



AIKEN

TECHNICAL COLLEGE

SURGICAL TECHNOLOGY PROGRAM STUDENT HANDBOOK 2024



SURGICAL TECHNOLOGY STUDENT HANDBOOK

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WELCOME!!!

Welcome to the Surgical Technology Program. You have selected a very challenging yet rewarding field of study. We know the hard work that will be required to complete this program. The faculty are ready and willing to assist you in achieving your goals. We recognize that individuals have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by you, the student, of your learning deficiencies and seeking assistance in a timely manner. Aiken Technical College has numerous resources available to assist you including help with such things as improving study habits, test taking skills, improving reading skills, and time management. Please seek help early and take advantage of the assistance available to you. The Surgical Technology program faculty are committed to helping you reach your educational and professional goals. You will be assigned an advisor within the program who can be reached by phone, mail, e-mail, or in person during office hours.

This is a 12-month program which provides the learner with the knowledge and skills required to obtain an entry level position as a Surgical Technologist. This is a CAAHEP (Commission on Accreditation of Allied Health Education Program) accredited program upon the recommendation of ARC/STSA (Accreditation Review Council on Education in Surgical Technology and Surgical Assisting).

During the pre-clinical phase of the program, emphasis is placed on classroom and laboratory instruction as preparation for participation in the clinical phase. Classroom instruction conducted on campus includes anatomy and physiology, medical terminology, microbiology, patient care in surgery, sterile technique, surgical techniques, instrumentation and surgical procedures.

The clinical experience is received at various medical facilities in the Aiken/Augusta area. The student functions under the supervision of the instructor, staff Surgical Technologists, and registered nurses in performing as a member of the operating room team. The clinical phase includes further classroom instruction that will be scheduled, but emphasis is placed on extensive clinical experience in actual surgical procedures.

Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The Surgical Technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. A Surgical Technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Upon successful completion from this CAAHEP accredited program the student will be eligible to take the NBSTSA (National Board of Surgical Technologists and Surgical Assistants) Certification Exam. Upon successful completion of the exam the graduate will be conferred the professional title of Certified Surgical Technologist (CST). **We wish you success!!!!**

**AIKEN TECHNICAL COLLEGE
SURGICAL TECHNOLOGY
PROGRAM OUTCOMES**

2016-2019

(As reported on the ARC/STSA 2021 Annual Report)

No report for 2020 due to Covid-19
2022 report will be available July 31st.

<u>PROGRAM OUTCOMES</u>	<u>ARC/STSA THRESHOLD</u>	<u>2016 Annual Report</u>	<u>2017 Annual Report</u>	<u>2018 Annual Report</u>	<u>2019 Annual Report</u>	<u>2021 Annual Report</u>
Student Graduation Rate	70%	72%	67%	77%	86%	70%
CST Exam Participation Rate	100%	92%	90%	100%	100%	100%
CST Exam Pass Rate	70%	50%	56%	100%	100%	60%

MISSION STATEMENT:

Aiken Technical College is a public, open-door, two-year, comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational, economic, professional, civic and personal development. Through its focus on teaching and learning, the college supports economic growth and community development by educating and training students for entry into the workforce or for further higher education.

The Surgical Technology program at Aiken Technical College is an accredited Associate in Applied Science Degree Program; which will provide students the skills and knowledge needed for successful employment in a variety of medical facilities. Skills and knowledge will be obtained through didactic courses, simulation labs, and clinical training. Upon successful completion of the program, students will be eligible to take the national certification exam. Thus, providing well qualified, well educated, productive, and employable individuals who will ultimately enhance the profession of Surgical Technology.

PROGRAM GOALS AND OBJECTIVES:

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

1. To utilize appropriate medical terminology.
2. To apply a basic understanding of human anatomy and physiology in the perioperative role of the Surgical Technologist.
3. To demonstrate a basic understanding of the concepts of pharmacology.
4. To demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures, surgical instrumentation and patient care.
5. To identify and assume appropriate responsibility for patient care.
6. To provide a learning environment for students which fosters the development of knowledge, skills, and values needed for professional development.
7. To educate students academically and clinically for preparation to successfully pass the national surgical technology certification examination.
8. To develop practitioners with high ethical codes of conduct and high professional standards.
9. To foster the concept of continuing education and life-long learning.
10. To prepare students to communicate effectively via oral, written, and electronic modes.
11. To provide students with sufficient background to be able to assimilate the policies and procedures of any healthcare institution with their scope of practice.
12. To develop knowledgeable, competent, highly motivated individuals who will accept the responsibilities required in caring for the surgical patient.

