



# **Odessa College**

## **Department of Surgical Technology**

Program Handbook

Fall 2022

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# WELCOME TO THE School of Health & Sciences

## SURGICAL TECHNOLOGY PROGRAM

On behalf of the Faculty and staff of the department, we are pleased to welcome you to the Surgical Technology Program. We hope that you will have a gratifying, scholarly journey as a Surgical Technologist student here at Odessa College.

This handbook is a supplement to the College Catalog and general Odessa College (OC) student policies. It contains valuable information to facilitate your achievement of academic and professional excellence as a Surgical Technology student. OC on-line policies can be accessed at:

<https://www.odessa.edu/current-students/index.html>

*This document information is subject to change .Changes will be published as they occur. This resource manual is accessible at the department home page*

<https://www.odessa.edu/programs/Schools/HealthSciences/Surgical-Technology/index.html>

*If you have questions or concerns, please do not hesitate to contact any of the surgical technology faculty or program director.*

Good luck and once again welcome to this very special program.

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Director Surgical Technology Program

## College Organizational

Students are encouraged to become familiar with the college organization if they require any assistance for instructional or support issues. For ease of navigation, your instructional representatives are as follows:

Dr. Gregory D. Williams; President; [gwilliams@odessa.edu](mailto:gwilliams@odessa.edu)

Dr. Tramaine Anderson; Vice President for Instruction; [tanderson@odessa.edu](mailto:tanderson@odessa.edu)

Dr. Jennifer Hodgins; Dean School of Health & Sciences ; [jhodgens@odessa.edu](mailto:jhodgens@odessa.edu)

Benjamin White; Surgical Technology Program Director: [bjwhite@odessa.edu](mailto:bjwhite@odessa.edu)

Ms. Deidra Roper; Surgical technology Adjunct Faculty: [droper@odessa.edu](mailto:droper@odessa.edu)

## Mission and Vision Statements

### Odessa College Mission Statement

Odessa College leads the way in preparing its students and community for the future. The College offers exemplary courses, programs, and services to assist students in achieving their educational goals and becoming lifelong learners, community builders, and global citizens. Odessa College empowers its employees to model excellence in their service to students, colleagues, and community.

### Surgical Technology Vision

The Odessa College Surgical Technology Program is committed to be a premier leader of innovative surgical technology education; empowering students to take ownership of their education.

### Surgical Technology Goal (Mission Statement)

The mission of the Surgical Technology Program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and become contributing members of the health care team. This will be accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding the criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology. The department is committed to preparing graduates to support societal and technological advancements, aligning with the college's mission to model excellence in service to the community.

### Philosophy

The Surgical Technology Program at Odessa College functions as an integral part of the College. The role, the mission, and the purpose of Odessa College serve as the basis for the Surgical Technology Program. The Surgical Technology Program addresses the learner's role in society, in personal and professional growth and the delivery of patient-centered care through life-long learning.

The surgical technologist strives for excellence and demonstrates integrity by providing safe and ethical care to a diverse population of patients, as defined by religion, culture, or age. Surgical technology combines concepts from the biological, behavioral and social sciences with the goal being to provide compassionate and coordinated care based on respect for patient's preferences, values, and needs. The surgical technologist has

an orientation towards service to people, and a capacity for calm and reasoned judgment in meeting emergencies.

The surgical technologist uses the concepts of patient centered care, evidenced-based practice, teamwork and collaboration, quality improvement, and patient safety. The faculty believes that students should assume personal responsibility for learning, while the faculty provides an environment which will facilitate learning. The faculty believes the learning process in surgical technology proceeds from the simple to the complex and that true learning will be manifested by observable and measurable behavioral changes. Upon completion of the clinical and academic requirements in the three learning domains (cognitive, psychomotor, and affective) the graduate of the Surgical Technology Program will have completed the program objectives and terminal competencies. It is the hope of the Surgical Technology Program that our graduates inevitably become effective educators for new students at their various places of employment.

## Surgical Technology Program Details

### Introduction

The Surgical Technology Program offers an Associate Degree in Applied Science. The curriculum includes selected science courses which provide the basis for in-depth consideration of both theory and clinical application of principles utilized in Surgical Technology.

Basic courses in the theoretical aspects of Surgical Technology encompass lecture, clinical and laboratory instruction. Throughout the program, students are provided with hands-on experience in cooperation with community hospitals under the direction of the program director, program faculty and clinical preceptors.

Surgical Technologists share equal responsibility with the faculty, physicians, residents, nurses, ancillary staff, surgeons, and others, in the welfare of the patient while working under the direct supervision of the surgeon. To this extent professionalism, personal appearance, and teamwork, are vital in providing for the patient the best possible manner; hard skills (technical) and soft skills (behavioral) will be emphasized throughout this program relative to the final expected outcomes for the patient and the role of the valued health care employee.

### Discrimination Policy

**The Odessa College Surgical Technology Program does not discriminate in regard to race, color, age, ethnic/national origin, religion/creed, gender/sex, marital status, veteran status, or disability.**

### Accreditation Status

Institutional: Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

The surgical technology curriculum plan is approved by the Texas Higher Education Coordinating Board (THEBC). Contact the THECB at 1200 E. Anderson Lane, Austin, TX 78752 - P.O. Box 12788, Austin, TX 78711-2788 or call (512) 427-6101 for questions.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Accreditation Review committee for Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs  
9355 - 113th St. N, #7709, Seminole, FL 33775-7709  
P:727-210-2350 F:727-210-2354 E: [mail@caahep.org](mailto:mail@caahep.org)

## Advising Pathway

In our thriving west Texas economy, connections and engagement are more important than ever before. Pathway was designed to provide a framework for meaningful connections and engagement between students, their success coach and a faculty mentor. It is student centered and completion focused, and provides students with clear, coherent pathways, with high expectations and wrap around support. Pathway has shifted the advising paradigm from triage and procrastination to deliberate and intentional interactions, and has established a support system that is accountable for performance and success – a group of three committed to providing *and* finding the right support at the right time.

AAS Degree Plan Surgical Technology

Year	Sem.	Rubric	Course Title	SCH	Lec	Lab	Clinic
1 <sup>st</sup>	Term1	BIOL 2401	Anatomy & Physiology I	4	3	3	0
1 <sup>st</sup>	Term 1	PSYC 1300	Learning Frameworks	3	3	0	0
1 <sup>st</sup>	Term 1	MATH 1314	College Algebra	3	3	0	0
1 <sup>st</sup>	Term 2	BIOL 2402	Anatomy & Physiology II	4	3	3	0
1 <sup>st</sup>	Term 2	HPRS 1106	Essentials of Medical Terminology	1	1	0	0
1 <sup>st</sup>	Term 2	SPCH 1318	Interpersonal Communications	3	3		0
1 <sup>st</sup>	Term 3	SRGT 1505	Introduction to Surgical Technology	5	4	3	0
1 <sup>st</sup>	Term 3	SRGT 1244	Technological Sciences for the surgical Technologist	2	2	0	0
1 <sup>st</sup>	Term 3	KINE 1164	Fitness and Health Wellness	1	3	0	0
1 <sup>st</sup>	Term 4	SRGT 1509	Fundamental of Perioperative Concepts and Techniques	5	4	3	0
1 <sup>st</sup>	Term 4	SRT 1260	Clinics I	2	0	0	16/week
2 <sup>nd</sup>	Term 5	PSYC 2314	Life span Psychology	3	3	0	0
2 <sup>nd</sup>	Term 5	SRGT 1541	Surgical Procedures I	5	4	3	0
2 <sup>nd</sup>	Term 5	SRGT 1560	Clinics II	5			24/week
2 <sup>nd</sup>	Term 6	SRGT 1541	Surgical Procedures I continues	5	4	3	0
2 <sup>nd</sup>	Term 6	SRGT 1560	Clinics II continues	5			24/week
2 <sup>nd</sup>	Term 6	HUMA 2323	World Cultures	3	3	0	0
2 <sup>nd</sup>	Term 7 & 8	SRGT 1542	Surgical Procedures II	5	5	0	0
2 <sup>nd</sup>	Term 7 & 8	SRGT 2130	Professional Readiness	1	1	0	0
2 <sup>nd</sup>	Term 7 & 8	SRGT 2563	Clinics III	5	0	0	30/week
Total				60			

