

PENSACOLA STATE — COLLEGE —

DEPARTMENT of NURSING

Surgical Technology

Program Handbook

An Equal Access/Equal Opportunity Institution
Pensacola State College
5555 West Highway 98
Pensacola, Florida 32507

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**Surgical Technology Program Handbook
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**PENSACOLA STATE COLLEGE
SURGICAL TECHNOLOGY PROGRAM**

WELCOME

Welcome to the Surgical Technology Program at Pensacola State College. You have set your goal to become a surgical technologist and you are about to begin a course of study that will take you through twelve months of intensive and exciting work that will help you achieve that goal. The faculty welcomes you and wishes you success in your endeavors! The faculty takes pride in the Surgical Technology Program and its students, and will support your efforts throughout the next year.

FACULTY

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HISTORY

Representatives from the local medical community approached Pensacola State College about starting a Surgical Technology Program during the 1998 academic school year. Soon after that the college began to develop the curriculum, advertise the program, and accept applications. The Surgical Technology Program accepted its first class of twenty students in August 2000. Since its inception, the Surgical Technology Program has remained popular both with students and with the healthcare community. Applicants are numerous and the program reaches its capacity each year. The majority of graduates are hired locally, and employer surveys indicate satisfaction with graduates.

THE ROLE OF THE SURGICAL TECHNOLOGIST

The surgical technologist is the member of the surgical team responsible for the initial preparation of the surgical suite, and a key member of the surgical team responsible for passing instruments and other equipment to the surgeon in the prescribed manner, acting as an assistant to the surgeon when needed. The surgical technologist ensures that the operating room or environment is safe, that equipment is safe, that equipment functions properly, and that the operative procedure is conducted under sterile conditions to maximize patient safety. After the surgical procedure is completed, the surgical technologist is responsible for terminal cleaning. The surgical technologist must perform under pressure in stressful and emergency situations; have a strong sense of responsibility, considerable patience, manual dexterity and physical stamina. Surgical technologists work closely with nurses and surgeons to provide the best possible care for the patient during all the phases of surgery. Although the surgical technologist is primarily employed by hospitals to work as a sterile member of the surgical team, other job opportunities include work in delivery rooms, emergency departments and other health care settings. Additional employment opportunities exist in medical sales and management roles in surgical services.

LEARNING-CENTERED EDUCATION occurs when students are engaged in pursuing their own goals and when students actively and frequently practice their performance; integrate knowledge; and transfer knowledge to new applications. Learning takes place best in a respectful and supportive environment. The educational process requires consistent, continual, and interactive feedback to students (Tagg, 2003). While faculty serves as facilitators of learning, the major responsibility for learning ultimately rests with the learner. The learner draws upon individual strengths, learning style, life experiences, and adaptive skills to integrate surgical technology knowledge and experiences. Learning is a life long

process that requires inquiry, individual accountability, goal-orientation, active participation, and supportive learning environments.

PHILOSOPHY

Upon acceptance into the Pensacola State College Surgical Technology Program, the student enters the health profession and has, in effect, been entrusted with the advancement of surgical technology and with proper provision of services of his fellow man. Surgical technology is a profession of honor and dignity. In our society, medical personnel are entrusted with health, life, and the well-being of humanity. It is an expectation that this trust will be earned and that the pursuit of knowledge and the care of patients will be done to the best of one's ability and with honesty to self and to others. Pensacola State College is committed to provide the highest quality program of education and training, deriving to individuals desiring to enter the surgical technology profession.

PROGRAM MISSION

The mission of the Surgical Technology Program is to prepare entry level surgical technologists who demonstrate highly competent practice and professional behavior in the surgical environment.

PROGRAM GOAL

The goal of the Surgical Technology Program is to graduate students who will possess the didactic knowledge, psychomotor skills and affective behaviors enabling them to function as surgical technologists. The following program objectives were designed to meet the program goal.

Function as a surgical technologist during pre-, intra-, and post-surgical procedures.

Demonstrate application and knowledge of competencies of aseptic technique.

Practice within ethical and legal standards in relation to patient, physician, hospital, and personnel.