AST CODE OF ETHICS:

The Association of Surgical Technologists (AST) established a “Code of Ethics” as a guideline for the Surgical Technologist. The motto of the Association of Surgical Technologists is “Aeger Primo - The patient first.”

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient’s beliefs and all personal matters.
3. To respect and protect the patient’s legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted in our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice Surgical Technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times with all members of the healthcare team.

VALUES OF THE SURGICAL TECHNOLOGY PROGRAM:

We acknowledge these values as general guidelines for our choices and actions.

Respect

Individual autonomy and respect for human beings. People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligations to justify any violation of a confidence.

Society Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

No Maleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimized harm to them and others involved in their treatment.

Beneficence

We have a primary role in promoting the wellbeing of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness

We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high-quality, affordable health care.

Veracity

We accept our obligations to tell the truth and assume that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

Education

The interactive processes and experiences occurring between instructor and learner facilitate education. A focus on critical thinking and problem solving is essential. Theory, laboratory, and clinical experiences allow the learner to integrate knowledge and skills.

Learning

Learning is an active, self-directed process, influenced by the individuals past experiences, needs, values, and beliefs. Individuals must become responsible for their own learning, moving from a novice state of relative dependence toward mastery and consequent greater independence in preparation for the professional role. Essential components are life-long professional growth, and the acquisition of life-long learning patterns.

COMMUNITY AFFILIATIONS:

The Aiken Technical College Surgical Technology program has affiliation agreements with the following clinical sites in the Aiken/Augusta community:

- Aiken Regional Medical Centers
- Wellstar Health/ MCG Medical Center
- Doctor's Hospital
- Piedmont Healthcare
- Charlie Norwood VA
- Children's Hospital of Georgia

ACCREDITATIONS:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 U.S. Highway 19 North, Suite 158,
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

6 West Dry Creek Circle Suite 110
Littleton, CO 80120
(303) 694-9262
www.arcstsa.org

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

1866 Southern Lane,
Decatur, GA 30033
(404)679-4500
Fax: (404)679-4558
www.sacscoc.org

HEALTH INSURANCE:

All Surgical Technology students are covered under the student accident policy while in class, labs, and clinical. All incidents or injuries must be reported to the instructor immediately. Failure to report injuries both on campus or at clinic sites could result in removal from the program.

LIABILITY & MALPRACTICE INSURANCE:

All clinical affiliations of this program require students to carry liability/malpractice insurance. A one-time nonrefundable payment is assessed to each student upon entering the first clinical course.

This provides liability/malpractice insurance coverage for the entire clinical course sequence. Liability/malpractice insurance for the program is available at the ATC cashier's office.

INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL:

Dr. Forest Mahan	President	803-508-7247
Chad Crumbaker	VP of Academic and Student Affairs	803-508-7244
Dr. Brian K. Logan	Dean of Allied Health Sciences	803-508-7438
Ms. Jennifer Mamo	Surgical Technology Program Director	803-508-7499

GRADUATION COMPETENCIES:

1. Use oral and written communications.
2. Demonstrate knowledge of human structure, function, and pathology.

3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics.
5. Perform basic mathematical functions and some algebraic proficiency.
6. Operate surgical specific equipment and accessory devices.
7. Position patient for surgical intervention.
8. Model standard procedures to accommodate for patient's condition and other variables.
9. Demonstrate knowledge and practice of basic patient care concepts.
10. Demonstrates the application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the OR.
11. Demonstrate basic surgical case preparation.
12. Demonstrate the ability to perform the role of first scrub on all basic surgical cases.
13. Demonstrate responsible behavior as a healthcare professional.
14. Recognize emergency patient conditions and initiate first aid and basic life support.
15. Demonstrate knowledge and skills relating to quality assurance.
16. Exercise independent judgement and discretion in the technical performance of surgical procedures.
17. Use critical thinking skills to evaluate situations and procedures that deviate from the norm.
18. Successfully complete the required clinical competencies.

