



SURGICAL TECHNOLOGY

McLennan Health  
Professions

# PROGRAM HANDBOOK

McLennan Community College  
Surgical Technology Program Handbook  
2019-2020

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Welcome to McLennan Community College Surgical Technology (MCC-ST) Program. The MCC-ST program handbook is intended to be a source of information for the student in regards to faculty and program expectations.

Basic policies for the program can be found in this handbook. This handbook is not a replacement for McLennan Community College (MCC) Student Handbook but is a supplement. All policies and guidelines set forth by McLennan Community College will be enforced.

### **Program Philosophy**

The faculty of the McLennan Community College Surgical Technology program is committed to preparing graduates who can function as a competent surgical team member who works with other health professionals towards a common goal; the

welfare of the patient. The philosophy of this program reflects the mission statement of McLennan Community College.

The faculty recognizes that each individual has a right to respect and dignity. The faculty also believes that the physical, psychological, and sociological needs of each individual must be considered. Furthermore, we believe that all individuals have the right to be free from any form of harassment including sexual harassment.

Surgical Technologists are vital members of the operating room team. They are responsible for providing an optimal surgical environment for the surgical patient. Surgical Technologists (ST) function in the sterile as well as the non-sterile role. A proficient ST shows considerable care and commitment to the patient and their profession by doing the best job possible and continuing their education.

### **Code of Ethics**

- ▶ To maintain the highest standards of professional conduct and patient care.
- ▶ To hold in confidence, with respect to the patient's beliefs, all personal matters.
- ▶ To respect and protect the patient's legal and moral rights to quality patient care.
- ▶ To not knowingly cause injury or any injustice to those entrusted to our care
- ▶ To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- ▶ To always follow the principles of aseptic technique.
- ▶ To maintain a high degree of efficiency through continuing education.
- ▶ To maintain and practice surgical technology willingly, with pride and dignity.
- ▶ To report any unethical conduct or practice to the proper authority.
- ▶ To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

### **Mission Statement**

The purpose of the McLennan Community College Surgical Technology Program (MCC-ST) is to prepare surgical technologists who can function safely and confidently in the perioperative field in an entry-level capacity. It is the mission of the MCC-ST program to supply students with the didactic and clinical experiences according to the Association of Surgical Technology Core Curriculum and McLennan Community College.

The goal of this program is to provide students with the education and opportunity to develop the skills and knowledge needed to become employed as entry level Surgical Technologist and to become contributing members of the health care team. This is accomplished by:

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1. Preparing competent graduates in the cognitive, psychomotor, and affective learning domains.
2. Meeting or exceeding the criteria set forth in the current CAAHEP Standard and Guidelines for the Accreditation of Educational Programs in Surgical Technology.
3. Meeting or exceeding the criteria set forth in the current ARC-STSA Standards and Guidelines.
4. Meeting or exceeding the Core Curriculum for Surgical Technology 6<sup>th</sup> edition.

Upon completion of this program the student will be able to:

1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
2. Demonstrate a safe level of practice and knowledge in their role as a Surgical Technologist
3. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the Operating Room team during the perioperative experience.
4. Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
5. Demonstrate safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
6. Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
7. Apply knowledge and skills as a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
8. Perform as a competent entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
9. Value the professional attributes of the Surgical Technologist.

## **Faculty Contact Information**

### **Surgical Technology- Program Director**

Marcie Rierson, BBA, CST

Office: 254-299- 8292

E-mail: [mrierson@mclennan.edu](mailto:mrierson@mclennan.edu)

Office: Health Professions rm. 112

Office Hours: by appointment

### **Surgical Technology - Clinical Coordinator**

Felicia Howard, AA, AS, CST

Office: 299-8301

E-mail: [fhoward@mclennan.edu](mailto:fhoward@mclennan.edu)

Office: Health Professions rm. 111

Office Hours: by appointment

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**Adjunct Faculty**

Christina Miller

E-mail: [cmiller@mclennan.edu](mailto:cmiller@mclennan.edu)

Office Hours: by appointment

Ashlee Williams, CST

Office: 299-8292

E-mail: [awilliams@mclennan.edu](mailto:awilliams@mclennan.edu)

Holly Lockwood, CST

Office: 299-8292

E-mail: [hlockwood@mclennan.edu](mailto:hlockwood@mclennan.edu)

**Accreditation**

McLennan Community College Surgical Technology Program is a one-year, level II program accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) under the auspices of the Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC/STSA).

**Accidental Injury/Health Coverage**

Neither the college nor the clinical affiliates assume responsibility for any injury to the student during clinical hours. The student is encouraged to carry his or her own health coverage and must report any injury to the clinical instructor or program director.

***Beginning January 1, 2020, all students will be required to provide proof of health insurance. Students that fail to provide proof of health insurance will be removed from the program.***

**Liability Insurance**

Students are provided limited liability insurance through McLennan Community College program fees.



## SECTION 1

### ADMISSION CRITERIA

#### Admission Requirements

- Complete the mandatory academic courses with a minimum GPA of 2.5 by the June 1<sup>st</sup> deadline.
  - HPRS 1206 Medical Terminology;
  - BIOL 2401 Anatomy & Physiology I
  - BIOL 2402 Anatomy & Physiology II
  - HPRS 2301 Pathophysiology
- Take the TEAS exam and complete with a 59 or better (test grades are good for 2 year)
- Attend a mandatory information session (attendance is good for 1 year)
- Have a cumulative college GPA of 2.25
- Submit a signed and complete application to the program before the deadline.
- Meet the acceptance criteria for McLennan Community College

Once you are accepted into the Surgical Technology program the following is required:

- Current and up-to-date immunizations uploaded to the Complio compliance tracking system.
- Current CPR for health care providers. American Heart Association preferred. (No online course will be accepted)
- Pass a criminal background check and drug screen
- Attend a mandatory Orientation session
- Sign the program acceptance letter

**Meeting the minimum admission criteria does NOT guarantee admission into the surgical technology program.** Typically, students must score higher than the minimum requirements to be accepted into the program. Applications are reviewed by the Admissions Committee and are accepted in the order of priority until the enrollment limit has been reached. The program currently accepts 16 students each academic program year. A year-to-year waiting list is **NOT** maintained. Students must apply each year for admission.

Students are selected by a point system. Points are based on:

- GPA from the mandatory academic courses.
- Program information session attendance.
- Military Veteran
- Additional bonus point may be achieved by taking and completing an additional course, HPRS 2300 Pharmacology for the Health Professions before the application deadline of June 1<sup>st</sup>.
- The cumulative GPA is an additional deciding factor in prioritizing students on the admissions list.

\*\*Once admitted into the program all SRGT courses must be taken in succession. If a student drops out of the program at any point; the uncompleted courses must be taken and completed before advancing through the program.

## READMISSION

### A. Re-entry Policy for Current MCC Students

This policy applies if a student was enrolled in the Surgical Technology program and drops out of the program for financial or personal reasons.

- A new application must be submitted per Program Exit Agreement (**See Section 3**).
- Each application will be reviewed on a case-by-case basis by the admission committee.
- **This does not guarantee a position in the program.**
- Student must meet all program admission requirements for the year that they are applying to.
- Student must attend a mandatory information session. Information sessions are good for 1 year.
- Surgical case counts are good for 1 year.

### B. Re-entry Policy for Current Program Students That Did Not Pass the Fall Semester or the Exit Exam

This policy applies if a student did not pass the Clinical Practical Exam in the fall semester or did not pass the Exit Exam in the summer semester. The student will have 1 chance to complete the program within 3 years of the original acceptance. In addition to meeting admission requirements, the student will be required to do the following:

- Make a new application to the program
- Make an appointment with the program director
- Develop a Plan For Success. Re-entry students must agree to and sign the Plan for Success.

## SECTION 2

### THE SURGICAL TECHNOLOGIST

#### Surgical Technologist Task Inventory

The surgical technologist is responsible for three phases of patient care or surgical case management with a minimum of direction or supervision from team members.

#### 1. Preoperative Case Management Tasks

- Don operating room attire and personal protective equipment.