## Pre-Admissions Meeting

Pre-admission meetings can be scheduled prior to each deadline for application to the Surgical Technology Program. The pre-admission meeting is highly recommended to inform prospective applicants about the program and answer questions or concerns of the applicants. During the meeting the following information will be shared:

- Question/Answer session on Admission Requirements/Process/Competitive ranking
- Program Content for required Surgical Technology Orientation Meeting
- Master Curriculum Plan for Program
- Criteria for progression as related to academic courses
- Clinical Facilities utilized (travel involved)
- Criminal background check and substance abuse testing as required by clinical agencies
- Health requirements
- CPR requirements
- Blood Borne Pathogen/HIPPA requirements
- Notification of acceptance process
- Uniforms

## Admissions

Applicants for competitive entry programs must satisfy minimum criteria in order to be eligible for ranking. Ranking points are obtained from the most recent HESI Exam Scores, GPA and interview.

## General Requirements

Applicants for Competitive Entry Programs in School of Health & Sciences must satisfy minimum criteria in order to be eligible for consideration of ranking.

**Surgical Technology applicants are required to meet all the following:**

- ☐ **Enrolled at Odessa College** as a Credit Student
- ☐ **TSIA compliant**
- ☐ **Minimum cumulative GPA of 2.5 is required** which will be based on prior general education courses accepted for the Surgical Technology Program plan of study or High School GPA if applicable.
- ☐ Must have a **High School Diploma** or other OC approved equivalent per catalog.
- ☐ Must have taken the following courses earning a C or better or be enrolled in the courses at the time of application to the program. If you are enrolled in the courses they must be completed prior to enrollment in the first SRGT course with a C or better.
  - BIOL 2401 Anatomy and Physiology
  - MATH 1314 College Algebra
  - PSYC 1300 Learning Frameworks
  - BIOL 2402 Anatomy and Physiology II
  - HPRS 1106 Essentials of Medical Terminology
  - SPCH 1318 Interpersonal Communication



**Completed Program Specific materials should be emailed as a PDF  
to: [bjwhite@odessa.edu](mailto:bjwhite@odessa.edu) or mailed to:**

Odessa College Surgical Technology Program  
Director 201 West University Boulevard  
Odessa, TX 79764  
Health Science Building (HSB)  
100D 432-335-6459

## Ranking Protocols

The ranking GPA is calculated based on the following courses:

BIOL 2401 Anatomy & Physiology I (Maximum of two attempts allowed)  
BIOL 2402 Anatomy & Physiology II (Maximum of two attempts allowed)  
HPRS 1106 Essentials of Medical Terminology  
MATH 1342 College Algebra (MATH 1342)  
PSYC 2314 Lifespan Growth and Development (PSCY 2301)  
SPCH 1318 Interpersonal Communications  
PSCY Learning Frameworks  
KINE 1164 Introduction to Physical Fitness and Sport  
HUMA Choice of 1 course (HUMA 2323, 1305, 2319)

## Deadlines for Completing Specialized Admissions Requirements

Application will be taken between May 1<sup>st</sup> and June 30<sup>th</sup>. Deadline for the Fall Semester is June 30<sup>th</sup> at the close of business, CST.

## Pre-program Specific Requirements

Applicants for competitive programs must also meet all pre-program specific requirements prior to qualifying for ranking. The following is required for all applicants:

- Must file a degree plan with designated Success Coach.
- Current American Heart Association CPR for the Healthcare Provider, must include AED.
- Completed current Physical Exam
- Completed Essential Performance/Technical Standards for admission and progression form
- Meet current immunization requirements. Vaccination records will be verified by Verified Credentials.
  - Completed Hepatitis B vaccination series of 3 and Titer (can take 4-6 months to complete) if a student has started the Hepatitis B series by ranking deadline June 1<sup>st</sup>, he or she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
  - 2 step Tuberculosis Screening prior to testing annually, or chest x-rays and questionnaire if TB testing positive (annual).
  - 2 doses – Measles, Mumps, and Rubella (MMR) and/or Titer
  - 1 dose before 13<sup>th</sup> birthday or 2 doses Varicella Vaccination and/or Titer
  - Tetanus/Diphtheria and Pertussis (Tdap) within the past 10 years
  - Influenza Vaccination annually (Not required for application but during the first semester when the

- serum is available prior to September 22.)
- Meningitis or booster (Effective January 1, 2012, a Bacterial meningitis is required for all entering students under the age of 22. The term entering students includes new students to OC, transfer students, and returning students, Students must provide proof of an initial meningitis immunization or booster.
- Provide proof of health insurance, which must be maintained throughout the program.
- Complete the following courses with a C or better:\*\*
  - BIOL 2401 Anatomy & Physiology I (within 5 years of application)
  - BIOL 2402 Anatomy & Physiology II (within 5 years of application)
  - HPRS 1106 Essentials of Medical Terminology
  - MATH 1314 College Algebra
  - PSYC 1300 Learning Frameworks
  - SPCH 1318 Interpersonal Communications
- \*\* You may be enrolled in any of the above courses when you submit the application. Final grade for the course must be available for calculation of points; this includes courses being taken at other institution and transcript evaluation completed by the registrar office.

### Additional Information

- Program Start Dates: Fall
- Maximum Students Admitted: 10 students
- A student has three years to complete the Associate Degree in Surgical Technology after official enrollment in the first Surgical Technology course.
- Students will be expected to pay the fees that are associated with HESI Assessment testing and Verified Credentials.

### Post Admissions Requirements

Students are responsible for the following requirements **AFTER** accepting a seat in the program:

- ☐ **PROGRAM ORIENTATION:** one day **in person or Zoom orientation.**
- ☐ **CLINICAL ORIENTATION:** as required by director of assigned facility
- ☐ **HIPAA TRAINING:** **HIPAA Access Online as required by the clinical facility; assigned to be completed by specific dates each year.**
- ☐ **SUPPLIES:** Uniforms, Specialized Equipment, Lab Supplies **and** Liability Insurance required for clinical.

**BACKGROUND CHECK AND SUBSTANCE ABUSE SCREENING:** will be required for the top 10 applicants and 3 alternates prior to final acceptance into the program. This will be done through Verified Credentials.

Students will be informed of their final acceptance following the receipt of the background and substance abuse screening results.

This document is for informational purpose only and is not to be construed as a binding offer or contract between the College and the student. This document was revised September 14, 2020 and is subject to change without prior notice. This document is intended to be used with the College Catalog and Surgical Technology Department Handbook which provide complete information on courses as well as College regulations and procedures.