GRADUATION REQUIREMENTS:

Surgical Technology students are required to meet the following criteria:

1. Successful completion of all clinical and graduation competencies.
2. Successful completion of surgical course work with a minimum of grade "C".
3. Successful completion of required courses for General Education with a grade of "C" or higher.
4. Cumulative surgical and overall grade point average of 2.5 or higher.
5. File a graduation application in student services by the assigned date of submission of the semester of program completion.

STUDENT RIGHTS AND RESPONSIBILITIES:

Education is a cooperative effort between the expertise of the faculty and willingness of the student to learn. The faculty believes that the student has certain rights upon enrollment as well as responsibilities.

Students have a right to:

1. Accurate, organized, relevant, cohesive and quality education and materials.
2. Faculty who are knowledgeable, clinically experienced, up-to-date, and able to communicate information effectively.
3. Quality classroom instruction that is punctual, clearly communicated, stimulating, and presented in a positive learning environment that is free of bias and or hazards.
4. Quality clinical instruction that is safe provides a variety of experiences and guides students toward effective practice.
5. Fair, impartial, and prompt evaluation of performance: both theory and clinical.

6. Support services to facilitate participation in the learning process.
7. Regular availability of faculty (scheduled office hours) for advice and assistance with academic and clinical matters.

Students have a responsibility to:

1. Be in charge of learning including the ATC Surgical Technology attendance policy.
2. Committed to learning theory and practice by any means necessary.
3. Be aware of personal strengths as a learner and learn to live with or overcome weaknesses.
4. Be an active participant in all learning experiences.
5. Learn from the expertise and knowledge of the faculty.
6. Be prepared for all classes and clinical experiences; submit all assignments as scheduled.
7. Attend class promptly and regularly.
8. Be attentive to classroom activities, avoid talking out of turn, conversing with friends, and sleeping during classroom presentation.
9. Follow accepted standards of behavior for health professionals as well as the ATC codes and standards for behavior on and off campus.
10. Be prompt and responsible for all assignments and activities.
11. Remember that students are guests at the clinical site and to demonstrate appropriate social manners.
12. Learn and abide by the clinical site's clinical policies and procedures.
13. Allow sufficient time for the faculty to grade assignments with fairness and thoughtfulness.
14. Make appointments with faculty to discuss grades, issues, and concerns.
15. Avoid interrupting faculty during meetings with other students, phone calls, or outside of office hours, unless invited to do so.

DRESS CODE:

The student:

1. Will be dressed in "Galaxy Blue" colored scrubs with the ATC Surgical Technology Student patch sewn on the left sleeve of the scrub top. (Specifics provided by Program Director.)
2. Will wear lab coat with the ATC Surgical Technology Student patch sewn on the left sleeve. (Specifics provided by Program Director.)
3. Will wear approved comfortable, and slip resistant shoes. No open toes, Socks or hose must be worn with shoes.
4. Will change into the clinical sites hospital laundered scrubs with ATC identification badge and CPR card visible at all times, above the waist. **Students will be sent home if ID badge is not on the student's person.**
5. Will maintain proper personal appearance:
 - A. Hair and Grooming:
 1. Hair must be clean, of a natural color, and neat. All hair will be worn in a bouffant at all times.
 2. The male student's sideburns must be no longer than the tip of the earlobe. Mustaches will be conservatively styled and neatly trimmed. The student must be neatly shaven daily.
 - B. Jewelry:
 1. Only small studs are to be worn in ears. No earrings that dangles past the earlobes are allowed.
 2. Absolutely no facial Piercings are allowed.

3. Wedding rings and watches are allowed but must be removed in lab.

C. Cosmetics and Hygiene:

4. Cosmetics must be used in moderation. False eyelashes are not allowed.
5. Fingernails must be clean and short (no longer than fingertip length). No nail polish or artificial nails (including but not limited to gel nails, gel polish, shellac coatings, etc.)
6. No gum chewing.
7. Deodorant/antiperspirants are appropriate; Perfume, body fragrance sprays, shaving lotion and other scented or perfumed products are not appropriate.

Any student that reports to lab and/ or class wearing any of the above dress code violations will be sent home for the day and will receive a zero and marked as absent. No exceptions!!

