NC 27403	336.832.0900
Cone Health Women's and Children Center 1121 N Church Street, Entrance C Greensboro, NC 27401	336.832.6500

Clinical rotations are scheduled for 7.5 to 12-hour shifts, which may include day and night shifts. Students will be provided a clinical schedule at the beginning of each semester. This schedule cannot be changed without the approval of the Surgical Technology Program faculty. Timeframe requirements for all communication related to clinical rotations (tardy, absent, etc.) are included in each clinical course syllabi as well as below in the clinical attendance section. Students will use Platinum Planner to clock in and clock out at clinical. The IP address of each clocking will be verified to ensure the location of each clocking is appropriate.

Clinical Placement

Clinical placement is assigned at the end of the fall semester for spring semester. The faculty considers a number of factors when determining placement, and personal preference and convenience are not a determining factor. Placement may need to be changed to meet clinical

requirements set by the accreditation agency. 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.

Transportation

Transportation to clinical sites is the responsibility of the student. Students will be assigned to rotate to clinical sites outside of Rockingham County as a requirement of the curriculum. It is the student's responsibility to arrange dependable transportation.

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 course. This information is made available to potential students and the general public via the online copy of the RCC Surgical Technology Handbook, located at https://www.rockinghamcc.edu/admissions-aid/health-sciences/surgical-technology/.

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 faculty, 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 will result in dismissal.

Adverse Weather

Clinical rotations are not cancelled unless Rockingham Community College is announced as closed. RCC does not follow the recommended closings or delays of Rockingham County Schools. 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.

Clinical Attendance

Because of the nature of the clinical experiences, attendance at all sessions is critical to the success of the student. This is the student's opportunity and obligation to observe and participate in many different clinical situations and environments.

- Clinical attendance is required, all missed clinical days are required to be made up on the student's time, per each clinical course syllabi. The student is responsible for arranging make up clinical shifts. Repeated infractions of this policy will be viewed as unprofessional behavior and be cause for disciplinary action and possible failure of the clinical course resulting in dismissal from the Surgical Technology program.
- Students must clock in by 6:30 am through Platinum Planner from the assigned clinical site. A student is considered tardy at 6:31 am. If a student knows he/she will be arriving late or absent, the student should notify the clinical site of expected arrival time or absence and Surgical Technology Program faculty must be notified within one hour of tardiness or absence. Students must speak directly with an employee of the surgical department to notify of impending tardy or absence, leaving a voicemail is not considered notification. Student will be required to make up time absent as a result of the tardy or absence.
- Leaving the assigned clinical site is not allowed for any reason other than an emergency or personal illness. In the event that the student must leave, he/she must notify their clinical preceptor immediately and Surgical Technology Program faculty within 1 hour of leaving the site.

Scheduling Missed Clinical Hours

When an absence occurs, it is the student's responsibility to arrange the clinical make up day with the same site where clinical time was missed. Students must make up this time within a 2 weeks period of the day they missed. Students must also communicate this information with the Surgical Technology program faculty via RCC email. It is possible the clinical hours will have to be made up on a weekend.

Clinical Competencies

Clinical competencies (OR competencies) represent skills required for Surgical Technology practitioners. **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. Students are required to complete certain competencies with each clinical course before progressing to the next semester or graduation. These competencies are listed in each course syllabi.

Compliance Requirements for Clinical Placement

- 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.

- 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.

- 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 must read and become familiar with this information.

- 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 at any time during the program 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.

- 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.

- 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.

- 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.

Required Medical Reports and Other Health Related Issues

- Physical Examination, Medical History, and Immunization Forms: Completion is required prior to starting clinical rotations.

- Infectious Disease: Chronic/acute, active/inactive infectious diseases contracted or carried by students should be reported immediately to program faculty.

- Hepatitis B Immunization: Students must have begun the series of three immunizations before date indicated by program faculty, and should be completed within the appropriate period of time.

- TB Testing: Students are required to complete a two-step process TB skin test procedure prior to admission in the program and one year thereafter or have a Quantiferon Gold lab test drawn annually.

- Seasonal Flu: required yearly.
- Covid-19 vaccination: Surgical Technology students must be fully vaccinated against COVID-19 for clinical placement. It is possible that boosters could be mandated by the clinical sites, and in that case, boosters would be required for students.

Clinical Affiliate Policies

All students are expected to comply with any policies as outlined by their respective clinical affiliates. Students must complete orientations to all clinical sites prior to attending clinical. These orientations may be completed face-to-face at the clinical site or through online modules. Surgical Technology Program faculty is responsible for contacting all clinical sites for approval.