Apply knowledge of anatomy and physiology to surgical procedures.

Apply knowledge of microbiology to surgical procedures.

Demonstrate awareness of the effects of drugs and anesthesia on the surgical patient.

Demonstrate knowledge of basic medical terminology and abbreviations related to assignments.

Assist with CPR when the need arises.

Establish and maintain effective interpersonal relationships and team cohesiveness.

Demonstrate continuing educational growth by attending lectures and in-services, maintaining awareness of problems confronting the graduate and practicing technologist.

Advocate support of the national professional organization of Surgical Technologists.

CERTIFICATION OF COMPLETION OF SURGICAL TECHNOLOGY

The program curriculum is a balance of theoretical and technical courses with supervised clinical rotations at affiliated agencies in Escambia and Santa Rosa counties. This combination provides the student an opportunity for educational development and skill competency during the year-long program. The curriculum follows the State of Florida Curriculum Framework and The Core Curriculum for Surgical Technology (6th Edition) published by the Association of Surgical Technologists, Inc. Upon completion of this program, the graduate will demonstrate competency and responsibility and be able to function as an entry level surgical technologist in the community.

CURRICULUM PLAN: SURGICAL TECHNOLOGY PROGRAM

Term I – Fall		Credits
*HSC 0005	Orientation to Health Sciences	1
*HSC 0591	Aids/OSHA for the Health Professional	1
*W 00753	CPR Healthcare Professional	
STS 0804	Basic Microbiology	2
*MEA 0230	Med Terminology with Anatomy & Physiology	3
*BSC 0070	Structure & Function	2
STS 0003C	Intro to Surgical Technology	6
	Total	15
Term II – Spring		
STS 0255L	Surgical Procedures Clinical I	9
STS 0120	Surgical Specialties I	2
STS 0803C	Pharmacology & Anesthesia	4
	Total	15
Term IIIA – Summer A		
STS 0256L	Surgical Procedures Clinical II	6
STS 0121	Surgical Specialties II	1
	Total	7
Term IIIB – Summer B		
STS 0257L	Surgical Procedures Clinical III	6
STS 0122	Surgical Specialties III	1
	Total	7
	Total Credits	44vc

*Courses may be taken before starting the Surgical Technology Curriculum with approval of Program Director.

What is the cost of the program?

The following is a list of **APPROXIMATE** costs and are subject to change without notice.

Estimated Expenses	In-State	Alabama Residents	Out of State
Pensacola State College Application Fee (first time students)	\$30.00	\$30.00	\$30.00
Tuition – 44 vocational credits Per credit hour: \$81.87 FL Resident, \$82.87 AL Resident and \$327.50 Out-of-State	\$ 3,602.28	\$ 3,646.28	\$14,410.00
Books	\$ 500.00	\$ 500.00	\$500.00
Lab Fees	\$ 350.00	\$ 350.00	\$350.00
Uniforms, Shoes and Photocopying	\$ 125.00	\$ 125.00	\$125.00
Certification Exam	\$ 290.00	\$ 290.00	\$290.00
Total Approximate Costs	\$ 4,642.28	\$4,941.28	\$15,705.00

FINANCIAL AID

Financial Aid may be available for eligible students. The telephone for the Financial Aid Department is 484-2349. Various scholarships and loans are available through the Dean's Office, Financial Aid Office, and the Nursing Department. Details of these scholarships are posted on the Nursing Department bulletin board. Other services may be available through the vocational student Services Department for eligible students. The telephone number for Vocational Student Services is 484-2163.

THE SURGICAL CONSCIENCE

A surgical conscience is the foundation upon which the growth and development of a surgical technologist is built. The principles of sterile technique must be scrupulously maintained. Breaks in technique may bring to the wound bacteria that the body's defense system cannot destroy. Lack of knowledge of the principles of aseptic technique and their application does not justify a break in the sterile technique. Even mild infections delay recovery and are costly to the patient in time lost and money spent. A mild infection is potentially a severe one. Moreover, antibiotics have not supplanted sterile technique, which is to be observed for all patients. Principles must be followed meticulously. None of the personnel should ever be reluctant to admit a possible break in technique, even if there is any doubt about it. We are responsible for the patient, whose trust and fate are in our hands.