PHYSICAL REQUIREMENTS:

As a Surgical Technologist you may be required to:

1. Stand or sit for long periods of time with no break. You should be able to tolerate standing 6 to 8 hours.
2. Function without nourishment for 6 to 8 hours.
3. Function without bathroom break for 6 to 8 hours.
4. Assist in lifting, transporting, and moving a patient.
5. Lift and transport heavy instrument sets, may exceed 20 pounds.
6. Push and control a patient gurney or ward bed.
7. Hold a surgical hand-held retractor in place for extended periods of time.
8. Have excellent vision (see very fine suture to load needles) with or without corrective lenses.
9. Hear and understand muffled communication without visualization of the speaker's mouth or lips.
10. Have the ability to respond quickly to verbal orders.
11. Compensate for any range of motion limitations.
12. Have excellent dexterity.
13. Quickly and efficiently pass surgical instruments, supplies, and equipment.
14. Assemble and handle delicate equipment.
15. Maintain a sterile field. Note: excessive sweating, infections, excessive coughing, inability to don sterile gown/gloves may affect ability to maintain sterile field. Evaluations will be made on an individual basis with input from the clinical site.
16. Demonstrates sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
17. Hear activation/warning signals on equipment.
18. Detect odors sufficient to maintain environmental safety and patient needs.
19. Communicate and understand fluent English, both verbal and written.
20. Be free of reportable communicable disease and chemical abuse.
21. Demonstrate immunity to rubella, tuberculosis, and hepatitis B, or be vaccinated against these diseases, or be willing to sign a waiver of release of liability with regard to these diseases.

22. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills.
23. Make appropriate judgement decisions.
24. Demonstrate the use of positive coping skills under stress.
25. Demonstrate calm and effective responses, especially in emergency situations.
26. Exhibit positive interpersonal skills in patient, staff, and faculty interactions.

ESSENTIAL PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION:

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

<u>ISSUE</u>	<u>STANDARD</u>	<u>EXAMPLE OF ACTIVITY</u>
Critical Thinking	Critical thinking ability sufficient for clinical judgement.	Identify cause-effect relationships in clinical situations, analyze and develop a plan of activity within an allotted time frame.
Communication	Communication abilities sufficient for accurate and efficient interpretation and communication in English, both verbal and written for interaction with others.	Explain procedures, responding to health care provider orders, write legibly and correctly. Computerization access skills.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, religious and intellectual backgrounds.	Establish rapport with patients, families, peers, and health team members. Perform effectively under stress.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, navigate stairwells, and bending to retrieve items.	Lifting (at least 30 lbs.), positioning and transporting patients. Moving efficiently to meet the needs of the patient and surgical team. Participate in care in emergency and non-emergency situations. Have full manual dexterity of the upper extremities, including the neck and shoulders, unrestricted movement of both lower extremities, back and hips and have the ability to touch the floor and be able to sit, bend, reach, walk and stand for most of the work day.
Motor Skills	Gross and fine motor abilities sufficient to provide safe, effective and skilled care.	Calibrate and use equipment, manipulating surgical instruments, sutures, and needles. Assembly of power equipment. Operating equipment and devices in emergency situations.

Hearing	Auditory ability sufficient to monitor and assess the needs of the surgical team.	React/respond to signals, alarms and other displays indicating immediate needs. Hear team member communication through the surgical mask.
Visual	Visual ability sufficient for observation and assessment of the needs of the surgical team.	Observe pertinent data in the surgical environment that indicate activity for patient safety. Distinguish signs and indicators determining sterility and expiration dates.
Tactile	Tactile ability sufficient for participation in fine skills required on the surgical field.	Perform required skills for participation on the surgical field including manipulation of surgical needles, assembling complicated equipment.