Safe and Ethical Clinical Practice

The student is expected to provide care in a reasonable and cautious manner, providing the welfare of and protecting the well being of the patient. The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of Surgical Technology practices.

- Clinical preceptors who observe unacceptable behavior or unsafe practice will give the student a verbal warning and report the incident to the Program Director. Program Director will follow up with preceptor and then meet with student to discuss incident. Student may be placed on probation or dismissed from the program depending on nature of offense.
- Students who set a pattern of unacceptable or unsafe behavior will be dismissed from the program.

Clinical Dress Code

- Students will wear appropriate clothing while on campus or as a representative of RCC. Students attending off-campus classes, events, or field trips should dress conservatively and appropriately.
- No jewelry allowed. This includes all body piercings.

- Visible tattoos may need to be covered.
- Hair is to be clean, neat, and off the shoulders at clinical sites. Shoulder length hair (males and females) must be tied up or back. No extreme hairstyles or hair colors are permitted at clinical sites.
- Nails should be a short length and clean. No colored nail polish or artificial nails allowed at clinical sites.
- Make-up should be applied conservatively. No perfume, after shave, scented powders or cologne.
- Men must be clean-shaven or have neatly trimmed facial hair.
- Students are required to obtain an RCC name tag to be worn at all clinical sites. Students are required to display ID badge at all times while in clinical. If any student cannot be identified, they will be dismissed from the clinical site for the remainder of

that shift and will be required to make up any missed clinical time. There are clinical sites that also require site specific ID badges.

- College issued solid ceil blue scrubs must be worn.

- Clean sneakers 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 clinical day absence.

An inappropriate, dirty, or unkempt appearance may result in dismissal and will result in an absence for the clinical day. This includes 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.

General Clinical Policies

Student may be dismissed from the program for violating the following policies:

- No cigarettes, matches, or lighters in pockets while at the clinical site. Smoking is prohibited at the clinical sites, this includes vaping.

- Courtesy and respect to peers, instructors, supervisors, and hospital staff is essential. Students should refrain from inappropriate comments.

- Hospital policies, procedures, and guidelines will be adhered to by all students.

- Proper attire and behavior are considered part of the clinical experience. The instructor or preceptor reserves the right to ask a student who is violation of either key component to leave the clinical site.

- 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.

- Cell phone and electrical device use policies can be found in each course syllabus located in the learning management system, Moodle version 4.0.

- Students will use Platinum Planner to clock in and out at clinical. The IP address of each clocking will be verified to ensure the location of each clocking is appropriate. 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.

- Students must adhere to the following guidelines regarding social networking/media:
    - 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.
    - 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.
    - Students must not refer to patients in a disparaging manner, even if they are not identified.
    - Students must not take photos or videos of patients on personal devices, including mobile devices.
    - Students must consult employer policies or an appropriate leader within an organization for guidance regarding work-related postings.

Student will be dismissed from the program for violating the following policies:

- HIPAA compliance, confidentiality, ethics, morals, and professional behavior will be observed by all surgical technology students. HIPAA violations **will** result in dismissal from the program.

Student Work Policy

All student didactic and clinical activities associated with the curriculum will be educational in nature. Students will not receive monetary renumeration during their clinical rotation, nor will they be substituted for hired staff personnel within the clinical affiliate, in the capacity of a surgical technologist.

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 related assignments are expected to be completed, however, prior to 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.
- **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.

Students who are employed by a healthcare facility or organization of any kind should be aware that the nature of any job-related activity should not be related to duties as a surgical technology student. The health system, hospital, or healthcare facilities are solely responsible for the student's actions while employed. The Surgical Technology Program and Rockingham Community College are not responsible for any student activity while on duty as an employee. 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.

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 of returning to campus.

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 and will result in dismissal.

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.

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.

3.9 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
Dean of Health Sciences and Public Service Technologies
Associate Professor
Office: OHS 201L
       Phone: 336-342-4261, Ext. 2341
       E-mail: chitwoodv@rockinghamcc.edu
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
Office: OHS 201- L
>   Phone: 336-342-4261, Ext. 2266
>   Email: talleyc@rockinghamcc.edu
AAS, Rockingham Community College
BS, University of North Carolina at Greensboro
Certified Surgical Technologist (CST)

Lori Brame, CST, AAS
Adjunct Faculty Surgical Technology
Office: OHS 201- L
>   Phone: 336-342-4261, Ext. 2266
>   Email: bramel3921@rockinghamcc.edu
AAS, Rockingham Community College
Certified Surgical Technologist (CST)