*Odessa College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation or gender identity.*

## Point Ranking System

As part of the admission criteria, the point values for all Surgical Technology applicants will be totaled. A rank ordered list of Surgical Technology applicants by point total will be developed. The applicants with the highest number of points will be admitted into the Surgical Technology program each year until all available spots are filled. Applicants will be ranked according to the following criteria with a max of 84 points.

**Courses:** Courses must be complete by end of application cycle to be counted towards ranking system.

**Ties:** Application packets will be time/date stamped and if a Point Tie occurs, applicants will be accepted based on first come basis.

Points are calculated based upon the following criteria:

### **Grade Point Average (GPA):**

The cumulative grade point average of 2.5 (4.0 system) will be based on the total GPA of courses taken.

The Math and Health Science GPA will be based on the Math and Science classes to include Psychology and Humanity courses related to the Surgical Technology Program. This GPA will be calculated using the last/highest attempt.

Total GPA		Math and Science GPA X Credit Hours	
GPA	Points Awarded	GPA X Hours	Points Awarded
3.7 - 4.0	20	67-72	20
3.5 - 3.69	18	61-66	18
3.3 - 3.49	16	55-60	16
3.1 - 3.29	14	49-54	14
2.9 - 3.09	12	43-48	12
2.7 - 2.89	10	37-42	10
2.5 - 2.69	8	31-36	8
≤ 2.49	0	≤30	0

**HESI Exam:** Scores will be calculated using the following: The score giving in the Math, English Composite, and A&P will be scored based on the grade received multiplied by .01 then again by 8 to determine the points giving. The max score will be 8 for each section. A max score of 24 will be scored for the HESI exam. Example scoring demonstrated below.

Example HESI Scores: Math 80, English Composite 75, A&P 100

Math -  $80 \times .01 = .08$ ,  $.08 \times 8 = 6.4$

English Composite -  $75 \times .01 = .75$ ,  $.75 \times 8 = 6$

A&P -  $100 \times .01 = 1$ ,  $1 \times 8 = 8$

Total HESI score - 20.4 out of 24

### **Interview Process:**

20 points

## Essential Performance Standards for Admission and Progression

Surgical Technology is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Patient safety is dependent on the student's ability to meet the following Essential Performance Standards. These standards are a part of each course. It is important that every applicant meet these standards to be able to engage in learning activities that will not endanger students, faculty or patients.

Issue	Standard	Example of Activities
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations (recognize, report, and correct unsafe practice by self or other team members), analyze and develop a plan of activity within an allotted time frame.
Communication	Communication abilities sufficient for accurate and efficient interpretation and communication in English, both verbal and written for interaction with others.	Explain procedures, responding to health care provider orders, write legibly and correctly. Computerization access skills.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, religious and intellectual backgrounds.	Establish rapport with patients, families, peers and health team members. Perform effectively under stress, remain calm and alert. Advocate for the patient's safety, legal and moral rights. Follow orders and directions as instructed, regardless of the manner in which it was delivered. Handle constructive criticism with a positive and professional attitude. Be honest and ethical.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, navigate stairwells and bending to retrieve items.	Lifting (at least 30 lbs.), positioning and transporting patients. Moving efficiently to meet the needs of the patient and surgical team. Participate in care in emergency and nonemergency situations. Have full manual dexterity of the upper extremities, including the neck and shoulders, unrestricted movement of both lower extremities, back and hips and have the ability to touch the floor and to be able to sit, bend, reach, walk and stand for most of the work day. Hold uncomfortable positions for extended periods of time. Effective strategies for controlling bodily functions such as sweat and urination.
Motor Skills	Gross and fine motor abilities sufficient to provide safe, effective and skilled care.	Calibrate and use equipment, manipulating surgical instruments, sutures, and needles, assembly of power equipment. Operating equipment and devices in emergency situations.
Hearing	Auditory ability sufficient to monitor and assess the needs of the surgical team.	React/respond to signals, alarms and other displays indicating immediate needs, Hear team member communication through the surgical mask.
Visual	Visual ability sufficient for observation and assessment of the needs of the surgical team.	Observe pertinent data in the surgical environment that indicate activity for patient safety. Distinguish signs and indicators determining sterility and expiration dates.
Tactile	Tactile ability sufficient for participating in fine skills required on the surgical field.	Perform required skills for participation on the surgical field including manipulation of surgical needles, assembling complicated equipment.

## Technical Standards Form

All students completing the Surgical Technology Program must be able to successfully demonstrate the ability to perform all Essential Performance Standards. Determination is made on an individual basis as to whether or not necessary accommodations or modifications can be made reasonable while assuring patient safety.

Non-academic requirements that students must meet to successfully complete the program competencies are published so the student can review and assess their ability to meet them. Students are encouraged to make known any special needs requiring accommodations that would assist them in meeting the technical standards that are required to meet the Essential Performance Standards. A signed copy is kept in the student's file for the duration of the student's participation in the Surgical Technology Program.

Physical Requirements: The position of student Surgical Technologist requires the ability to lift at least 30 lbs. prolonged periods of standing, frequent bending, reaching, twisting, occasional sitting, and exposure to changes in temperature, humidity and fumes. Use of both hands for power grip, speed and precision work and use of both feet.

\_\_\_\_\_ I am capable of meeting these standards.

\_\_\_\_\_ I am not capable of meeting these requirements.

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations:

Data Conception: requires the ability to gather, collate or classify information about data, people or objects. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

\_\_\_\_\_ I am capable of meeting these standards.

\_\_\_\_\_ I am not capable of meeting these requirements.

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations:

Color Discrimination: requires the ability to differentiate colors and shades of color.

\_\_\_\_\_ I am capable of meeting these standards.

\_\_\_\_\_ I am not capable of meeting these requirements.

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations:

Manual Dexterity/Motor Coordination: requires the ability to use extremities, tools or special devices to work, move, guide or place objects or materials. Hand/eye/foot coordination is mandatory for selection of appropriate tool, object, or materials.

\_\_\_\_\_ I am capable of meeting these standards.

\_\_\_\_\_ I am not capable of meeting these requirements.

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations:

Interpersonal communication: requires talking with and/or signaling people to convey or exchange information, includes giving assignments and/or directions to peers.

\_\_\_\_\_ I am capable of meeting these standards.

\_\_\_\_\_ I am not capable of meeting these requirements.

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations:

Physical Communication: requires the ability to speak and hear (express self by spoken words and perceive sounds by ear).

\_\_\_\_\_ I am capable of meeting these standards.

\_\_\_\_\_ I am not capable of meeting these requirements.

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations:

Reasoning Development: requires ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

- ☐ I am capable of meeting these standards.
- ☐ I am not capable of meeting these requirements.
- ☐ I am capable of meeting these requirements with the following accommodations:

Language Development: requires ability to read and understand complex information from scientific and/or technical journal, papers, etc. The ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech.

- ☐ I am capable of meeting these standards.
- ☐ I am not capable of meeting these requirements.
- ☐ I am capable of meeting these requirements with the following accommodations:

Numerical Ability: requires the ability to determine time, weight and to perform practical applications of fractions, percentages, ratio and proportion as well as basic addition, subtraction, multiplication, and division operations.