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- Prepare the operating room
- Gather necessary equipment and supplies
- Create and maintain the sterile field
- “Scrub” and don sterile gown and gloves
- Organize the sterile field for use
- Count necessary items
- Assist team members during entry to the sterile field
- Expose the operative site with sterile drapes

**2. Intraoperative Case Management Tasks**

- Maintain the sterile field
- Pass instrumentation, equipment and supplies to the surgeon and surgical assistant as needed
- Assess and predict (anticipate) the needs of the patient and surgeon and provide the necessary items in order of need
- Medication preparation and handling
- Count necessary items
- Specimen care
- Dressing application

**3. Postoperative Case Management Tasks**

- Maintenance of the sterile field until the patient is transported
- Removal of used instruments, equipment and supplies from the operating room
- Care and maintenance of instruments, equipment and supplies following use
- Preparation of the operating room for the next patient

### Infection Control Policy

During the performance of clinical duties the surgical technology student shall comply with Standard Precautions for preventing the spread of infection to patients, themselves, and others. The following measures will be employed:

- Hands should always be washed before and after any type of patient contact, even when gloves have been worn. Hands will be washed immediately with soap and water if contaminated with blood, body fluids or human waste.
- Gloves should be worn when in patient contact at all times.
- Sterile gowns are worn during surgical procedures. Students may cover their scrubs with unsterile gowns when there is a likelihood of blood or body fluid splatter while circulating or during observation.
- Hat/bonnets will be donned first and worn at all times in the semi-restricted and restricted areas. Cloth hats are not acceptable.
- Mask/Goggles are worn in the restricted areas at all times and changed between cases.
- Shoe covers will be worn in the restricted areas at all times and changed when grossly soiled.

- Cover-up will be worn when leaving the surgical department.

***\*\*No loose or dangling jewelry is allowed to be worn in the operating room.***

### Elements for Success in the Workplace - SCANS

The following skills have been identified as essential elements for success in the workplace:

#### Foundational Skills

- Basic Skills: reading writing, performing arithmetical and mathematical operations, listening and speaking.
- Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning to discover rules or principles underlying relationships and applying that knowledge to solve problems.
- Personal Qualities: displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.

#### Competencies (SCANS)

- Resources: identifies, plans, organizes and allocates resources including time, money, material, facilities, and human resources.
- Interpersonal: works with others by participating as a member of teams, teaching new skills to others, serving clients and customers in ways that satisfy them, exercising leadership, negotiating and working well with people from diverse backgrounds
- Information: manages information by acquiring and evaluating information, organizing and maintaining information, interpreting and communication information, and using computers to process information.
- Systems: understands complex interrelationships, including how social, organizational and technological systems work and how to operate effectively with them, how to monitor and correct performance, and improve on design systems.
- Technology: works with a variety of technologies by selecting technology, applying technology to tasks, and maintaining and troubleshooting technologies.

### Professional Organizations Related to the Profession of Surgical Technology

- Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA)  
6 W. Dry Creek Circle, Suite #110  
Littleton, CO 80120  
Phone: 303-694-9262  
Fax: 303-741-3655

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[www.arcsta.org](http://www.arcsta.org)

- American College of Surgeons (ACS)  
[www.facs.org](http://www.facs.org)
- Association of Surgical Technology  
6 W. Dry Creek Circle, Suite 200  
Littleton, CO 80120  
Phone: 303-694-9130  
Fax: 303-694-9169  
[www.ast.org](http://www.ast.org)
- Association of Surgical Assistants (ASA)  
[www.surgicalassistant.org](http://www.surgicalassistant.org)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, Florida 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
[www.caahep.org](http://www.caahep.org)
- Foundation for Surgical Technology (FST)  
6 West Dry Creek Circle Suite #200  
Littleton, CO 80120  
[www.ffst.org](http://www.ffst.org)
- National Board of Surgical Technology and Surgical Assisting (NBSTSA)  
6 West Dry Creek Circle Suite #100  
Littleton, CO 80120  
Phone: 800-707-0057  
Fax: 303-325-2536
- Association of Operating Room Nurses (AORN)  
[www.aorn.org](http://www.aorn.org)
- Centers for Disease Control (CDC)  
[www.cdc.gov](http://www.cdc.gov)

## **SECTION 3**

### *EXITING THE PROGRAM*

All students who exit the MCC-ST program must sign the Program Exit Agreement. The Exit Agreement is designed to help the student through the exit process from the Surgical Technology program. Objectives of the agreement are:

- Help the student have a clear definition of the exit process.
- The faculty and student will have an understanding of the reasoning for exiting the program.
- The faculty and student will review the option of re-entry back into the program.
- Help the student to understand the expectations of the program if re-entry is an option.
- The student and faculty will both sign the Program Exit Agreement, which will become part of the student's files.

#### *The Exit Process*

Exiting the Surgical Technology program for academic or program initiated withdrawal:

- The student will make their intent to exit the program known to the faculty
- The student will schedule an exit conference with the faculty.
- The student and faculty will sign the Program Exit Agreement and discuss other options.

## **SECTION 4**

### *PROGRAM POLICIES*

#### *Classroom Policies*

##### *Attendance*

- Students are recommended to attend all classes
- If a student has to be absent for any reason please contact your instructor by phone or email.
- Due to the content that is discussed in lectures, children are not allowed in the classroom

##### *Assignments*

- All students are required to turn in graded assignments on the date due at the beginning of class. Late assignments will be penalized 10 points per day for being late. No assignments will be accepted past 1 week.

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- Assignments should be neat and legible. Computer generated assignments are preferred.
- Reports or essays should be enclosed in a folder and labeled. The student must put their name on all work turned in.
- At times students will be assigned group projects. Each student in the group must participate in some way to get a grade. A list of what each student did to contribute to the project will be turned in along with any paperwork necessary. Individuals will be graded separately.
- Computer labs are located across the campus for student access.

### Quizzes, Tests, and Exams

The following testing policy will be in effect for the MCC-ST program:

- Arrival on time is a must. No student will be allowed into the classroom after the quiz, test, or exam begins.
- Be prepared for test taking. You will need 2 - #2 sharpened pencils.
- Scantrons will be used for tests. The form is SC982-E (blue)
- Be prepared to sit for the entire exam. Students are not allowed to leave the classroom during the exam. The only exception will be in case of emergencies. The instructor must be notified before the student leaves the room. Once a student leaves the room they will not be permitted back into the classroom to complete the test.
- All books, purses, backpack etc., are to be placed in student lockers before the test or exam begins. The only exception being during quizzes.
- Talking, eating, drinking or making excessive noise is discouraged during testing time.
- If a student is late or misses a test or exam it is the student's responsibility to schedule an alternate testing time at the convenience of the instructor. **Quizzes cannot be made up!!**
- No smart phones/cell phones or smart watches/watches (Apple, Samsung, Fitbit etc.) are allowed on the desk or on an arm during an exam.
- Watches/Smart Watches & Smart phones/cell phones will be placed in backpack or purse during the exam & may NOT be taken out until after student is dismissed from the exam.
- Students may use smart phone/cellphones & smart watches/watches after the class is dismissed from the exam
- All make-up exams will start with an automatic 10 point deduction
- Cheating is not an acceptable behavior nor is it allowed on the MCC campus. Any student caught cheating will have their tests taken up and may face academic discipline and/or dismissal from the MCC-ST program. Academic integrity is a priority at all times.

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Please refer to the MCC policy on academic integrity, plagiarism, and cheating.

## Grading Rubric

- A – 100 – 89.5
- B – 89.4 – 79.5
- C – 79.4 – 74.5
- D – 74.4 – 69.5
- F – 69.4 – 0

### Evaluation of Students

1. Tests, Quizzes
2. Assignments
3. Class Participation
4. Final Comprehensive Exam
5. Lab Competencies

### Evaluation of Course

1. Results of student competencies
2. Results of Final Comprehensive Exam
3. Student Course Feedback

## Exit Exam & Practice Exam

### Exit Exam

In order to fulfill graduation requirements, a comprehensive exit exam must be taken at the end of the Summer Semester and passed with a grade of 75% or better. The Exit Exam is a comprehensive assessment of readiness for the certification exam and also helps identify knowledge gaps and strengths prior to sitting for the certification exam.