HONESTY, ETHICAL AND LEGAL BEHAVIOR

Integrity and honor are expected of the student. This implies the expectation of a high level of performance, of thorough and continued dedication to learning, and of the development of sensitive and caring attitudes. Ethical standards and appropriate conduct are essentials of the surgical technology profession, and therefore of the surgical technology student.

Violation of the **Student Code of Conduct**, such as cheating, stealing, falsification of records, or improper, insensitive approaches to patients and others are unacceptable. A person who violates the code of conduct, as presented in the college catalog or in the student handbook, shall be subject to dismissal or some lesser disciplinary action as the facts of the situation may warrant. Disciplinary actions may include suspension, probation, loss of privilege, reprimand and warning; and any other sanction determined appropriate by the college or the Surgical Technology Program. Convictions in the courts for a felony offense may lead to dismissal from the program. A complete explanation of the Student Code of Conduct is in the college catalog. The student is expected to assume both individual and group responsibility for the avoidance of any questions placed upon his/her integrity.

When a student believes that he/she has just cause to disagree with a grade or action of the Surgical Technology Program, the student has the right to express concern through proper channels. Every effort should be made to resolve a matter at the level of the instructor and student. If the concern is not resolved at that level, the student has the option of appealing the decision to the Surgical Technology Department Head. Issues not resolved within the Surgical Technology Program or Nursing Department may be discussed with the dean of the Warrington Campus. A **Student Grievance Procedure** is in place at the college to insure a fair and equitable solution to any complaint, other than a grade complaint, that a student may have with a faculty member. The entire Student Grievance Procedure is presented in detail in the college catalog and is included in this handbook.

A student may not possess any narcotic, stimulant, or hallucinogenic drug in violation of laws of Florida or the laws of the U.S. Pensacola State College recognizes the serious nature and potentially harmful effects of using controlled substances in the workplace and educational setting. To assist personnel and students in meeting our drug-free goal, the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, alcohol, and/or illicit drugs on college property is strictly prohibited. Alcoholic beverages and controlled substances are not permitted in the classroom or in clinical areas. If the instructor (or any other person on clinical staff) notices that a student has alcohol on his/her breath or appears under the influence of illegal or controlled substances, the instructor will dismiss the student immediately. The College will impose disciplinary sanctions on students and employees for violation of the above policy. The sanctions may lead to referral for prosecution, expulsion for a student and termination of employment for an employee.

As students in clinical facilities, the students fall under the same jurisdiction as employees of the hospital. Every clinical facility requires drug-free employees, and some may require proof by drug testing. The student must also be aware that they may be called upon to submit to a **drug test** any time there is reasonable cause. Refusal to submit to a requested drug screening will result in automatic dismissal from the Surgical Technology Program.

The Surgical Technology faculty at Pensacola State College believes that ethical and legal considerations in administering patient care should be observed at all times. The faculty further believes that honest behavior in classroom, skills laboratory and the clinical setting transfers to the graduate in the world of employment. Any student involved in unethical or illegal behavior is in jeopardy of successfully completing the Pensacola State College Surgical Technology Program. We will not consider a student for re-entry into our program unless an appropriate resolution of the charges is made through the standard student petition procedure. See Student Rights and Responsibilities (Student Handbook) of the college catalog for additional information.

Pensacola State College has an obligation to maintain standards of health care and professionalism that are consistent with the public's expectations of the health professions.

All Surgical Technology students are ethically obligated to provide patient care with compassion and respect for human dignity.

No Surgical Technology students may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease, such as human immunodeficiency virus (HIV) infection, acquired immunodeficiency syndrome (AIDS), hepatitis B infection. These patients must not be subjected to discrimination.

Surgical Technology students are ethically obligated to respect the rights of privacy and confidentiality of all patients.

Surgical Technology students must follow the clinical affiliates written preclinical, clinical, and laboratory protocols to ensure adequate asepsis, infection and hazard control, and hazardous-waste disposal.