- ☐ I am capable of meeting these standards.
- ☐ I am not capable of meeting these requirements.
- ☐ I am capable of meeting these requirements with the following accommodations: Form/Spatial Ability:

requires the ability to inspect dimensions of items and to visually read information & data.

- ☐ I am capable of meeting these standards.
- ☐ I am not capable of meeting these requirements.
- ☐ I am capable of meeting these requirements with the following accommodations:

Personal Temperament: requires the ability to deal effectively with stress produced by the work environment and maintaining a calm and efficient manner during any situation with patients, visitors, staff and peers even ones that may be of critical or emergency.

- ☐ I am capable of meeting these standards.
- ☐ I am not capable of meeting these requirements.
- ☐ I am capable of meeting these requirements with the following accommodations:

Physical Exam: requires the submission of a complete health form with current immunization status and negative titers and screens as required per form.

- ☐ I am capable of meeting these standards.
- ☐ I am not capable of meeting these requirements.
- ☐ I am capable of meeting these requirements with the following accommodations:

CPR: requires the submission of documentation representing completion of Current CPR (American Heart Association) Certification at the Healthcare Provider level, must include AED.

- ☐ I am capable of meeting these standards.
- ☐ I am not capable of meeting these requirements.
- ☐ I am capable of meeting these requirements with the following accommodations:

Physical Restriction: An individual is constantly exposed to various forms of latex in the operating room setting. Known and/or developed latex allergy may result in a potential life-threatening situation.

- ☐ I am aware of this physical restriction

## Health Policy Specific to Surgical Technology

Students must have submitted proper documentation of all required health information or provide a documented statement of medical/religious health information or provide a documented statement of medical/religious exemption at the time of application.

Students enrolled in the Surgical Technology Program are instructed in the proper safety precautions regarding Occupational Safety and Health Administration (OSHA) regulations and “Standard Precautions”. The clinical sites provide all necessary scrub and surgical attire. The student will provide scrubs for the laboratory setting along with eye protection. Proper eye protection is mandatory at all times of potential exposure to contamination with body fluids or chemicals. Students failing to comply will be relieved of duty until compliance is assured. **If COVID-19 restrictions are instituted students will wear cloth or disposable face coverings that cover the nose and the mouth while in the buildings and face shields covering from the forehead to the chin; provided by the program while in the laboratory setting. Students will follow all clinical guidelines as they are fluid during this time.**

Students are instructed in the proper safety precautions regarding surgical procedures using lasers and x-ray. The clinical site provides the necessary laser specific goggles and masks for student as well as x-ray protection devices.

### Pregnancy:

Any student who is pregnant at the time of registration or who becomes pregnant during the course of study must provide a written statement to the Program Director from her physician stating that she is physically able to participate in classroom and clinical experience **without restriction.** **This information will be shared with clinical settings.** Students enrolled in the Surgical Technology Program are instructed in proper safety precautions and personnel monitoring prior to being admitted to any area where x-rays are being taken and bone cement is used. Students are required to comply with all safety precautions and the importance of keeping exposure to x-rays as low as possible through a combination of time, distance, and shielding.

### Seizure Disorder:

Any student with a seizure disorder must present medical certification, from the attending physician, of being seizure free for one year.

### Injury or Incident at Clinical Agency

If an incident/injury occurs at the Clinical site students must report it to the instructor and appropriate hospital personnel immediately. **Please follow the individual policies of each clinical site affiliate.**

### Absent due to illness:

Any student who has been treated, hospitalized or absent due to pregnancy, surgery, injury, serious physical and mental illness or emotional disorders must present medical documentation of:

- Ability to participate **without restriction** in classroom, college laboratories and clinical areas.
- Adequate physical, mental and/or emotional ability to continue in the program of study
- Medical clearance forms must be submitted to the Program Director prior to returning to the classroom, laboratory or clinical setting.

Any student who, because of medical restriction, is unable to meet program objectives will be required to withdraw from the respective program.

# Academic Policies

## Re-admission Policy

A re-admission applicant is defined as an individual who withdrew or was dismissed from his/her most recently enrolled Surgical Technology Program and is seeking admission to the Surgical Technology Program at Odessa College. Re-admission is limited to one time.

Re-admission applicants are considered separately and on an individual basis. Applicants seeking readmission will be considered on clinical space availability and at the discretion of the Program Director each semester. Any former student from Odessa College or any other Surgical Technology Program desiring re-admission to the Odessa College program must complete the following items that will be used in consideration of their re-admission application:

- Meet the current admission requirements and procedures required of all Surgical Technology Program applicants by the designated date.
- Submit a detailed, professionally written letter with their application to the Surgical Technology Program Director stating:
  - o The reasons for previous withdrawal or dismissal from the program
  - o The reasons he/she desires to be re-admitted.
  - o The circumstances that have changed to indicate that the applicant would successfully complete his/her Surgical Technology education at this time.
- Attend a conference with the Program Director
- Demonstrate competency of certain knowledge, skills, and medication calculations appropriate for the point of re-entry to the program.

## Transfer of credit

Any individual desiring to transfer to the Surgical Technology Program must:

- Follow the same procedure required by the College for all transfer students as outlined in the College Catalog.
- Meet the same admission criteria required of all Surgical Technology students.
- Request the following items from his/her former school and have them mailed to the Program Director:
  - o Course outlines of those courses for which one is seeking to receive transfer credit
  - o Scores from any standardized tests taken at former schools
  - o Letter of recommendation from clinical instructor who most recently supervised applicant.
- **Have been enrolled in a CAAHEP accredited Surgical Technology Program within one year immediately preceding transfer to Odessa College's Surgical Technology Program.**

Transfer credit for Surgical Technology courses is granted only in the following instances:

- Space available to accommodate the applicant.
- The Program Director for Surgical Technology Program, in consultation with the appropriate faculty, recommends acceptance of the specific Surgical Technology course(s).
- Final course grade in any required course(s) is C or better



## Attendance Policy

1. Students are expected to attend lecture in order to participate in the classroom activities in order to gain the best experience during the program. In any give semester there are limited classes and labs therefore it is of the utmost importance that each class and lab is attended and utilized to enhance your grade and passing of the certification test in the future. Attending class and sleeping will result in a deduction of points. Classroom distraction of other students will also result in a deduction of points. This includes use of a cell phone or other electronic devices that create noise or distractions to the faculty as well as peers.
2. Students who do not attend class will lose the assigned points available for the day along with any particular points that may be added by doing in class presentations or participating in assignments that involve student participation for full credit. If a student has made arrangements prior to the scheduled class time, they **may be** allowed the deduction of only one half of the maximum points once during the semester.
3. Students that attend class and do not participate in discussions or assignments will be deducted one half of the points available for the day.
4. Students who are late or leave early will be deducted one half of the points for the day with a maximum of 2 occurrences during the semester unexcused without prior arrangements. If class begins at 0700 you are expected to be here at 0700, 0701 is late. If class runs until 1450 and you leave at 1449 that is leaving early. This applies to the clinical setting as well.
5. Students will earn the grade of F if they miss more than one lab during the semester. There are no make-up labs. You are responsible for the content of the lab and are required to address the issue of getting caught up to date with your peers prior to attending the next lab.
6. The professional conduct code violation form will be used for any student with 2 or more absences, leaving early or arriving late in any combination of lecture, reflection or clinic.
7. Throughout the clinical portion of this program there is never more than one day to make-up clinical absences, any more than one will result in earning the grade of F unless there are extenuating circumstances to be addressed on an individual level with the program director, faculty and Dean of the School of Health & Sciences.