- The Exit Exam is the capstone experience and the grade will be factored into SRTG 2660.
- The Exit Exam will include 150 to 200 questions and the grade will **NOT** be rounded.
- Students must have a 74.5 average or better in SRTG 2660 before they will be allowed to sit for the exit exam.
- Doors will be locked and no one will be able to enter after the designated testing time.
- The program must be notified as soon as possible if the student knows they will be absent for the Exit Exam. The student forfeits the first scheduled exam and must pass the second scheduled exam with a 75 or better to graduate. There will not be a third exam.
- Passing the Exit Exam allows the student to take the national certification exam. Faculty must have at least 72 hours before the day of the national certification exam to withdraw the student.
- Although the Exit Exam will be given 2 times, students are expected to take the exam on the first test date. If the exam is not passed on the first try then the student will be allowed to take it on the second test date.



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- Failure to take the Exit Exam will result in a “D” for SRGT 2660.
- If the student fails the Exit Exam on both attempts a “D” will be given for SRGT 2660 which means that graduation requirements have not been met for the program.
- If the student fails the exam on both attempts and would like to re-apply to the program the student will enter into the Re-entry process and must sign an exit agreement. See Section 1-C.

**\*\*NOTE\*\* Exit Exam A and Exit Exam B will not be the same exam.**

### Practice Exam

The practice exam is a 150 question, computer-based test given through the testing company that administers the national certification exam. Testing fees are attached to appropriate curriculum courses.

- This exam will be administered on campus.
- A testing date will be given after the test is ordered by the program director.

### NBSTSA – National Certification Exam

Passing the Exit Exam as well as passing all SRGT courses will allow the student to sit for the National Certification Exam.

- Testing fees are included in the program fees and the students will be registered as a group to take the test on campus at the testing center.
- Students will need to provide 2 forms of ID such as a driver’s license and student ID in order to sit for the test.
- You must arrive 15 minutes before the test starts to receive testing instructions.
- Failure to show up on time or without proper ID will result in forfeiting your chance to take the test and you will lose your testing fees. If you know that you cannot be there at the designated time you must contact the MCC-ST faculty no later than 72 working hours before the test is scheduled in order to be withdrawn and to have your money refunded.
- Students that are removed from the testing roster will not be allowed to test on MCC campus and must make arrangements with NBSTSA for a testing site.
- You will be given testing instructions at the time your testing date is scheduled.

### Graduation Requirements

In order for a student to graduate from the MCC-ST program the following criteria must be met:

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- Complete all academic and program courses required in the curriculum with a “C” (75) or better.
- Successfully pass the capstone comprehensive MCC-ST exit exam with a 75% or better. Grades are not rounded on the Exit Exam.
- Complete all required clinical competencies (120 scrubbed cases) as mandated by the Association of Surgical Technology Core Curriculum and McLennan Community College Surgical Technology Program.
- Pass the Clinical Competency Practical exam with an 80% or better. Grade is not rounded.
- Fulfill all McLennan Community College and Surgical Technology program graduation requirements.

**\*\*NOTE\*\*** Students that fail to pass the Exit Exam with a 75 or better will not meet the graduation requirements and therefore not receive a Certificate of Completion.

### Beepers, Cell Phones, iPads, Tablets, Computers

Students may bring iPads, Tablets, or Laptops to class to enhance the learning experience.

- Students that are caught surfing the web or playing games during lecture time will be asked not to bring the device back into the classroom.
- Beepers and cell phones are **not allowed** to be used during lecture time unless directed by the instructor for class activities such as Kahoot. Students who are caught talking or texting on their cell phones during lecture or lab will be asked to turn it off and put it away. If the student is caught a second time the student may be asked to leave for the day.
- Cell phones or personal computers are not allowed in the clinical setting. Hospitals have strict policies about cell phone usage. If you think you may receive an urgent message, please notify the instructor before class/clinical starts.
- Cell phones are to be turned off during testing.
- Students are not allowed to record the instructor without his/her permission

### Guest Speakers

There will be guest speakers that come to our classroom throughout the year. It is important to be courteous at all times since these speakers take time out of their busy schedule to talk to us. Good listening skills require that the student sit up straight, face the speaker and

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acknowledge them. You will be required to write a brief summary of all guest speakers that will be graded. All students are required to take notes so that a ½ to 1 page summary can be turned in the next class day.

### Textbooks

A current booklist will be given to the student upon entering into the program.

### Email

Students are expected to use their MCC issued student email for all communications for this program. Those that need help setting-up or accessing their student email should seek help immediately. The student will be held responsible for all communications that are sent to the student email.

### Computer Applications

Students in the college setting are expected to have an understanding of basic computer skills. Students will be required to turn in information and assignments using computer applications such as D2L|Brightspace, Complio, and E\*Value. If the student does not have access to a computer at home, there are computer labs available on campus. Please notify the program faculty if further assistance is needed.

### Student-Faculty Conferences

Students are encouraged to meet with program faculty any time there are questions regarding their progression in a course. All disciplinary conferences will be held on campus.

## Lab Policies

### Attendance

- Attendance is mandatory. Clinical skills will be introduced, demonstrated and practiced in the lab setting. Missing a day may mean missing an important lab skill. Laboratory time is to be spent on demonstration, practice, observation, and evaluation of proficiency.
- Additional lab time will be assigned.
- Any absence due to a medical condition will require a doctor's note before the student can participate in lab or clinical

### Skills Competencies

Specific competencies must be met before the student is allowed to scrub in the clinical site. Each competency must be signed off by a faculty

member. **Failure to complete the required competencies will result in failure of the clinical course**

### Lab Practice Time

Independent learning is encouraged in addition to scheduled lab hours. In order to insure that all students have the equal opportunity to have extra lab practice; times will be assigned by the program faculty. If the student cannot make it to the scheduled time then it is their responsibility to notify the faculty and their slot will be made available to another student. The student can trade lab times with other students by filling out an agreement form.

### Artificial Nails

Artificial nails of any kind are not allowed into the lab or clinical settings. Artificial nails harbor bacteria and possible fungus that can be transmitted to the patient if there is an accidental tear or hole in the sterile glove. Nails are to be kept short, clean and polish free. Failure to comply with this request will result in a program write-up.

### Lab Attire

Proper lab attire is required, which consists of a clean and pressed scrub suit designated by the program (2 pairs). Clean socks and shoes with little to no emblems on them. These must be solid toe shoes of either leather or a durable material that is resistant to liquids or stains. No clogs, sandals, or open-toed shoes are allowed. One clean and pressed lab coat or cover up with the MCC-ST program patch and name tag. Lab coats should be cleaned and laundered regularly (i.e. laundering at least weekly is strongly encouraged).

### Lab Participation

All students are expected to be prepared for the lab experience by having the required textbooks, folders and supplies with them for each day of lab. Lab participation is essential to being prepared for entering the clinical site. Students must be checked-off on specific skills before entering any clinical site. Lab grades will consist of lab assignments, lab skills evaluation and lab participation. A final grade for the lab class will be determined by:

- Lab participation (attendance)
- Successful completion of specific skills

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- Completion of lab assignments
- Quiz scores
- A final practical performance which consists of the following:
  - Room preparation and opening supplies
  - Surgical hand scrub
  - Gown, glove self
  - Gown, glove other
  - Set up back table & mayo stand
  - Pass instruments
  - Demonstrate a correct count
  - Demonstrate open glove technique
  - Identification and passing of basic instruments
  - Problem solve an aseptic technique scenario

### Lab Practical

The clinical/lab competency must be passed with 80% or better in order to continue in the program. Students who do not pass the practical exam with an 80% on the first attempt will be placed in remediation in the lab on campus and retested at the end of the Fall semester. Failure of the second practical test at the end of the semester will result in withdrawal from the program.

- You will be assigned a testing date and time. This is a 1 hour skills demonstration exam that is recorded.
- You will be given testing instructions at the time your testing date is scheduled.
- Students are expected to be on campus 15 minutes before scheduled testing time and leave personal belonging in locker.
- Students that are more than 15 minutes late for their scheduled time will forfeit their opportunity to test for that day. No additional time will be given for late students. (I.e. test is scheduled from 10-11. Student arrives at 10:15. Student has until 11 to complete test)
- In order to be able to take the Clinical Practical Exam students must maintain a 74.5 or better in each course prior to testing.
- Failure to show up to the first testing date will result in a forfeiture of the testing time. Failure to show up to the 2<sup>nd</sup> testing time will result in dismissal from the program.
- Failure to pass the lab practical the second time will result in the student being withdrawn from the program. See Section 3: Exiting the Program.