ATTENDANCE POLICY:

Aiken Technical College requires students to attend classes regularly and allows the instructor to withdraw a student who has missed 20% of the scheduled classes. Aiken Technical College does not recognize any absence as excused. Due to the strenuous subject matter of this curriculum, all SUR required courses have strict attendance policies. They are as follows:

1. Students are required to attend all lecture, lab, and clinical sessions. **There are NO excused absences.** Illness or emergencies will be considered on an individual basis. A student is considered absent from a class if they miss 20% of the class session.
2. A student may be administratively withdrawn from any Aiken Technical College class if the student does not attend 80% of the lecture/lab/clinic sessions.
3. Attendance at all clinics and labs are **MANDATORY**.
4. All missed clinic days must be made up during final exam week.
5. Students are **NOT** allowed to make up missed quizzes or exams.
6. Students are responsible for all material presented in lecture/lab/clinic during an absence. The student should seek out any missed announcements, assignments, handouts, etc. from their classmates. "Ask 3 and the me."
7. Excessive absences and tardiness will be cause to be placed on probation and or withdrawn from the program. A student having accumulated **three absences** in a 15-week semester will be dismissed from the program. A student having accumulated **two absences** in a 10-week semester will be dismissed from the program.
8. **NO CALL-NO SHOW**, any student missing lecture/lab without notifying the instructor may be withdrawn from the program. Any student missing clinical without notifying the instructor and the clinical site will be withdrawn from the program. Professional and appropriate notification requires speaking to and reporting to a human. Emails, text messages, and voice messages are not professional or appropriate means of reporting an absence or tardy.
9. Promptness is a virtue that every surgical team member must possess. It reflects respect for the entire surgical team and for the patient. A student is tardy 5 minutes after the scheduled start time for lecture/lab/clinic. Tardiness is not tolerated. Disruption of a class in progress will not be tolerated. The classroom door will be locked and tardy students will have to wait until a recess or break is given by the instructor to enter the classroom.

10. Two partial absences are equivalent to one day of absence. Partial absences include, but are not limited to tardies, early leaves, and sleeping in class.
11. Attendance rules may be stricter for lab/clinical practicum than for lecture. (Refer to clinical practicum syllabus for precise rules and regulations regarding attendance protocol.)
12. **STUDENTS ARE EXPECTED TO MAKE ALL MEDICAL, DENTAL, AND PERSONAL APPOINTMENTS AT A TIME THAT DOES NOT CONFLICT WITH LECTURE/LAB/CLINIC SCHEDULE. (Jury duty obligations will be handled on an individual basis.)**

RETENTION AND PROGRESSION:

For retention and progression in the Surgical Technology program the student must, at the discretion of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the college:

1. A student must schedule all courses in a course sequence pattern as outlined by the program guide in order to meet the requirements for this course of study.
2. A student must make a minimum grade of 77% in all of the required courses.
3. Any student not meeting the 77% grade will not progress to the next level course as outlined by the program listed in the course description of the ATC catalog as prerequisites.
4. A clinical grade of pass will be determined by successful performance in the clinical area. A failure in the clinical is determined by unsuccessful preceptor and instructor evaluations less than 77%.
5. A student must attend 80% of scheduled lecture/lab/clinic sessions.

PROBATION:

A student will be placed on departmental probation if the following occurs:

1. Less than 80% average in Surgical Technology courses at midterm.
2. Unsatisfactory performance in the clinical practicum at midterm. The student will receive a midterm progress report from the instructor.
3. Excessive absences (**two**) or tardies/early leaves (**four**).
4. NO CALL-NO SHOW (**one**)
5. Exhibiting UNPROFESSIONAL behavior in lecture/lab.
This includes but not limited to:
 - A.) Phone, smartwatch, tablet, and computer use while instructor is lecturing or conducting lab.
Conducting conversations while the instructor is lecturing.
 - B.) Acting in an unprofessional or disrespectful way towards classmates or instructor.

DISMISSAL:

A student will be dismissed from the program for:

1. Misrepresentation of information on program admission forms.
2. Failure to meet the criteria for retention and progression.

3. Violations of the policies and regulations of Aiken Technical College or its contractual agencies.
4. Excessive absences (**three**) per semester. Excessive tardiness (**six**) per semester.
5. Cheating or collaborating to cheat.
6. Using or abusing illegal drugs or alcohol. (May be asked to repeat drug screening at students' expense)
7. Being found guilty of theft.
8. Being judged to be compromising the safety of patients or personnel.
9. NO CALL-NO SHOW in clinic.
10. Final grade <80%.
11. Being expelled or removed from a clinical site by the hosting agency for any reason that deems a student as (but not limited to) being unfit, unqualified, or unprofessional.
12. Exhibits UNPROFESSIONAL behavior at the clinical site.