## College Grievance policy

<https://www.odessa.edu/current-students/index.html>

## Surgical Technology Mission/Goal

The mission of the Surgical Technology Program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and become contributing members of the health care team. This will be accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding the criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology. The department is committed to preparing graduates to support societal and technological advancements, aligning with the college's mission to model excellence in service to the community.

## Program Student Learning Outcomes

1. Upon completion of the program students will employ critical thinking skills in their identification of problems, collection and analysis of information and/or equipment and conclusions.(Psycho-motor and Cognitive)
2. Upon completion of the program, the student will develop a message that communicates understanding of one or more program/core objectives.(Affective)
3. Upon completion of this program, students will be able to demonstrate the ability to perform the role of first scrub on all basic general and specialty surgical cases as defined by the Association of Surgical technologist (AST). (Psycho-motor and Cognitive)
4. Upon completion of this program, students will be able to demonstrate application of principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room. (Psychomotor)
5. Upon completion of the program, students will be able to demonstrate global patient care by monitoring the surgical environment along with other team members. (Affective, Psychomotor and Cognitive)

## Program Goals

### Cognitive Learning Domain

The graduate Surgical Technologist will:

1. Become an integral part of a surgical team providing care to the patient undergoing surgical intervention.
2. Identify the structures and functions of the human body and commonly found pathologies.
3. Recognize the value of continued professional and personal growth by participating in education and professional activities and the sharing of knowledge with colleagues.
4. Evaluate own performance by identifying strengths and limitations using standards of the profession.
5. Master and complete specific performance objectives and competencies in the academic/lab/clinical areas as so stated in the Core Curriculum for Surgical Technology 6<sup>th</sup> edition.
6. Apply for and take the National Certification examination when eligible.

### Psychomotor Learning Domain

The graduate Surgical Technologist will:

1. Apply the scientific principles of aseptic technique.
2. Recognize breaks in aseptic technique and take immediate corrective action.
3. Demonstrate practice that reflects the development of a surgical conscience.
4. Participate in the preparation and sterilization of supplies and equipment used in surgery.
5. Participate in the preoperative preparation for a surgical procedure.
6. Function in the "First Scrub role" on basic and specialty surgical procedures as required in the Core Curriculum 6<sup>th</sup> edition.
7. Assist with circulating duties.
8. Identify potential and existing safety hazards in the operating room environment.
9. Complete all clinical laboratory required written assignments by due date with a minimum grade of 75%.
10. Attain an average grade of 90% or better on the lab practical exams.
11. Complete mandatory student experience records using correct terminology and accurate spelling.
12. Maintain a grade of C or better in all Surgical Technology course, Anatomy and Physiology coursework and Microbiology courses.
13. Actively participate in the evaluation process, including self-evaluation.
14. Prepare and handle drugs and solutions properly with concern for legalities, under the supervision of a Registered Nurse.
15. Apply effective communication skills to a given situation.

## Affective Learning Domain

The graduate Surgical Technologist will:

1. Demonstrate dependability and integrity.
2. Display an attitude of empathy and respect for the patient and co-workers.
3. Carry out Surgical Technologist duties calmly and efficiently in a stressful environment.
4. Utilize a variety of methods to facilitate personal and professional growth.
5. Functions as a surgical technologist throughout a surgical procedure, using an efficient routine, adhering to hospital policy.
6. Recognize the uniqueness of patients when providing surgical care.
7. Utilize critical thinking when providing care to achieve established goals.
8. Demonstrate accountability in their practice based on current knowledge in the field of surgery.

## Assessing Program Student Learning Outcomes and Goals

The assessment process is continuous at Odessa College. The process is both formal and informal. Communication lines are open with the Executive Director for Institutional Effectiveness, Curriculum and Articulation Specialist and the Associate Dean of Teaching and Learning. The didactic and lab setting tends to appear to be focused on cognitive and psychomotor learning domains, however the affective domain is dealt with in the lab and clinical setting to help students learn soft skills. Below are some of the ways we assess our program goals and outcomes.

1. Advisory Board Meetings: Two (2) meetings per year. We ask for input regarding the following:
  - Evaluating the goals and objectives of the program curriculum
  - Establishing workplace competencies for the Surgical Technologist
  - Suggestions for program revisions
  - Adequacy of existing college facilities and equipment
  - Identifying local business and industry leaders who will provide students with external learning experiences and employment.
  - Assistance in promoting and publicizing the program to the community and healthcare facilities.
  - The needs of students from special populations.
  - Constructive feedback relative to student performance

We greatly value and appreciate the input we receive from our advisory board.

2. Staff/Faculty Meetings: Three (3) meeting per year. Assessment of students and us occur at these meetings. We assess how we are meeting the program goals and outcomes; what we might do different to improve our outcomes and better prepare the students; student progress is also reviewed at these meetings.
3. Mock Clinical Setting: In the lab we can witness student's hands-on progress to determine in which areas more time may be needed and/or the number of open labs that might benefit any and all students.
4. Classroom: the AVID strategies and assessment tools we utilize in the classroom provided feedback relative to student's progress for achieving the expected goals and outcomes of the entire program.
5. Clinical Setting: written feedback from preceptors, direct observation by clinical faculty and individual conferences aid in determining how students are progressing at meeting the scrub case requirements.
6. Survey Results: Graduate and employer surveys provide valuable information utilized to assess our goals and outcomes.

7. **Outcomes Assessment Exam (OAE):** All potential graduates will take the web-based NBSTSA CST exam on campus prior to earning a grade in SRGT 2130. This will be utilized as a direct measure for our program goals and outcomes.

Should deficiencies arise in any area we will utilize the following plan of action:

1. Meet with faculty for assessment of the particular situation. The objective for the meeting will be to determine where the deficiency occurred and to address the how best to correct it.
2. Take the information discussed by the faculty to the Advisory Committee for input. Investigate with the members alternatives to achieve a better outcome for all stakeholders.
3. Implementation of the new strategy in the next cohort and evaluation of the results to meet the program goals and outcomes.

### Sequence of Courses

All courses required in the Surgical Technology Program must be taken in the sequence outlined in the curriculum. General education courses may be taken prior to enrollment in the Surgical Technology courses. In order to progress to the next semester's course, the student must successfully complete (1) each Surgical Technology course with a final grade of 75 or better and a test average of 75%, (2) each general education course with a final letter grade of "C" or better, and (3) must maintain a minimum cumulative grade point average (GPA) of 2.5 each semester.

Courses with the rubric SRGT will require an average of 75% on all tests and the final exam for the letter grade earned to be awarded. Any student who earns less than 75% on any test will be required to attend mandatory remediation and tutoring within 48 hours of test results being shared and prior to the next test.

### Grading System for Surgical Technology Course

The following grading system will be used for all courses with the rubric of SRGT:

<b>A</b>	100-90
<b>B</b>	89.99-80
<b>C</b>	79.99-75
<b>D</b>	74.99-0

No late assignments will be accepted for a grade; however all assignments must be completed to earn your grade in the SRGT courses.

SRGT 2130 Professional Readiness has an exit/threshold test with a score of 85% to earn your grade in the class. This exit/threshold test does not affect your grade earned but is the green light for the certification exam which is held on campus as a web-based test offered by NBSTSA usually 1 or 2 days prior to the end of the semester. Students who fail to earn the 85% 5 days prior to the scheduled certification exam will be withdrawn from the on-campus web-based testing for certification and earn the grade of D in SRGT 2130.