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- Three (3) or more non-recognized contaminations within the lab skills practical and competency check-offs will result in failure of the clinical/lab portion of the course. The student will be required to retake and pass the introductory clinical course.
- This test is confidential and students are asked not to discuss their results with other students. This puts undue stress on you and your classmates that may affect their performance.
- This grade is not rounded.
- Scrub attire must be the official MCC-ST program scrubs.

*Lab Practical – Second attempt*

- Student attempting the Lab Practical a second time will start with a 10 point deduction
- Mandatory practice sessions will be assigned for any student that is required to re-test.
- You will be given testing instructions at the time your testing date is scheduled

## Lab Rules

The MCC-ST lab is a real simulation of the operating room. Students will be expected to treat the MCC lab as if they are in the real operating room. This means that aseptic technique skills will be used at all times. This will help the student to transition into the perioperative setting.

- Clean up after your practice session.
- Be a team member and help your fellow classmate.
- If you schedule additional time you must have a lab partner
- No eating or drinking in the lab.
- Show up for your scheduled practice time. If you cannot be there on your scheduled time you must notify the program faculty.
- Practice times will be scheduled for each student on a posted schedule. If you cannot make your practice time you may trade with another student. You will be required to write the change on the schedule and sign an agreement to change times with the person you are changing with.
- Scrubs, hats, shoe covers, mask are to be worn in the lab.
- You will have a locker assigned to you. You may purchase a lock for your locker.
- Do not let food or drinks stay in your locker overnight.
- Please keep talking to a minimum level
- Other lab rules may be added.

## Recording in the Lab

- You will be recorded in the lab during your practice sessions, during group projects and during testing.
- You will be able to view the recordings from home. Each recording will be given a start date and end date. MCC has the rights to these recordings therefore no copies can be made and shared outside the classroom setting.
- No personal device (i.e. cell phone, smart watch, personal camera) recordings will be allowed in the lab

## Clinical Policies

### Competency Policy

- Competency is defined as the ability or an ability to do something, especially measured against a standard.
- The surgical technology student is expected to have a competent knowledge base of aseptic technique as well as technical skills that will allow them to work safely and confidently within a perioperative setting.
- Competencies are measured in skills performance, surgical conscience, aseptic technique, honesty, ethical decision making and professionalism.
- The student must successfully complete and pass all required competencies and a clinical practicum with an 80% before being allowed to scrub in the clinical setting.
- Students that have passing didactic grades but fail the lab practicum will be withdrawn from the program.
- Students have one re-entry chance and the student is required to reapply to the program.
- Two (2) non-recognized contaminations and/or multiple high risk maneuvers in the clinical setting will result in program status evaluation. The student will be evaluated for type of contamination and reasons for not recognizing the contamination. If it is determined that the student should have known how to recognize, prevent or correct the contamination then the student may be removed from the clinical setting and either placed in remediation or dismissed from the program. Each incident will be handled on a case-by-case basis.
- All conferences with students are strictly confidential and will not be discussed outside the student/teacher conference setting.

### Clinical Performance Assessment

The Clinical Performance Assessment (CPA) is an evaluation of the student's skills according to workforce education. Student's skill levels are assessed according to accreditation, state, program standards and

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the Secretary's Commission on Achieving Necessary Skills (SCANS). The clinical grading is as follows:

Fall – 20% Clinical paperwork  
30% Practical exam  
50% Clinical Performance Assessment

Spring – 25% Clinical paperwork  
75% Clinical Performance Assessment

Summer – 25% Clinical paperwork  
75% Clinical Performance Assessment

\*Students that do not complete the Exit Exam with a 75% or better will receive a "D" for SRGT 2660

### Procedure for Sharps Injury

The student will follow this policy and procedure if they sustain a sharps injury, such as a cut or stick from a sharp instrument, blade or needle, during the surgical rotation. This does not pertain to injury in the lab setting.

- The student will recognize the injury and alert their preceptor or circulator that they have a possible sharps injury and a contaminated glove.
- The student will ask the employee scrubbed with them to take over the case if applicable, so the injury can be attended.
- The clinical site policy on sharps injury will be followed. This may include being tested at that site or being referred to their personal physician for testing.
- The student will attend to the sharps injury as taught in the lab setting by backing out of the sterile field removing the gown and gloves and performing the correct protocol per the clinical sites policies.
- The student is to provide a written or typed description of the incident which will include date, time, clinical site name, witnesses if any and a brief description.

It is at the student's discretion whether they seek medical treatment. If the student chooses not to seek medical treatment a release from medical treatment statement must be done and signed and given to faculty.

Continued concerns with a student's sharp safety are high-risk maneuvers and will lead to a remedial process and possible removal from the program if not corrected.



### Environmental/Latex/Neoprene/Iodine Allergy Policy

Students must make the program faculty aware of any environmental allergies related to latex or iodine based products. The medical community is aware of the seriousness of these allergies and has tried to eliminate the use of latex in the medical environment. Not all patient contact items are latex-free. In addition Betadine scrub and solutions contain iodine which can cause an allergic reaction. If you have a sensitivity to latex, neoprene, or iodine you must make the faculty aware of this.

Students with a latex or neoprene sensitivity must have written documentation from their physician. This documentation may be required by the clinical site. Repeated exposure to latex or neoprene by someone who is sensitive to it may cause serious health problems. Reactions have been known to occur in 5 minutes after contact up to several hours.

Symptoms include:

- Contact dermatitis
- Rhinitis
- Dizziness
- Conjunctivitis
- Eyelid edema
- Dyspnea
- Hypotension
- Anaphylactic shock

### Assignments to High Risks Cases

Students will be assigned to a wide assortment of surgical cases in order to meet their graduation requirements of 120 scrubbed cases. As taught in the lab setting, all patients are considered infectious and will be handled using Standard Precautions. Students may possibly be exposed to a variety of infectious diseases. All students will practice the optimum level of using their personal protective equipment, eye protection and double gloving. Just because a patient has a history of an infectious disease will not exclude the student from scrubbing in that case. If a student has an accidental exposure, it must be reported immediately to the personal in the operating room and to the clinical instructor. The student will then follow clinical site protocols and an incident form must be filled out. The exception is active TB. Students have not been properly fitted for the masks needed to participate in these cases.

## Accidents/Incidents

Students who are involved in any type of accident while at a clinical site must contact the clinical instructor, OR supervisor, and Clinical Coordinator immediately. An incident report will be filled out as per clinical site policies. It is up to the student to seek medical attention at the clinical site or to see their personal physician. Students will be responsible for all expenses incurred and for any follow-up treatment. The student has the right to refuse treatment. This will be documented by the clinical instructor and clinical coordinator and a refusal statement signed by the student. An incident form must be completed on any accidents/incidents/refusal of treatment and Program Director must be notified immediately.

## Exposure to Radiation

The use of radiation through continuous and intermittent x-ray will be present in the operating room. There will be times when a student is assigned to a surgical case that requires x-ray. Although precautions are taken to reduce the exposure of radiation by each facility it is the responsibility of all students to protect themselves as well. Accidental exposure can occur at any time.

The following basic safety guidelines should be followed during cases that require x-ray to reduce or eliminate a student's exposure.

- All students are required to wear lead aprons and safety glasses/goggles as protection from accidental exposure underneath their sterile attire.
- Students can, while in the sterile role, step behind a lead lined barrier for protection.
- While in the sterile role the student can step into the sub-sterile room, if one is immediately adjacent to the operating room. Aseptic technique must be maintained. If the gown and gloves become contaminated the student will change before re-entering the sterile field.

## Pregnancy Policy

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks of probability of detectable effects induced by medical diagnostic exposure are very small. While it is strictly voluntary, to ensure that extra protective measures be initiated promptly, it is suggested that the student notify the program director of documented

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pregnancy. The program will keep all information related to the pregnancy strictly confidential.

It is the policy of the McLennan Community College Surgical Technology program to provide reasonable radiation protection to students in the clinical setting who occupationally exposed to ionizing radiation. Declared pregnant students are expected to follow the additional protective measures detailed below, which have been developed to restrict fetal radiation dose to not exceed 0.5 rem for the entire pregnancy.

After declaration, pregnant students in the Surgical Technology program will be given a copy of the United States Nuclear Regulatory Commission Guide 8.13 which addresses pre-natal radiation exposure.