RE-ADMISSION:

Re-admission into the Surgical Technology program requires:

1. A written application for re-admission submitted to the Program Director.
2. A GPA of 2.5 or greater.
3. Available space. First time students will have priority over a student who has repeated courses.
4. Documentation of a current yearly physical examination, PPD, CPR, and completed Hep B series with a titer. The student will be required to purchase liability insurance from the ATC cashier's office.
5. Student to meet current admission requirements and current curriculum requirements.
6. Student to have not repeated course more than once.

WITHDRAWAL FROM COURSE:

If a student has been advised to enroll in a specific support course, they must see the Program Director before they withdraw from the course. Failure to do so could result in ineligibility to continue in the program. It is hoped that any student contemplating such action will discuss their decision with the Program Director prior to actual resignation. In the event of a resignation or withdrawal, see refund policy. If the student resigns/withdraws due to circumstances of extreme hardship and they wish to reapply at a later date for completion it will be considered by the Board. Any student who does not attend class or clinical for three consecutive days without contacting the instructor or Program Director will be considered to have withdrawn on the last date of actual attendance. This is considered a student initiated withdrawal. Failure to complete the skill lab or other assignment within the specified time frame will result in an unsatisfactory grade, which will lead to an instructor initiated withdrawal. A student that withdraws in good standing is eligible for re-admission to the program. To be considered as withdrawn in good standing, students must return all materials, satisfy any financial obligations and complete an exit interview. Instructor initiated withdrawal can be implemented for critical errors in professional judgement including failure to follow policy; failure to place patient's welfare as the first priority; failure to maintain

physical, mental, and emotional composure in clinical; consistent ineffective, inefficient use of time; and failure to be honest with patients, faculty, preceptors, and colleagues. The following circumstances will result in the automatic withdrawal of the student from clinical rotation and the Surgical Technology program. The student is banned on a lifetime basis for re-admission into the Aiken Technical College Surgical Technology program. The circumstances for permanent withdrawal from the program include, but are not limited to:

1. Violation of patient confidentiality.
2. Student's behavior or performances are disruptive and hazardous to themselves, patient, or other healthcare provider.
3. Sexual harassment of an Aiken Technical College student, peer, preceptor, or other surgical team member as well as a patient.
4. Withdrawal of clinical privileges by the clinical agency and/or medical staff.

The following circumstances may negate the automatic withdrawal of a student: (consideration will be given to circumstances, possibility of makeup, etc.)

1. Death of a spouse, child, or parent of a student that is verifiable.
2. Verifiable incapacity, illness, or injury which prevents the student from returning to school for a specified period of time.

POLICY ON THE USE OF ELECTRONIC DEVICES:

No cellular phones, smartwatches, tablets, or computers are to be used in the classroom or clinical settings without the instructor's permission. Phones or smartwatches brought into class must remain in silent or off mode. Phones or smartwatches which activate during clinical may result in the student receiving an unsatisfactory grade for the day. A phone or smartwatch that activates during a test or quiz will result in a grade of "o".

TESTS/QUIZZES:

All tests will be announced and may cover textbook assignments, class discussions, and laboratory material, etc. All students are required to take all tests and quizzes. Quizzes may or may not be announced. Absent students will receive a "o" on tests and quizzes. Tardy students will not receive a grade >80% on tests. Students tardy for >15 minutes will not be allowed to take tests. Tardy students will receive a grade of "o" on quizzes. **THERE WILL BE NO MAKE-UP QUIZZES OR EXAMS!!!!**

STUDENT GRIEVANCE AND APPEALS:

The purpose of a grievance is to provide the student a way to channel complaints. Students must follow the following chain of command for all complaints.

1. Speak directly with the persons involved (student, faculty, or staff).
2. If unresolved, take your complaint to your instructor.

3. If unresolved, by #1 and #2, take your complaint to the Program Director.
4. If your complaint remains unresolved, both you and the Program Director will go to the Dean of Health Sciences.

Please follow these steps, as most concerns can be resolved within the department. Issues of discrimination may be brought to the Vice President of Student Services.