### Clinical Evaluation

For each Surgical Technology course with a clinical component, a specific clinical competency evaluation form has been developed. Each student will receive a copy of the evaluation form as part of the course syllabus or prior to his/her first clinical assignment. It is the student's responsibility to read the evaluation form. If any part of the evaluation form is unclear, the student should seek clarification from the Clinical Instructor. The clinical evaluation forms will be reviewed by the student as well as the Clinical Instructor at the midterm of the semester's clinical experience and at the end of the semester's clinical experience.

Criteria for Satisfactory Clinical Performance is based on:

- Successful completion of all clinical objectives and competencies.

- Adherence to Code for Professional Conduct.
- Adherence to policies of the Surgical Technology Program.
- Completion of case load requirements (120 solo scrub cases minimum)

Criteria for Unsatisfactory Clinical Performance is based on:

- Failure to complete all clinical objectives and competencies.
- Failure to comply with attendance and punctuality policies.
- Failure to comply with the policies and procedures for the Surgical Technology Program.
- Inability to make adult decisions and demonstrate emotional maturity.
- Need for frequent and continuous direct guidance and detailed instructions to prevent mishap or error in carrying out duties of a Surgical Technology student described in the competencies.
- Failure to compete and submit all written work on the assigned dates.
- Failure to demonstrate safe practice in the Operating Room environment.
- The student's performance indicates continued lack of required preparation.
- Failure to demonstrate improvement to a satisfactory level in identified areas of clinical performance commensurate with level of preparation and performance.
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### Surgical Rotation Case Requirements

As adopted from the *Core Curriculum for Surgical Technologists, 7<sup>th</sup> ed.*

<b>Surgical Specialty</b>	<b>Total # of Cases Required</b>	<b>Minimum # of First Scrub Cases Required</b>	<b>Additional first or second scrub role cases that can be applied towards minimum of 120</b>
General Surgery	<b>30<sup>2</sup></b>	<b>20<sup>2</sup></b>	<b>10<sup>2</sup></b>
Surgical specialties: <ul style="list-style-type: none"> <li>- Cardiothoracic</li> <li>- Genitourinary</li> <li>- Neurologic</li> <li>- Obstetric and gynecologic</li> <li>- Orthopedic</li> <li>- Otorhinolaryngologic</li> <li>- Ophthalmologic</li> <li>- Oral Maxillofacial</li> <li>- Peripheral vascular</li> <li>- Plastics and reconstructive</li> <li>- Procurement and transplant</li> </ul>	<b>90<sup>3</sup></b>	<b>60<sup>3</sup></b>	<b>30<sup>3</sup></b>
Optional: Diagnostic Endoscopy <ul style="list-style-type: none"> <li>- Bronchoscopy</li> <li>- Colonoscopy</li> <li>- Cystoscopy</li> <li>- EGD</li> <li>- ERCP</li> <li>- Esophagoscopy</li> <li>- Laryngoscopy</li> <li>- Panendoscopy</li> <li>- Sinoscopy</li> <li>- Ureteroscopy</li> </ul>			<b>10 diagnostic endoscopy cases may be applied toward the second scrub cases.</b>
Optional: Labor & Delivery			<b>5 vaginal delivery cases may be applied toward the second scrub cases.</b>
Totals	<b>120<sup>4, 7</sup></b>	<b>80</b>	<b>40</b>

1. A student must complete a minimum of 120 cases as delineated below.
2. General Surgery
  - A student must complete a minimum of 30 cases in General Surgery.
    - o 20 of these cases must be performed in the FS role.
    - o The remaining 10 cases may be performed in either the FS or SS role.
3. Specialty Surgery
  - A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
    - o A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
    - o A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
    - o The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
    - o The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
4. The surgical technology program is required to verify through the surgical rotation documentation the student's progression in First and second scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases can be counted towards maximum number of second Scrub case.
6. Observation cases must be documented, but do not count towards the 120 required cases.
7. Counting Cases
  - Cases will be counted according to surgical specialty. Examples:
    - o Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
    - o Patient requires a breast biopsy followed by mastectomy. It is one pathology-breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure-one case.

## First and Second Scrub Role and Observation

As adopted from the *Core Curriculum for Surgical Technologists, 7<sup>th</sup> ed.*

### **First Scrub Role**

To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

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

### **Second Scrub Role**

The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:

- Assistance with diagnostic endoscopy
- Assistance with vaginal delivery
- Cutting suture
- Providing camera assistance
- Retracting

- Sponging
- Suctioning

### **Observation Role**

The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented

### **Code for Professional Behavior**

1. Adherence to Student Code of Conduct as published in the student handbook.  
<https://www.odessa.edu/current-students/student-handbook/index.html>
2. Adherence to Association of Surgical Technologist Code of Ethics.  
[https://www.ast.org/uploadedFiles/Main\\_Site/Content/About\\_Us/Code\\_of\\_Ethics.pdf](https://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Code_of_Ethics.pdf)
3. Attitudes and Behaviors- Development of attitudes that will best further the fundamental purposes of Surgical Technologists is an important aspect of professional preparation; therefore the program expects students to present professional behavior at all times. The following areas are mandated as expected professional student behavior:
  - The student must demonstrate a positive attitude toward both the field of Surgical Technology and more particularly to the patient. Empathy for patients; respect for co-workers and supervisors is essential.
  - Honesty and integrity are two qualities that are essential for the health care provider. Therefore, these areas will be looked at critically throughout the program and addressed during classroom/clinical/laboratory evaluation time(s).
  - Confidentiality- students entering the Surgical Technology Program will be expected to conduct themselves appropriately. Information concerning patients is never to be given out or discussed. Students are to conduct themselves both in and out of the program in a manner which will not discredit the hospital, the college, the profession of Surgical Technology or themselves.
  - Responsibility and Accountability- the faculty believes that responsibility means being reliable and trustworthy; accountability means that each person is answerable for his/her individual actions. The student must apply theoretical knowledge, practice ethical and professional behavior in order to give safe and effective patient care. The faculty is here to assist the student in acquiring knowledge and techniques to meet our combined goals. However, the student must make the decision to learn as well as to have a strong motivation to succeed. In order to work together successfully, student and faculty need to have mutual expectations.
  - Punctuality—Student arrives for clinical/class/lab at required time; returns from lunch and breaks at required time. **Students will arrive at clinical or simulation site with enough time to change their clothes, perform a traditional surgical hand scrub and be at board to receive assignment by the scheduled beginning time of the class or shift.**
  - Adhere to Odessa College's Code of Conduct regarding possession, use and sale of drugs and/or alcohol.

The Surgical Technology Program at Odessa College requires a high-level of professionalism. Professional behavior while representing the Surgical Technology Program at Odessa College is expected at all times.

Students **must** conduct themselves in professional manner so as to reflect positively upon themselves and the Program they represent. The student is to accept responsibility and accountability for their actions. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, faculty, staff, clients and/or the health care team the student will be disciplined for unprofessional conduct at the discretion of the Surgical Technology Program. This disciplinary action may also be implemented by the clinical agency for students that do not follow clinical agency policies during each clinical experience.