The guide may be downloaded from the following website: [www.nrc.gov/reading-rm/doccollections/reg-guides/occupational-health/active/8-13/index.html](http://www.nrc.gov/reading-rm/doccollections/reg-guides/occupational-health/active/8-13/index.html). The pregnant student must make the final decision as to their acceptance or non-acceptance of this minimal risk.

The following procedure shall be followed:

1. Voluntary disclosure or declaration of pregnancy: To ensure that additional protective measures for the fetus and mother are initiated quickly, the student may wish to inform the program director upon medical verification of pregnancy. This voluntary disclosure may be withdrawn at any time upon written request from the pregnant student.
2. The program director will arrange for the student to discuss protective actions and associated risks to the fetus with the radiation safety officer. The radiation safety officer will provide the student with a copy of NCR Guide 8.13 to the student.

After consultation with the program director, the student may choose from two options:

1. The student may opt to leave the program during her pregnancy. She will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in any courses from which she dropped due to her pregnancy leave. If the student does not re-enter

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the program at the earliest possible date after the end of the pregnancy leave, she will have to reapply for the program under the standard application procedures.

- a. If the student decides to accept this option and leave the program, she must immediately notify the program director in writing.
- b. An incomplete grade will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.

2. The student may opt to remain in the program during her pregnancy, accepting full responsibility for her actions and relieving McLennan Community College, its faculty and clinical affiliates of any responsibility. The pregnant student will not be given special assignments or modifications based on her condition and will be expected to follow the established program policies and clinical criteria as they apply to all students.

- a. The student will be issued a personal and fetal dosimeter that will be worn at the waistline during the gestational period. The fetal dosimeter is used to monitor fetal dose throughout pregnancy.
- b. The student will be advised to wear a wrap-around lead apron during exposures to radiation.

The program director shall document the student's decision in regard to the two options described above. The student is required to complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be kept in the student's personal file.

## Clinical Participation Requirements

### Transportation

Students will be responsible for their own transportation to and from clinical. Arriving in plenty of time to find a parking spot, get dressed and be present in a designated meeting area should be taken into consideration. Students will be required to travel to

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in the Summer semester for clinical rotations, including but not limited to the following towns - Gatesville, Clifton, and Temple, TX.

### Immunizations

All immunizations must be current and uploaded into the Complio compliance tracking system prior to attending clinical rotations and compliance must be maintained throughout the program.

### Health Insurance

Students are encouraged to have their own personal health insurance. Beginning January 1, 2020, all students will be required to provide proof of health insurance. Students that fail to provide proof of insurance will be removed from the program.

### CPR

Current CPR is required before the student can enter the clinical site and must be uploaded to Complio, the clinical compliance tracking system.

### Clinical Attire

Proper clinical attire is required which consists of a clean and pressed cover-up with the MCC-ST program patch on it. The program designated scrub suit with patch. The student ID name tag. Clean socks and clinical appropriate shoes, and hospital badge.

### Eye Protection

Students are encouraged to provide their own eye protection during the clinical setting. Some eye protection is provided by the hospitals but cannot be taken out of the OR department. Proper fitting glasses or goggles with side protection or masks with clear face-shields are required.

### Lunch

Students must be able to provide for their own lunch. All lunches will be taken in the cafeteria or a designated break area that is acceptable to the facility management. Students are **NOT** allowed in the Doctor's dressing area, lounge or break room at any time.

### Attendance

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. In the SRGT program setting your clinical instructor is your supervisor and must be notified about these instances.

Clinical is an important part of a student's education. Failure to show up on time or to appear will put the student behind. It is the student's responsibility to call the clinical instructor, clinical coordinator, or program director if the student knows they will be late or cannot appear. Texting is **not** an acceptable way to notify the clinical

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instructor. If you text an instructor instead of calling this will be viewed as a no-call, no-show.

Students are expected to report their absence as soon as possible and at least 30 minutes before scheduled clinical time. Students are required to call their clinical instructor for that day however, if you are not able to contact that instructor please call the clinical coordinator's office phone at 254-299-8301 and leave a message.

Students are required to report to clinical at the designated time. Students will be marked tardy at 15 minutes after the assigned clinical time. Assigned clinical time is typically 6:30 am. After 7:30 am, the student will be counted absent.

Students who request to leave the clinical site early due to personal reasons will receive an incomplete for the day. Instructors will relieve the student from the operating room when it is safe for the patient.

"No call, No show" will result in a program review and a higher point deduction from the student's overall grade. Point deduction for a "No call, No show" is **5 points** from the student's overall grade. Students will need to contact the program director before being allowed to return to the clinical site.

Points will be deducted from the student's overall grade for excessive tardiness, incompletes, and absences. Attendance may be found in D2L|Brightspace.

The point deduction for absences is as follows:

- 1 day of absence = **0 point** deduction from overall clinical grade
- 2 days of absence = **2 point** deduction from overall clinical grade
- 3 days of absence = **4 point** deduction from overall clinical grade
- 4 days of absence = **6 point** deduction from overall clinical grade
- 5 days of absence = **8 point** deduction from overall clinical grade
- 6 days of absence = **10 point** deduction from overall clinical grade
- 7 days of absence = **12 point** deduction from overall clinical grade

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The point deduction for tardiness and incompletes is as follows:

- 3 tardies = 1 absence
- 3 incompletes = 1 absence
- Any combination of tardiness and incompletes that equal 3 will result in 1 absence.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member (i.e. grandparent, parent, spouse, child, sibling – three clinical days maximum)
2. Subpoena to be present at a court case. (Jury Duty does not qualify – court issued work notice required)
3. Activities outside of clinical that are directed by the program faculty (i.e. award ceremony, advisory committee meeting, and inclement weather)
4. Illnesses will be reviewed on a case by case basis.

Any student that is absent for more than 25% of the clinical class will be withdrawn from the course and may not continue in the program.

Students that are absent due to a medical condition are required to bring a doctor's release to be allowed back into the clinical setting – **NO EXCEPTIONS**

### Assignments

All students are expected to be prepared for their clinical experience by having the required clinical assignments completed and ready to turn in before clinical begins. The clinical site faculty or preceptor will validate the completed assignment. Late assignments will result in a 10 point deduction per day and will not be accepted after one (1) week. Assignments on D2L|Brightspace will have specific days and times.

### Clinical Journal

Each student is responsible for keeping a clinical journal for their clinical experience. These clinical journals consist of:

Each day must be signed by the clinical faculty member or the designated clinical preceptor. A template/outline will be given to each student so that the journal will be consistent for grading purposes. Journals are to be turned in at the designated time via D2L|Brightspace. Failure to do so will result in 10 pts deduction per day and will

not be taken after one week (no exceptions). **Please review the syllabus for grading rubric.**

### Case Assignments

Students will be assigned to clinical cases by the clinical instructor or clinical preceptor. Students are not to assign themselves to cases unless approved by the clinical preceptor, clinical instructor, or clinical site OR manager/charge nurse. In the event the case requirements are not met at the end of SRGT 2660, the student will be given an incomplete for a grade and will have to come back in the Fall to complete the case count.

### Clinical Site Assignments

Students are not allowed in the clinical settings without permission from a clinical instructor or an assigned clinical preceptor. Clinical times will be assigned to all students. The only exception is when assigned to a clinical off-site. Students will report to the clinical manager or designated preceptor for assignments. Students must be dismissed for the day and cannot leave the clinical setting without verbal permission from their designated clinical preceptor, instructor, or clinical manager. Failure to follow proper protocol for clinical dismissal will result in a write-up and 5 point deducted from your overall clinical grade.

### Confidentiality

Patient confidentiality is **strictly** monitored by the hospital and faculty members. Patients name, procedures, status, diagnosis or any identifiable information is not to be discussed outside the classroom or clinical setting. Any student caught discussing a patient or their surgical procedure in a public area will be subject to removal from the clinical site and possibly the program. Any paperwork that is taken out of the clinical site must not have any patient identification on it. **There are no exceptions to this!!** Failure to obey the confidentiality requirement will lead to program dismissal.

### Removal or Refusal of Student in the Clinical Site

Clinical sites have the right to ask that a student be removed from their surgical setting at any time. Clinical sites have the right to refuse a student access to their clinical site if that student was a former employee and was denied or released from employment at that facility. The MCC-ST program is required to honor the wishes of the clinical site. If this occurs, the student will be informed of this decision and other suitable arrangements will be made **if possible**. This in no way assures that an alternate clinical site will be available to the student, which will result in removal from the program. Students may be removed from the clinical setting if the program faculty feel it is not a positive learning environment. This will be done on a case-by-case basis.