PREGNANCY POLICY:

When a student learns that she is pregnant, she should notify the Program Director within ten days. However, notification is voluntary and students are not required to do so. If she chooses to notify the college, the student should put the notification in writing and include her obstetrician's name and the approximate due date. Within one week of providing written notification, the student should submit documentation from the student's obstetrician that provides the following information:

1. Documentation that the student has shown the obstetrician the proposed course of study for the duration of the pregnancy, including all clinical activities.
2. Documentation that the obstetrician believes that the student will be able to fully perform all the tasks, functions, exercises and studies that are required for the successful completion of the proposed course of study.
3. A statement by the obstetrician of any limitations, difficulties, illnesses or restrictions that the student may have during completion of the course of study.

As noted above, each student is encouraged to submit the above documentation. If the obstetrician states that the student will not be able to perform the tasks, functions, exercises or studies expected of her during the duration of the pregnancy, then the student will be withdrawn from classes and allowed re-admission after the pregnancy (for the following years program). During her attendance in the program, the faculty may require a pregnant student to furnish additional statements for the obstetrician at any time during the pregnancy. These additional statements are needed to safeguard the student's state of health and ability to perform. Failure to provide the requested additional statements within ten days of the request will be sufficient grounds for immediate dismissal from the program.

Should a student choose not to disclose her pregnancy to the Program Director, she will not and cannot hold Aiken Technical College, its faculty, or any of its clinical facilities responsible for any physical injury that may occur to her or to the unborn child while she is attending her classes, labs, or clinical. This waiver also includes any injury she or the unborn child may sustain due to disease transmission, infection, chemical exposure, drug exposure, or sickness she may contact or come into contact with while attending her classes, labs, and clinical assignments.

Each female student must sign a statement that she has read and understands this policy.

Email Policy:

Students are required to check their email at least twice a day. Once in the morning and again at the close of business. It is highly recommended that all students download the Outlook app to stay up to date on emails regarding the program. This will prevent the student from frequently having to login into their email.

Email Etiquette:

Email is the preferred medium of communication for any changes to the class schedule. Unless otherwise notified by your instructor, all email notifications will be sent to the student's ATC account only. Course information can be found on the Blackboard course section. Email is a very public means of information exchange, which should be treated with respect. As such, as a student of ATC, it is expected that all students will write and respond to emails in a respectful manner.

All email correspondence must include a subject that indicates the purpose of email, a greeting, and a closing with full name. Be sure that the body of your email is clear and specific to the needs of the email. Please note, I will only communicate with students using their ATC email address.

An example of a proper email is as follows:

To: baughmanj2@atc.edu
 From: professionalstudent@atc.edu
 Subject: Missed SUR-125 Class

Mrs. Mamo,

I am sorry I had to miss class today. I was not feeling well and had to go to my doctor. I have reviewed the material as per the syllabus. Is there anything else I should do to prepare for our next class?

Thank you,
 Professional Student

An example of an inappropriate email is as follows:

To: baughmanj2@atc.edu
 From: unprofessionalstudent@atc.edu
 Subject: Today

Hey!

I had to go to the doctor. Did I miss anything important?

Susie Q

Students who fail to check their email and follow proper email etiquette will have professionalism points deducted for each occurrence.

Aiken Technical College Surgical Technology Program

Handbook Agreement

I _____ acknowledge that by affixing my signature to this document:

1. I have received a complete copy of the Surgical Technology Handbook.
2. I have read and understand the information contained in the Surgical Technology Handbook.
3. The information in the Surgical Technology Handbook has been explained to me on this date _____.
4. I agree to participate in this program within the framework of the policies, guidelines, and other information stated in the Surgical Technology Handbook and recognize them as additional requirements to those stated in the Aiken Technical College Catalog and Student Handbook.
5. I have had all my questions answered.

Student Signature and Date _____

Program Director Signature and Date _____

Aiken Technical College Surgical Technology Program

Student Agreement & Affirmation of Informed Consent

I hereby consent to submit to a urinalysis and/or other drug tests or screenings as shall be determined by the affiliating clinical agencies of Aiken Technical College in preparation for or during participation in clinical practicums for the purpose of determining substance use. I understand and agree that all costs associated with drug screenings or tests are my responsibility.

I understand that the current use of drugs and/or alcohol may prohibit me from participating in clinical practicums. I understand that clinical practicum courses are required in order to graduate from the Surgical Technology program at Aiken Technical College. I further understand that I will be subject to the same rules and requirements as the healthcare employees in the facilities where I will be participating in clinical practicums.