## Student Code of Conduct

### Institutional

<https://www.odessa.edu/current-students/student-handbook/index.html>

### School of Health & Sciences Code of Conduct Policy

#### ODESSA COLLEGE SCHOOL OF HEALTH SCIENCE (SOHS) CODE OF CONDUCT STUDENT PROFESSIONAL INCIDENT FORM

*Admittance into a program in the SOHS at Odessa College is a highly selective and competitive process. The faculty and staff teaching in these programs expect students to demonstrate professional and ethical behavior at all times that are over and above student expectations as outlined in the Odessa College Student Code of Conduct. A Student Professional Incident form is used to alert you and to document behaviors that may result in a failing grade and hinder future selective admission process resulting in permanent disqualification from any program in the SOHS.*

If this report indicates the Student is in violation of the Student Code of Conduct warranting College disciplinary sanction, the matter will be referred to the Chief Conduct Officer to assure that all student rights are protected according to the College Board Policy FLD Local, Student rights and responsibilities.

DATE \_\_\_\_\_ NAME OF STUDENT \_\_\_\_\_ SID# \_\_\_\_\_

Circle one:    **LEVEL I**    **LEVEL II**

**Level I** offenses are actions that deviate from academic standards or are unprofessional practices or behaviors found in the College Student Handbook and individual selective admissions program handbooks.

- Level I offenses include actions that are related to student responsibilities such as violating classroom and/or clinical rules, preparing for each class and/or clinical and take appropriate materials and assignments to class and/or clinical that will be handled by the Faculty, Program Chair or Director.
- An individual Plan of Action (POA) will be developed for each incident aligning with the individual program/course outcomes.

**Level II** offenses are actions that are deemed a **substantial** deviation from acceptable academic standards and/or unprofessional practices or behaviors.

- Level II offenses include actions that are significant breaches of professional conduct in the classroom or clinical setting. These include but are not limited to: a threat to the safety of clients, students, or staff, breaches of client confidentiality, and serious violations of laws governing the state of Texas.
- Level II offense may result in a failing grade and possible immediate, permanent dismissal from any program in SOHS and will be referred to the Chief Conduct Officer. Students who are immediately and permanently dismissed from a program, may also be prohibited from future enrollment at Odessa College.

The infraction observed was: \_\_\_\_\_

Section(s) of College Code of Student Conduct & Discipline <https://www.odessa.edu/current-students/student-handbook/index.html> and/or individual Program/Divisional Handbook (insert hyperlink here) allegedly violated:



Page/section: \_\_\_\_\_

PLAN OF ACTION or PROPOSED DISCIPLINARY SANCTION:

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ACKNOWLEDGEMENT OF Plan of Action

I, the student whose signature appears below, acknowledge the facts presented to me are a violation of Odessa College policies, and understand I have the right to appeal. I acknowledge the Plan of Action and all disciplinary consequences have been explained to me if I choose not to comply with the Plan of action.

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Print name	Signature of Student	Date
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Print name	Signature of Faculty	Date
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Print name	Signature of Program Chair/Director	Date
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Print name	Signature of SOHS Dean	Date
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Print name	Chief Conduct Office (if applicable)	Date
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**PROGRAM USE ONLY: NUMBER OF PROFESSIONAL INCIDENTS:** \_\_\_\_\_

ALL LEVEL II AND ANY LEVEL I THAT RESULTS IN DISMISSAL FROM A PROGRAM WILL BE FORWARDED TO THE CHIEF CONDUCT OFFICER: IF APPLICABLE, DATE SENT: \_\_\_\_\_

## Statement on Professionalism

It is the philosophy of the Surgical Technology department that students should complete all scheduled experiences and be punctual in doing so. Your conduct will influence your effectiveness with other professionals, patients, staff, and visitors, along with your peers and mentors in the classroom and laboratory setting. Your conduct can greatly facilitate or impede your pre-clinical and clinical experiences, and reflects not only on yourself, but on your instructors, the Surgical Technology Program and Odessa College.

Students must demonstrate their professional work ethic, including the ability to be present and dependable during their enrollment in the program. Being on time with perfect attendance, being prepared, following student policies, and completing all assignments on time are necessary to have the maximum opportunity for learning. Complete participation in class is possible only when the student is able to focus attention on the class; therefore entering class after it has begun is disrespectful to Faculty and classmates. Talking out of turn or exhibiting other disruptive behaviors is not tolerated and students will be asked to leave the classroom or lab.

During classroom, laboratory and clinical sessions, you are expected to spend your time in educational activities.

Cellular phones and any other electronic device that makes noise are to be turned off during class and should be left in your locker during lab and clinical hours. No texting is allowed in class or laboratory.

Members of the academic community must exit the classroom to make or receive calls. Any and all rules of conduct specific to particular settings are to be followed. If a student exhibits behavior deemed unprofessional or inappropriate by any faculty member, while in the classroom, clinic or laboratory setting, the faculty will follow the School of Health & Sciences Code of Conduct policy.

All class or laboratory absences will require a makeup homework assignment (assignment to be determined by the instructor). Clinical experience is critical to the success of the Surgical Technology student. In order to be eligible to graduate, the student must have completed the required number of cases in the first scrub role. All clinical absences must be made up. A final course grade will not be awarded until all absences are satisfied.

## Unsafe and Unprofessional Clinical Practice

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological or emotional safety of the patient assigned to their care.

Physical safety examples: Inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient that potentiates falls, lacerations, etc.

Biological safety examples: Failure to recognize errors in aseptic technique, performs technical actions without appropriate supervision, fails to seek help when needed.

Emotional safety examples; threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, and demonstrates unstable emotional behaviors.

Unprofessional practice include verbal or non-verbal language, actions or voice inflection which compromises rapport or working relations with the patient, family member of patients, staff, physicians or instructor which may compromise contractual agreements and/or working relations with clinical affiliates, or constitutes violations of legal or ethical standards. Violations of these standards are considered to be of exceptional importance. At the clinical instructor's discretion the student may be removed from the clinical site immediately. A conference between the student, clinical faculty and the program director will be scheduled. If necessary, the meeting may include the Dean.

## Dress Code

Students in Surgical Technology will be required to wear a dark grey scrub suit in the college laboratory. Students will also wear white warm-up jacket that snap and have stockinette cuffs while opening the surgical room. Students will wear a white lab coat of ¾ length minimum whenever they leave the laboratory setting on campus and to each clinical site visit. Dedicated shoes will be worn in the college laboratory and clinical settings. Shoes will be closed toe and heel; no canvas or cloth shoes will be allowed. They will be white or black athletic shoes and should provide good support. Socks will be worn with the shoes and when sitting no skin should show. Hair is to be kept neat and off the collar when entering the

**clinical setting.** Eye protection will be provided in the surgical lab, students can purchase their own if desired. Eyewear is required on all cases. Students will wear shoe covers when available in the clinical setting.

Surgical Technology students represent Odessa College and therefore need to dress accordingly when in clinical agencies.