### Plan for Success/Remediation

If the student passes the first semester and the lab practicum but is failing to progress adequately within the clinical setting, the student will be counseled and reevaluated and given a Plan for Success. Status in the program will be determined on successful completion of this remediation process. If it is determined that the student cannot progress at an acceptable level the student will be withdrawn from the program. If the student is making high-risk errors that lead to contaminations this is a concern for patient safety. Once the student enters the Plan for Success, the student is not allowed to make any high-risk maneuvers that will lead to contaminations.

### Professionalism and Ethics

*Professionalism* is defined as the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well.

*Ethics* is defined as the rules of behavior based on ideas about what is morally good and bad or a consciousness of moral importance.

All students will be held to professional and ethical standards in the clinical setting as set forth by McLennan Community College, the Surgical Technology program, the Association of Surgical Technologist, the American Hospital Association and all clinical affiliates. Cell phones are not to be used during clinical time or inside the clinical facility. Part of being a responsible surgical technician requires honesty and taking responsibility for one's own actions. Students found in violation of this policy will be withdrawn from the clinical facility until further investigation. This may lead to removal from the program.

### Social Media

At no time is it acceptable for information about patients or clinical activities to be placed on any social media such as Facebook, Twitter, etc. Information of this type is considered a violation of HIPAA and can lead to dismissal from the program and possibly a fine and/or jail time.

Employers have been known to search a potential employees Facebook page. The program encourages you to be mindful of what you put out on social media because once it is out on the web you cannot take it back.

### Additional Clinical Opportunities

There may be extra clinical opportunities that arise throughout the year. Students will be asked to sign-up for specific clinical days and this will count toward documented clinical experiences.

## Evaluation of Student Clinical Performance

There are several clinical evaluation tools, which are utilized by the program to monitor and evaluate the student's progress. The Clinical Performance Assessment form is one of those tools. The student will be assessed on a bi-weekly schedule. The student's evaluation will include but is not limited to the following criteria:

- Define skills which the students are expected to master during each semester.
- Provide a uniformed mechanism for evaluating all students' at all clinical sites.
- Provide a current summary of the individual student's strengths and weaknesses allowing for identification of areas needing remediation.
- Provide a mechanism to correlate strengths and weaknesses of the didactic portion of the program with the clinical education courses.
- Allows the student the opportunity for self-evaluation and to correlate the self-evaluation with the evaluations of the clinical instructors.
- Provide assessment in the cognitive (thought process), psychomotor (physical manipulation), and affective (attitude and emotional) domains.

## Clinical Case Requirements

The following is taken directly from the Association of Surgical Technology Core Curriculum 6<sup>th</sup> edition and will be used to guide the student to a successful completion of all scrubbed case requirements for graduation. The total number of cases the student must complete is 120. This is divided into the following criteria:

- 30 General cases – 20 first scrub, 10 second scrub or a total of 30 first scrub.
- 90 Surgical Specialty cases – 60 first scrub, 30 additional cases may be first or second scrub (Cardiothoracic, ENT, Eye, GU, Neuro, Ob-Gyn, Oral/Maxillofacial, Orthopedics, Peripheral Vascular, Plastics, Procurement/Transplant)
- Minimum of 60 specialty cases must be performed in the first scrub role and distributed amongst a minimum of four surgical specialties
- A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of four surgical specialties (40 cases)
- The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.

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- 10 diagnostic/endoscopy cases and 5 vaginal delivery cases may be applied toward the second scrub cases.
- All clinical case experiences should be recorded in the clinical case log, even if the cases do not count toward completion of the clinical case requirement (e.g.: observation cases).
- Student clinical case logs should clearly indicate the number and type of cases completed, the role of the student in each case, as defined in the CCST6e, and the ability to verify each case (student and faculty signatures and dates).
- The students will have a Clinical Breakout Session during the last week of each clinical rotation (Fall, Spring and Summer). At this time, all verification of cases will take place.

\*\* Scrubbed clinical cases are good for 1 year and will be documented in E\*value by the student weekly, then verified by Clinical Coordinator.

\*\* Students are required to enter their clinical cases into the E\*Value data base. E\*Value is a Healthcare Education Management online system that provides the program an oversight of the students clinical case count. The student will log all case from their clinical rotation to include observation, first scrub and second scrub cases in E\*Value by the end of the Friday of the clinical week.

### First Scrub Role

The student technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Setup the sterile field with instruments, supplies, equipment, medications 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 to the surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

### Second Scrub Role

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively

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participates in the surgical procedure in its entirety by completing any of the following:

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

\*\* Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal deliver cases can be counted towards the maximum number of Second Scrub Role cases.

### Observation Role

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program. Observations do not count towards the total counted cases but must be document on the case log.

### Clinical Rotations

Surgical rotation is a requirement for graduation from the McLennan Community College Surgical Technology Program. The first 11 weeks of the first semester will consist of skill development in the lab and at the clinical site. Upon passing the practical exam the student will be allowed to scrub into cases. The student will be involved in pulling cases, scrubbing, gowning, gloving, setting up the back table, selecting and recognizing needed supplies and instruments, participating in patient care and helping in case management. Second and third semester clinical rotation will allow the student to be involved in more complicated cases and require a higher level of skill performance.

Students will be rotating through several clinical sites. Other sites may be added in the future.

- Students must report to the clinical instructor or designated preceptor upon arrival and before leaving the surgical department for the day.
- Students are not to dismiss themselves without getting permission from the clinical instructor/preceptor.
- Students are to arrive 15 minutes before their scheduled clinical time. Travel and parking time must be considered when arriving to the clinical site on time.

Ascension Providence Hospital  
6901 Medical Parkway  
Waco, Texas 76712

Baylor, Scott & White Hillcrest  
100 Hillcrest Medical Blvd.  
Waco, Texas 76712

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254-751-4000

McLane's Children's –Scott &White  
1901 SW HK Dodgen Loop  
Temple, TX 76502  
254-724-5437

Coryell Memorial Healthcare System  
1507 West Main Street  
Gatesville, TX 76528  
254-865-8251

254-202-2000

Goodall Witcher  
101 S. Avenue T  
Clifton, TX 76634  
254-675-8322

Baylor Scott& White Temple  
2401 South 31<sup>st</sup> street  
Temple, TX 76508  
254-724-2111

### Manipulating Tissue

Under no circumstances are students allowed to sew, drill, cut, clamp, or cauterize tissue during their clinical rotation. To do so would be considered assault to the patient. Students are not allowed to take orders from the physician or practitioner or to administer medications of any type. To do so would be considered practicing medicine without a license and subject to legal actions. Students are not allowed to assist the surgeon by manipulating any tissue or extremity joints.

### Medication and Specimen Handling

Due to legal issues, students are to be assisted by an employee when handling medications and specimens on the back table. Correct labeling for medications are applied after the scrub and circulator verifies the name, strength and expiration date of the medication. Students will label syringes, aseptos, basins, pitchers, and specimen containers.

### Counting

Due to legality issues students are to be assisted by an employee when performing the surgical count. Scrubbing in early to set up the case is strongly encouraged so that the first count can be performed before the patient enters the room. If the final count is incorrect the student should assist the clinical site employees in making every attempt to locate missing items. Performing accurate and consistent correct surgical counts is the goal to a safe surgical experience for the patient. Students are to be active during each count and to help resolve any discrepancies. If the count is not correct by the end of the case the student will comply with hospital policies for an incorrect count, notify the clinical adjunct and write a brief statement of the occurrence. Multiple issues of incorrect counts is viewed as high risk in the operating room and will result in program status evaluation and possible dismissal from the program.

### Time Out

Students are required to participate in the Surgical Time Out. The time out consists of:

- Proper patient identification
- Correct procedure

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- Correct incision site
- Correct side
- Pre-op antibiotics given
- X-rays in the room
- Surgical consent correct and signed
- Necessary implants and or equipment in the room
- Correct Surgeon

\*Note: The Surgical Time Out should include but is not limited to the above information. Facilities may vary on required information.