I have carefully read the above statements and fully understand its contents. I acknowledge that by signing this consent and release form that I am performing a voluntary act and that I have not been coerced by anyone to sign this document.

Student Signature and Date _____

Program Director Signature and Date _____

Aiken Technical College Surgical Technology Program

HIPAA Statement

The Health Insurance Portability and Accountability Act of 1996, referred to as HIPAA, was originally enacted as a means of allowing employees to maintain healthcare insurance coverage when changing jobs, but has since been amended to include regulations for the handling of patient information in the healthcare industry.

Some types of patient's information are referred to as Protected Health Information and are legally protected under the HIPAA privacy regulations and must be protected. Protected health information encompasses almost anything that can be used to identify the patient such as name, address, birthdate, social security number, medical record number, telephone number, or patient account number. Any piece of information that can be used to determine the identity of a patient or lead to access of patient medical information is classified as protected health information. Under the HIPAA privacy regulations, agencies are required to give patients a copy of a written notice of privacy practices at the time of registration or admission for medical care. The document must disclose how the agency plans to access, use, disclose, and protect the patients' health information. Disciplinary action will be enforced against persons who do not follow the privacy policies and procedures under the Health Insurance Portability and Accountability Act of 1996.

**I _____ have read and understand the HIPAA
Statement and agree to hold all patient information in strict confidence.**

Student Signature and Date _____

Program Director Signature and Date _____

Aiken Technical College Surgical Technology Program

Program Pregnancy Policy

When a Surgical Technology student learns that she is pregnant, she has the option to notify the Program Director within ten (10) days. Written notification must include the name of the obstetrician and the approximate date of delivery. This written statement must include all of the following information:

1. Evidence stating that the student has shown the obstetrician the proposed course of study of the program for the remainder of the pregnancy, including all clinical requirements.
2. Evidence stating that the student will be able to fully perform all tasks, functions, exercises and studies that will be expected during the course of study.
3. Evidence stating any limitations, difficulties, illnesses, or restrictions that the student has or may have during the pregnancy.

Each female Surgical Technology student will be expected to sign this statement acknowledging that she has read and understands this policy. Failure to abide by this policy will be grounds for dismissal from the program.

The student's signature also indicates that she understands that she will not and cannot hold Aiken Technical College, the faculty, or the clinical affiliates responsible for any physical injury that may occur to her or her unborn child while she is attending classes or clinical practicum. This waiver also includes any injury the student or the unborn child may sustain due to infection, disease, chemical, or drug exposure while attending classes or clinical practicum.

If the student fails to bring a statement from her obstetrician, or if the obstetrician states that he/she does not believe the student will be able to perform the tasks, functions, exercises, or studies required for the course or program, the student will not be allowed to continue in the program.

It is also understood that the faculty of the Surgical Technology program can require a pregnant student to furnish additional statements from the obstetrician during the pregnancy. These additional statements regarding the student's state of health or her ability to perform can be required if the faculty becomes concerned about the health and well-being of the pregnant student or of the unborn child. Failure to provide the requested additional statement within ten (10) days of the request will be sufficient grounds for immediate dismissal of the student from the Surgical Technology program.

Student Signature and Date _____

Program Director Signature and Date _____

Aiken Technical College Surgical Technology Program

Pregnancy Release Form

Name of Obstetrician: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

(Student Name) _____ has been examined by me on (date) _____.
Her expected date of delivery is (date) _____.

She has shown me her proposed course of study for the remainder of this pregnancy including clinical requirements which may involve caring for patients with communicable diseases and patients requiring considerable amounts of lifting and assistance with mobility. In my opinion, the student will be able to fully perform all tasks, functions, exercises and studies that will be expected of her during her pregnancy with the following limitations.

The following is a list of any difficulties, illnesses, or restrictions that the student has had or may have during the pregnancy.

Physician Signature: _____ Date: _____

Emergency Contact Form

Please return this form to your instructor.

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

Personal E-Mail Address: _____

ATC E-Mail Address: _____

In the event of an emergency, please list the name and telephone number of two individuals you would like us to contact.

Emergency Contact #1:

Name: _____

Relationship to you: _____

Work Phone #: _____

Cell Phone #: _____

Emergency Contact #2:

Name: _____

Relationship to you: _____

Work Phone #: _____

Cell Phone #: _____