- All students are expected to observe good personal hygiene. Only non-perfumed hygienic products are to be used. There are no perfumes or colognes in the clinical setting.
- Fingernails should be kept short, clean and healthy. No nail polish, nail dips, artificial nails, wraps or extensions are allowed. The fingernail should not be visible beyond the fingertip.
- There is to be no jewelry worn to clinical sites. This includes earrings, tongue piercings and other visible piercings.
- Omit chewing of gum in the Operating Room
- Make-up is to be kept minimal, no false eyelashes of any kind.
- Hair is to be secured in the surgical cap and away from the face to avoid contamination in the surgical field: All hair must be covered.
- Mustaches and beards must be clean and neatly trimmed. They must be totally covered in the Operating Room to avoid contamination in the Operating Room.
- Students are required to wear surgical attire for clinical practice. The student will wear the assigned facility's scrub apparel consistent with AST Operating Room guidelines and AORN Standards and Practices. A long sleeve, ¾ length white lab coat and appropriate shoes are required. Student will have an Odessa College patch sewn onto the left upper sleeve of the lab coat, 2 inches below the shoulder seam. Students are expected to report to and from the clinical agency in college approved scrub attire and lab coat.
- Surgical attire (OR scrubs, shoe covers, hat, when required mask and eye protection) is not to be worn outside the clinical facility.
- Students will wear shoe covers when available and eye protection (**face shield provided by the college**) on every case.
- Masks are to be changed between cases and worn at all times, covering the mouth and nose, while in the O.R. rooms, whether the room is opened or not. All students will double glove for all surgical procedures.
- Surgical attire should be changed if soiled between cases.
- Students must also have the Odessa identification badge at all off-campus clinical agency experiences.

### Absenteeism/Tardy Policy

- One goal of the Surgical Technology Program is to prepare students to practice competently and professionally in the health care work environment. Students are expected to attend class, lab, and clinical rotations regularly. Students shall be prompt to class and clinical rotations. A student is considered absent if more than 30 minutes late to lecture, lab or clinical rotation.
- A student arriving one (1) to 29 minutes late for clinic will be marked as such. Three (3) late arrivals will constitute one (1) absence.
- Clinics may send a student home that arrives late to the clinical area. This will be counted as an absence.
- There are a limited number of days each semester for make-up of missed or absent clinical days. If the number of clinical days exceeds the number of days available for make-up the student will earn an incomplete and be dropped from successive courses until requirements are met or dropped from the course depending upon the number of days absent.

## Student Work Policy

Student Work Policy: All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

## Standard Precautions

Standard precautions are expected to be implemented by all students in the clinical setting.

- Exudative lesions, weeping dermatitis or other possible communicable conditions should be brought to the attention of the clinical instructor prior to giving care.
- Appropriate barrier precautions should be implemented to prevent skin and mucous membrane exposure when in contact with blood and other body fluids is anticipated.
- Exposure to blood, body fluids or needle sticks must be reported to the clinical instructor in a timely manner.

## Patient Assignment and Clinical/Lab Responsibility

As health care providers, our primary responsibility is to serve the public. The patient has the right to expect quality care, regardless of race, creed, color, or health status. The care must be delivered in a non-judgmental manner. All patients are to be treated with equal care and compassion. Students must be prepared to work with all patients. The method for selecting student assignments varies with each affiliation facility. Failure to accept a patient assignment will be reflected in the course outcome. It may also result in a course grade of D. While students are completing clinical rotations, their time spent at the clinically affiliated institution will be educational in nature.

The lab may be used for additional learning/practice time. Competency testing of certain skills is required for selective courses and must be successfully complete in order to complete designated courses.

It is understood that, in the course of the duties associated with lab/clinical practice, it may be necessary for physical contact to take place between the student and another member of the team. This contact may be as a result of the close proximity necessary for the surgical team to function, or as a result of the need for the instructor or preceptor to provide guidance to the student. The exclusive purpose of these actions is (1) to provide appropriate care for the patient and (2) to further the education of the student.

## Patient Confidentiality

Subjects of a confidential nature are not to be discussed except with your preceptor, your clinical faculty, or instructor in a private setting. You are expected to treat everyone with consideration and respect.

Patient confidentiality is strictly protected by law, clinical facility policy, and Surgical Technology Program policy. Violations of patient confidentiality, whether willful or unintentional, may result in dismissal from the program. By receiving and signing this handbook, you are acknowledging that you understand and will adhere to all patient confidentiality issues and rights; clinical sites may require a separate form for you to sign as well.

## Health and Safety Requirements for Nursing and Allied Health Students Policy and Release of Information

Students admitted to Odessa College School of Health & Sciences Programs must submit to a criminal background check during or shortly before the first semester of the program's curriculum. The student understands that the background check application will be submitted to the investigation agency selected by the College, the results of the investigation will be reviewed by the department chair/program director or dean. The College President, Vice President for Instruction, Vice President for Student Services, and the college's legal counsel may also have access to the background check results in certain situations, such as but not limited to, a student's removal from School of Health & Sciences program due to the background check. Results of criminal background checks will be maintained in a locked space with immediate access only by the department chair/program director or dean.

The student understands that the surgical program must provide the results of the criminal background check to participating clinical agencies and that the student must be approved by those agencies before he/she is allowed to do clinical practice in the agency. Sufficient clinical practice is a requirement of the regulatory agencies governing health careers programs and students must have sufficient clinical practice to satisfy course and program objectives. Not being allowed to enter a clinical site makes it impossible for students to satisfy course and program objectives and therefore the student would be required to withdraw from the surgical technology program.

The student further understands that clinical agencies require proof of compliance with health a safety requirements including the individual's immunization record, which may include results of laboratory testing confirming immunity to certain diseases, results of urine drug screening, and results of testing for tuberculosis (skin test or recent chest x-ray). The School of Health & Sciences program director/department chair or dean or their designee will provide this information to the clinical agencies which request that such information be provided.

By signing and dating below, the student acknowledges that he/she has read and understands this policy and gives the School of Health & Sciences program permission to release information related to health and safety. Further, permission is granted to conduct the criminal background check.

### Information Release

By receiving and signing this handbook, the student agrees that his or her information, relative to acceptance into the program and student records that may be required for review by accreditation site visitor teams, will be disclosed to such persons for review relative to evaluation of the quality of the program, along with post graduate information (i.e. graduate surveys and employer survey) provided by the graduate and his/her employer.

With this acknowledgment by the student/graduate, information from his/her present or future employer may be disclosed for the purpose of information gathering to assess the educational experience of the student in preparation for the Surgical Technology profession, and likewise ensure quality of the program.

In addition by signing this handbook the student agrees to release of information for standardized testing and test results for the purpose of assessing the educational experience.

# Acknowledgement Form

**Odessa College  
School of Health & Sciences  
Surgical Technology Program  
Student Acknowledgement**

I, the undersigned, have

1. Been given access to a copy of: **Odessa College Surgical Technology Handbook** available online.
2. Read the: **Odessa College Surgical Technology Handbook** online
3. Received an explanation of any questions I personally had: **YES** **NO**
  4. Have had the opportunity to have questions answered regarding the policies and guideline as stated in the Surgical Technology Department Handbook.
  5. Given consent for criminal background check and release of information to clinical facilities as required.
  6. Given consent to release health information as requested by the clinical facilities.
  7. Read the Student Work Policy: Student will not receive any monetary compensation during this education experience, nor will the students be substituted for hired staff personnel within the clinical institution in the capacity of the Surgical Technologist.
  8. Given consent to release of student records for application of standardized testing and release of results to the department director.
  9. Granted permission for my first employer to complete an employer survey as required by the accreditation body
  10. Agreed to abide by the guidelines and/or modifications as warranted for the duration of time that I am in the Surgical Technology Program.
  11. Agree to all Essential Performance/Technical Standard requirements as presented in this handbook.
  12. Understand that this signed acknowledgement will be filed in my student file.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Printed Name: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_