### Patient Care

Students are required to meet the workforce standard of providing care to any and all patients assigned to their care by a clinical instructor. Students **CANNOT** refuse to provide care for a patient unless they are personal friend or relative. When assigned to a clinical affiliate, the student is considered to be a guest in that facility and can be asked to leave from the clinical affiliate, they may also be dismissed from the program. Students are to treat every patient with dignity, respect and quality care, abiding with the clinical sites policies and procedures, the MCC-ST policies and procedures and the Patient's Bill of Rights.

### Immunizations

Studies have shown that health care providers are at higher risk in the surgical setting of contracting Hepatitis B than contacting HIV. Health care providers are also at risk of coming into contact with other contagious diseases. Therefore, the student must show proof of the following:

- Flu vaccine (during the flu season October 1 – March 31)
- Annual TB testing (Two-step skin testing, blood test, chest x-ray)
- Current TDaP
- Current MMR (series of 2 shots – childhood vaccine or titer)
- Current Varicella (childhood 2 shots or titer)
- Hepatitis B series (series of 3 shots or titer)

### Background Check and Drug Screen

Successful completion of a criminal background check is required for admission and continuation in all Health Professions programs at McLennan. Specific criminal histories will disqualify an individual from admission, while others may delay enrollment. Prospective and current students are encouraged to see the program director for any concerns regarding the background check process or a previous life issue.

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- Drug screens and background checks must be done no earlier than 30 days before entering the clinical site.
- Acceptance into the program is **conditional** until the results of a clear criminal background check and drug screen is turned in to the program director and meets all the McLennan Community College criteria for acceptance into a clinical setting. If the students status concerning their criminal history changes after admittance it is the students responsibility to notify faculty of this change immediately and be reviewed on a case-by-case basis.
- Background checks will be done through Castle Branch at <https://www.castlebranch.com> Details will be sent only to students that have been conditionally accepted into the program. The student will log on to the website and create an account to start the process. The student is responsible for all fees.
- At this time MCC contracts with LabCorp through Castle Branch. Appointment dates and directions to the testing site will be given to the student through Certified Background.
- The student will log onto <https://www.castlebranch.com> and create an account to start the process.
- An on-site urine sample will be required and the results will be emailed to the program director.
- Students who fail the drug screen or have specific criminal history will not be allowed to participate in clinical courses.
- Students who have any concerns regarding the drug screen and/or background check must speak to the program director **before** applying to the program and/or before testing.
- If the student fails to disclose pertinent information before entry into the program, it will cause the student to be withdrawn from the program entry process.
- Final acceptance into the program will be based on these results.

### Just Cause

If at any time during the program the faculty or clinical site has just cause and feels that the student is impaired, we reserve the right to send the student for another drug screen at the student's expense. Status in the program will be determined upon the results of the drug screen. Failure to comply with the drug screen policy will result in the student being dismissed from the Surgical Technology program

## Arrests

Each student must report within three business days to the Program Director and the Dean of Health Professions any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

## Inclement Weather Days

A decision regarding campus closure or delayed start is a complex process that involves conversation with campus administrators and police, administrators at other institutions, and weather experts at local and state agencies. The decision is based upon actual weather conditions and forecasts. Our concern is always your safety.

Students are required to show up to class/clinical unless the college has canceled classes due to inclement weather. You will be expected to watch the local news stations, the MCC website, and D2L|Brightspace. Students are also encouraged to sign up for the RAVE Alert system used by the college. Every effort must be made to attend clinical. Students will also be notified by faculty as soon as possible if clinical is cancelled or if there are changes in the clinical schedule.

## Dress Code

The MCC-ST student will wear the Caribbean blue scrubs with the MCC-ST insignia on it and a white cover-up (lab coat) with the MCC-ST patch on it. These scrubs will be worn in the classroom, lab, and clinical setting. Personal scrubs with emblems from other hospitals or school affiliations are prohibited. A white cotton short-sleeve t-shirt can be worn and must be concealed under the scrub suit.

- Fully enclosed shoes with little to no emblems must be worn. No clogs or sandals are allowed.
- Nails should be short, clean and without acrylic polish of any kind. Nails should be no longer than the fingertip. Artificial nails of any kind are not allowed. Failure to comply with this request will result in a program write-up.
- Hair should be well-kept, clean and neat. No unusual or unnatural hair colors are allowed. At no time are cloth hats or cloth scrub bonnets allowed in the clinical setting. Failure to comply with this request will result in a program write-up.
- Beards and mustaches are permitted, as long as they are neatly trimmed. All beard and mustaches must be covered while in the clinical sites using appropriate PPE. Failure to comply with this request will result in a program write-up.
- Eye protection is required for all students. Clinical sites do provide masks with face shields attached and that is acceptable for the



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student. Failure to comply with this request will result in a program write-up.

- A maximum of 1 set of earrings are allowed. Earrings are to be stud-type only and should not “dangle”. Heavy necklaces or bracelets are not to be worn in the operating room. Jewelry should not be worn on nose, eyebrow, tongue, or other non-traditional locations. Body piercings and tattoos must be concealed at all times. Failure to comply with this request will result in a program write-up.
- Clinical sites require that their own scrub attire be worn in the surgical setting. Students are not allowed to wear any hospital owned surgical attire out of the hospital. Failure to comply with this request will result in a program write-up.
- Students should not wear their program scrubs in public. The scrubs are considered a uniform and not recreational attire. Failure to comply with this request will result in a program write-up.
- Perfume or cologne is prohibited in the medical setting because some patients may be sensitive or have an allergy to them. Students are encouraged to refrain from wearing perfume, cologne or body lotions that have heavy fragrances. Failure to comply with this request will result in a program write-up.

### Student Program Status Evaluation

The following circumstances will result in a verbal or written warning, placement of the student on probationary or withdrawal status during the program:

- Failure to maintain attendance during the program; classroom and clinical settings.
- Failure to be prepared for classroom or clinical setting.
- Failure to provide proper documentation of immunizations, drug screen or background checks.
- Failure of the drug screen and background check or failure to disclose
- Failure to maintain a grade of C (74.5) or better in each class throughout the program.
- Failure to pass the clinical practical with an 80% or better (grade is not rounded)
- Failure to maintain acceptable aseptic technique standards as taught in the lab settings.
- Continued disruptive behavior in the classroom, lab, and or clinical settings.
- Failure to progress within the clinical setting.
- Violation of patient confidentiality.
- Participating in any activity that is outside their scope of practice as a surgical technology student in the clinical setting.
- Participating in any type of disruptive or non-professional behavior such as gossip, foul language, improper touch or

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comments or any other action that instigates a hostile environment within the classroom, lab or clinical setting.

- Coming to class, lab or the clinical setting impaired or under the influence of a controlled substance.
- The student is deemed by faculty or clinical site to be a danger to the patient.
- Failure of the student to complete a Plan for Success if placed on probation.
- Failure to meet the mandatory minimum of 120 scrubbed cases as stated by the core curriculum.
- Dishonesty or cheating.

**\*\*NOTE\*\***

Faculty is committed to assisting student success in the program. To afford students due process and an opportunity for remediation, Surgical Technology students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the following recommended steps. The progression of these steps is not required. A student's academic or disciplinary misconduct, or performance can be addressed beginning with probation or dismissal if warranted. Faculty reserves the right to make changes to these requirements at any time during the program. Students will be notified within a reasonable amount of time. Each incident will be handled on a case-by-case basis

**STEP 1: WARNING**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to – utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from MCC Success Coach/Counselor. At the discretion of the instructor and depending on the situation, this step may be bypassed and a conference initiated. If the situation warrants probation or dismissal, the instructor will consult with the Program Director to determine the appropriate disciplinary measure.

**STEP 2: CONFERENCE**

A meeting will occur between the student and the program faculty to review the performance deficit(s). The student will receive a written

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Conference Report that will identify specific course/program objectives that are not being met. If applicable, to address the relevant performance deficits, the student may be issued a remediation plan/contract, which will include deadlines for completion steps that will assist the student in correcting the deficit in order for the student to remain in the program and enhance the opportunity for success. If at any time the student does not comply with any or all of the remediation or correction terms outlined in the conference report, the student may be placed on probation or dismissed from the program

### STEP 3: PROBATION

A student may be placed on probation for any violation of the policies, standards, or provisions outlined in this handbook, or the College's Code of Conduct. Probation is a specified time frame in which the student must improve or will be dismissed from the program. Once the determination is made to place a student on probation, the student will meet with the Clinical instructor and Program Director. The student and faculty will review and sign a Surgical Technology Probation Report explicitly stating expectations that must be followed during the probationary period and the consequences for noncompliance or unsatisfactory completion of these expectations.