Lori Powell
Administrative Assistant, Health Sciences and Public Service Technologies
Office: OHS
>   Phone: 336-342-4261, Ext. 2207
>   Email: powells0300@rockinghamcc.edu
>   AA, Rockingham Community College

3.10   Program Advisory Committee and Administrative Personnel

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

Jennifer Harmon - School Administrator

Sheila Regan - School Administrator

Mark Kinlaw - School Administrator

Gretchen Parrish - School Administrator

Vickie Chitwood - School Administrator

Laura Jennings - Director, Institutional Effectiveness and Accreditation

Josh Osborne – Systems Administrator

Yolanda Hunt - Novant Health Coordinator, Pipeline and Recruitment Programs

Allyson Edwards - Local High School Representative

Wayne McFatter - ST Employer

Tara Monday - Practicing CST

Emily Johnson – Practicing CST

Kelly Carter - Public Member

Brandi Turner – Public Member

Dwayne Vernon – Other

Current Student TBD

Angela Witt - ST Program Graduate

Dr. Lindsay Bridges - Surgeon for Rockingham Surgical Associates

Cynthia Wrenn - Cone Health Annie Penn, OR Clinical Supervisor

Tara Pruett - UNC Rockingham

Andrea Lanum- OR Manager at Novant Health Forsyth

Nichole Small - Cone Health (employer)

3.11 Physical and Mental Requirements of the Surgical Technology Student

Individuals enrolled in the Surgical Technology Program are expected to be able to perform certain activities to maintain the standards of safety to clinical preceptors, faculty, students, and patients. If a student feels that meeting the following standards is not possible, or requires modifications or accommodations, the individual must consult with the Program Director. A student accessibility statement is included in every course syllabus. This statement is outlined in the following manner:

"RCC strongly supports reasonable accommodations for all participants. This course design reflects a commitment to accessibility and usability for all learners. The preferred platform for delivery of this course content is the learning management system, Moodle version 4.0".

If reasonable accommodations cannot be made, or the student cannot perform the following physical and mental requirements, the student may be dismissed from the Surgical Technology 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

3. **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. 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.

4. **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.

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

6. **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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **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.

12. 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.

13. Other Health Related Issues
   A. Physical Examination, Medical History, and Immunization Forms: Completion is required no later than **October 1, 2023.**
   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

3.12 Academic, Laboratory, or Clinical Remediation, Counseling and Advising

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.

Student 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. Students at risk for dismissal due to academic standing (course average is below 80) or inappropriate behavior will receive an Early Alert Notice as well as be required to meet with the course instructor weekly by appointment for 30 minutes to make them aware of the issues and develop a plan to correct the infractions before dismissal occurs. Mandatory student conferences are held midway through each semester, with

each student, the Program Director, and clinical faculty as a way to evaluate student performance and address any concerns faculty or students may have.

3.13　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.

Laboratory Policies

- 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.
- Students are responsible for bringing PAC sheets to lab on testing days. Only instructors may sign off PACs.
- Students may not eat or drink in the lab.
- 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.
- Group skills evaluations will be done at the discretion of the instructor.
- 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.
- No children or non-class members in lab or classroom.
- 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.

- Lab Breaks: Students will be allowed a break per hour of lab at a time convenient to the activity flow.

- 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.

- Students will be expected to help monitor the lab for safety and security of equipment and supplies and report findings to lab instructor immediately.

- All electronic devices must be out of sight and turned off during class. Failure to comply with this policy will result in a warning the first time, and a dismissal from class following each additional infraction. Any student dismissed from class for an infraction related to this policy will receive an absence for the day. You may leave the classroom at break to check messages and return calls.

- Attendance is expected at all class and laboratory sessions. Due to the sequential nature of the lectures and coordination with laboratory and clinical activities, it is essential for students to make an earnest effort to attend every class. Students who miss more than (4) hours of lecture or (4) hours of lab during the course of the semester may be dismissed from the program. All missed lab hours must be made up within 7 days of missed lab time. It is the student's responsibility to contact instructor to schedule a time to make up the missed lab time.

- Two tardies or leaving early is equal to one class absence. If you miss a lecture or arrive late, you're are responsible for the material presented, handouts distributed, and any announcements made that day. The instructor will not provide notes for missed classes.

- All assignments are required to be completed on the date specified for completion. Students will not be admitted into class after an examination has started and the student must make arrangements to take the examination at another time in the testing center. Examinations and final course averages will not be rounded up.

- Students must make alternative plans to deal with the very real possibility of hardware and software malfunctions. Assignment deadlines, test dates, and other course requirements must be met. Should students experience any technology

problems, they should be ready to complete their assignments on campus using the computers and software available in the various campus labs. Deadlines will NOT be extended to accommodate down hardware or software.

- 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. All electronic devices must be out of sight and turned off during class. Failure to comply with this policy will result in a warning the first time, and a dismissal from class following each additional infraction. Any student dismissed from class for an infraction related to this policy will receive an absence for the day. You may leave the classroom at break to check messages and return calls. 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.

3.14   Student Program Financial Responsibilities

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 $109
D. Malpractice insurance $80
E. Uniform $150
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)

3.15   Granting the degree documenting satisfactory completion of the educational program.

- Rockingham Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges and CAAHEP to award an associate in applied science degree or diploma in surgical technology to all individuals who successfully complete the requirements of the program of study. This may be noted in the college catalog under "Accreditation".

- It is the responsibility of administrative staff and program faculty to ensure compliance with all college and program accreditation standards.

Section 4   Code of Conduct

4.1   Dress Code

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.

4.2   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 2023-2024 Catalog and Student Handbook. Instructors also provide information related to this issue in their course syllabi located in the learning management system, Moodle version 4.0.
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.

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.

4.3   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 an 80 or higher grade in all Surgical Technology Program curriculum courses. General education courses must be completed with a "C" or better.

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.

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 through email or phone.

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.

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.

4.3 Drug/Substance Abuse Policy

Any Rockingham Community College employee or student who possesses, uses, sells, gives away, or in any way transfers a controlled substance while on college premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

To assist in assuring that Surgical Technology students are participating safely within assigned clinical rotations, all clinical affiliates require that students submit to drug screens prior to clinical placement.

DIVISION OF HEALTH SCIENCES

HANDBOOK CONTRACTUAL AGREEMENT

I, the undersigned, have:

A. received a copy of my program's handbook
B. read handbook
C. understand and agree to the policies and guidelines as stated

I understand and agree that I must comply with and follow program guidelines and policies during my enrollment as a Health Sciences student at Rockingham Community College. I understand that failure to do so will affect my standing in the program.

_____
Print Name

_____
Student Signature   *Date*

Revised May 3, 2013, July, 2017, July 2022, June 2023

ROCKINGHAM COMMUNITY COLLEGE

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, lounges, 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 Respiratory Therapy Program.

I HAVE READ AND UNDERSTAND THE ABOVE CONFIDENTIALITY AGREEMENT.

_____

Print Student Name   *Student Signature*
Date _____

August 2017, June 2018, June 2019, May 2020, June 2021, July 2022, June 2023

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 Cone Health System (Cone Health System is comprised of Moses Cone Hospital, Women's Hospital, Wesley Long Community Hospital, Annie Penn Hospital and, Alamance Regional Medical Center), UNC Rockingham (Eden), Randolph Health (Asheboro), Kindred Hospital (Greensboro), Novant Health Systems (Novant Health is comprised of Forsyth Medical Center, Clemmons Medical Center, Kernersville Medical Center, Thomasville Medical Center, Medical Park Hospital), Atrium Health Wake Forest Baptist Medical Center (Winston Salem), SOVAH Health Martinsville (Martinsville, VA), Atrium Health High Point Medical Center (High Point), SOVAH Health Danville (Danville, VA), SOVAH Pulmonology Danville (Danville, VA), and SOVAH Sleep Center Danville (Danville, VA).

 I understand that information regarding these sites including specific clinical rotation schedules will be provided 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 Signature   *Date*

Revised July 2022, June 2023

Rockingham Community College
Health and Public Services Division
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   9

Developed/Approved: November 2011, March 2013, March 2014, Jan 2015, August 2015, 2016, 2017, 2018, June 2019, May 2020, June 2021, July 2022, June 2023

Rockingham Community College
Division of Health and Public Services

<u>Drug Screening and Criminal Background Consent</u>

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 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.

_____   _____
Signature   Date

Revised July 2022, June 2023

Rockingham Community College

Division of Health Sciences

Exposure - Statement of Understanding

As a student of a Health Science program at Rockingham Community College, I understand the risks and responsibilities related to exposure as a component of my lab and clinical training.

I, the undersigned, understand that the following are potential risks, including but not limited to:

A. Radiation exposure

B. Needlesticks

C. Blood and body fluid exposure

D. Hazardous materials

_____

Print Name

_____   _____

Signature   **Date**

Revised May 2013, July 2022, June 2023