### STEP 4: DISMISSAL FROM THE PROGRAM

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student may be dismissed from the program. A student can be placed on probation only once while in a Surgical Technology program. If a student engages in behavior or conduct that would result in probation a second time, the student will be dismissed from the program. If the student is dismissed from the program, the notice of dismissal should inform the student as to whether they are eligible to reapply for readmission to the program. The notice must also provide notice to the student of the appeals process available to the student.

## Student Employment

The program director and faculty of the program neither endorses nor discourages student employment. If the student is employed by a clinical facility in a scrub or perioperative assistant capacity, the student will not act as

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an employee during class, lab or clinical hours. All MCC-ST rules and stipulations will apply to the student and the employment **will not supersede** the student's scope of practice while they are acting in the student role.

- The student will not be found on the clinical site after their assigned clinical time in the MCC Surgical Technology program scrubs.
- At no time is the student allowed to act in the student role or identify themselves as a student while clocked in as an employee without the express permission of the MCC-ST program director and faculty. This is considered a conflict of interest and the student will be placed on status review.
- At no time will paid hours be allowed as clinical hours.
- Hospital owned scrubs will not be worn out of the hospital setting.

All students whether employed or not by a clinical site will be required to sign an acknowledgement of this policy. Students must also be aware that the classroom discussion is not to be taken into the workplace and discussed in front of employees. Violation of this policy will result in immediate disciplinary actions and possible removal from the program. All students should feel free to discuss incidents or circumstances that happen in the clinical site inside the classroom without fear of repercussions or retaliation. These discussions will be done in a constructive and learning environment and are in no way meant as a derogatory or demeaning statement about specific individuals or the clinical site.

If a student is hired by one of the clinical affiliates at any time during the program the student will be allowed to attend the employer's orientation. Students must give advance notice before attending the orientation. Failure to notify program faculty within a reasonable time will result in an absence and counted against them.

## SECTION 5

### MCLENNAN COMMUNITY COLLEGE POLICIES

#### Grievance Policy for Surgical Technology Program

During the course of the program should a student have an issue evolve with a faculty member, other student or program policy, the student is encouraged to bring the issue to light. A major component of the program is to develop professional behavior and professional communication skills which also includes professional and ethical handling of grievance procedures.

The first step in the process is to address the issue directly with the individual faculty member (or student if it is a student-student issue) and see if resolution can be reached.

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To initiate the grievance process with a faculty member:

- The issue must be written up in a concise but thorough manner and include possible solutions or resolutions to the issue.
- The written grievance must be presented to the faculty within a 1-week (7 calendar days) timeframe of the occurrence that initiated the issue.
- The faculty will then schedule a meeting within a 2-week time-frame (14 calendar days - extended time frame to allow for schedule conflicts due to class times and administrative obligations) from the date the written grievance is presented to the faculty member, to discuss with the student the grievance and attempt to find resolution.

If the student does not feel that the issue is satisfactorily resolved after meeting with the faculty member, the next step is:

- The student to contact the Surgical Technology Program Director (PD) and present the director with the written grievance and subsequent actions taken to find a solution or resolution.
- The written grievance must be presented to the PD within a 1-week (7 calendar days) timeframe of meeting with the faculty member.
- The Program Director will then review the grievance and schedule a meeting to occur within a 2-week time-frame from the time the PD receives the grievance notification (14 calendar days - extended time frame to allow for schedule conflicts due to class times and administrative obligations) with the student to discuss potential solutions or resolution.

If the matter cannot be resolved at the Program Director level, the student may contact the Dean of Health Professions, within a 1-week time-frame (7 calendar days) from the date of the meeting with the PD, with the original written grievance as well as written documentation of the subsequent steps and results of the grievance process undertaken up to that point.

If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal McLennan Community College grievance procedure. The Formal MCC Student Grievance Procedure is outlined in the Highlander Guide: MCC Student Handbook.

### Students Rights to Due Process

It is the intention of this program to effect policies that reflect the goals and objectives of the McLennan Community College Surgical Technology program and McLennan Community College. These policies and processes reflect an appropriate level of due process that will guide academic and disciplinary decisions related to each program. Policies will vary from program to program due to the nature of each program. The following process is a guideline to a student's right of due process.

- The student subject to sanction or discipline will be advised of the specific behavior and the basis of which is grounds for the disciplinary action and/or academic sanction.
- The student will be advised as to the possible outcomes including but not limited to, program specific actions and/or college specific actions.
- The student will be provided an opportunity to address and be heard for each sanction.
- Once a decision is made the student will be informed of that decision and advised of the appeal process.

### Academic Honesty and Ethical Conduct

Academic honesty and professional conduct is expected and will be enforced by the instructor. Individuals who cannot conduct themselves in a respectful manner will be asked to leave the classroom on the first occurrence. If continued behavioral incidents occur, the student will be removed from the classroom and the incident reported through Insight Early Alert for conduct review. Repeated incidents of unprofessional or disrespectful behavior in the classroom or clinical setting are grounds for dismissal from the program.

Cheating, plagiarism, or other forms of academic dishonesty are taken very seriously. Students found cheating in the program will be required to attend a conference with the instructor, and will receive a grade of zero for the assignment in question. Lapses in academic integrity will be reported to Student Discipline. Repeated incidents of academic dishonesty in the course are grounds for failure of the course and dismissal from the program.

Each student's responsibilities and college expectations may be found here: [Academic Integrity](#)

### Non-discrimination Policy

McLennan Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Drew Canham, Vice President of Student Success, 1400 College Drive, 254-299-8645,

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[titleix@mclennan.edu](mailto:titleix@mclennan.edu). A lack of English language skills will not be a barrier to admission to and participation in career and technical education programs.

### Disabilities/ ADA Statement

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### Title IX

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

### MCC Attendance Policy

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether

present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

**Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W.** The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course. Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

### Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

### Post-Graduation Employment

Completion of the MCC Surgical Technology program is not a guarantee of job placement. Students are encouraged to apply to local health care facilities as well as the outlying facilities.



## General Services Available at MCC

As a Highlander and a Surgical Technology student, you have access to a wide variety of resources to help you find success. Click here to explore: [Student Resources](#)

## Subject to Change

The policies, regulations, procedures, and fees associated with this program are subject to change if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency. The program faculty will notify the students in a reasonable amount of time when such changes occur.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

All forms mentioned in the Program Handbook may be obtained through program faculty.

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**Student Signatures**

This is to certify that I have read and understand the information found in the McLennan Community College Surgical Technology Program Student Policy Handbook. I agree to abide by all rules and regulations contained therein. I also understand that failure to abide by these rules and regulations may serve as grounds for my withdrawal from the Surgical Technology Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that McLennan Community College, its staff and/or the clinical faculty and staff are not financially liable for any illness, injury, or medical expense I may incur while a student. I have the responsibility to provide for my own care by medical insurance or other means of my choice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I agree to grant permission for the faculty of the Surgical Technology Program to post my grades pertinent to my academic and clinical progress throughout my enrollment on the learning management system and that I have 24/7 access to my academic progress.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby authorize the Surgical Technology Program Director and/or program faculty to release information concerning any performance while enrolled in the program to prospective employers of which I have listed program faculty as references. This information may be given out by letter or by phone conversation. I also understand that completing the program does not guarantee job placement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that all immunizations must be kept current. I will provide the Surgical Technology Program a current copy of my immunizations, CPR, and TB test via Complio before being allowed in the clinical setting. Failure to do so will prevent me from attending clinical.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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I understand that all conferences, counseling, and classroom discussions are confidential and will not be brought out in a public forum or discussed with others in the clinical or work settings. Failure to comply with this will result in disciplinary actions and removal from the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that I will be recorded in the lab setting and that this recording will be placed on the MCC digital media system and that no copies will be made and or distributed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that my successful completion of this program depends on regular and punctual attendance to class and clinical, maintaining a professional and productive attitude, maintaining strict aseptic technique within the clinical setting; complying with all clinical site policies, MCC-ST policies, HIPAA, OSHA and The Joint Commission standards; maintaining a 75 or higher in each course; passing the lab practical with an 80% or better; passing the exit exam with a 75%.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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My initials acknowledge that I have read each page of this handbook:

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My initials acknowledge that I have read each page of this handbook:

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