Pensacola State College is ethically obligated to protect the privacy and confidentiality of a student, who has attested positive for an infectious disease. Students who pose a risk of transmitting an infectious agent must consult with appropriate health-care professionals to determine whether continuing to provide professional services represents a material risk to the patient. If a student learns that continuing to provide professional services represents a material risk to the patient, the student **MUST** inform the program director and the nursing department head.

CRIMINAL HISTORY RECORD CHECKS

Students must undergo a criminal background check during the first semester of the Surgical Technology Program. Many health care facilities will not employ a person who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse.

Each student must be screened through the Florida Department of Law Enforcement (FDLE). Students are responsible for the cost of the screening.

Judgment of guilty or pleas of nolo contendere to the following crimes may disqualify applicants from completing the Surgical Technology Program in the Department of Nursing at Pensacola State College: murder; manslaughter; vehicular homicide; killing of an unborn child by injury to the mother; assault, if the victim of the offense was a minor; kidnapping; false imprisonment; sexual battery; prohibited acts of persons in familial or custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft, robbery, and related crimes, if the offense is a felony; fraudulent sale of controlled substances, only if the offense was felony; incest; abuse or neglect of a disabled adult or elderly person; exploitation of a disabled adult or elderly person; aggravated child abuse; negligent treatment of children; sexual performance by a child; obscene literature; drug offences which were a felony or if the offense involved a minor; has not been judicially determined to have committed abuse or

neglect against a child as defined in s.390(2) and (47); does not have a confirmed report of abuse, neglect, or exploitation as defined in s.415.102(6), or abuse or neglect as defined in s.415.503(6), which has been uncontested or upheld under s.415.1075 or s.415.504; does not have a proposed confirmed report that remains unreserved and is maintained in the central abuse registry and tracking system pursuant to s.415.1065(2)c; and has not committed an act that constitutes domestic violence as defined in s.714.128.

HEALTH REQUIREMENTS

In accordance with Centers for Disease Control and Prevention (CDC) guidelines, all students should: Demonstrate proof of immunity of the following diseases: mumps, measles, rubella, and varicella. Proof can be in the form of current immunizations or blood titers.

Have proof of a negative tuberculin test within the past three months. Tuberculin tests must be repeated each year while in the program.

Be immunized against the hepatitis B virus as part of their preparation for clinical training. The hepatitis B series must be completed before patient care clinicals begin.

Students are required to submit a physical examination from a licensed physician, nurse practitioner, or physician's assistant on the **Pensacola State College Student Health Form**. The physical examination will verify that the student is free from any communicable disease, including systemic or localized infection, and that the student's physical and mental health is compatible with that required for the Surgical Technology Program. **The Physical Examination documentation must be on file prior to the first clinical experience whether observation or participatory.**

A follow-up evaluation of major injuries, illnesses, and/or conditions, including pregnancy, will be required if a change in physical or mental status occurs. It is the student's responsibility to provide information of changes in writing to the program director. At that time the student will be given a Health Information Sheet which must be completed in order to participate in the clinical practicums.

Health Information Sheet

If a student has had a major injury, illness, or a change in physical or mental status which would affect the student's ability to safely meet the objectives of the clinical practicum, the student must present this health information sheet to their physician. A note from the physician stating that the student may fully participate in the class and clinical practicum should be attached to this form.

General Health: In my opinion, this student is free from communicable disease, and will not put himself/herself, or the patients with whom the student has contact, at risk. The student can safely participate in the clinical practicum which includes participation in all activities within the scope of the surgical technologist in the operating room.

Student's Signature _____

Physician's Signature _____

Date _____

According to the Association of Perioperative Registered Nurses (AORN) *Position Statement on Workplace Safety*, there are multiple occupational hazards that create a risk of personal injury to perioperative staff in the workplace. These include biological, ergonomic, chemical, psychosocial, cultural, and physical hazards. It is the position of the AORN that workplaces have the responsibility for establishing safe work environments and that perioperative personnel have the responsibility for following safety policies and participating in safety programs. For additional information see *AORN Standards, Recommended Practices, and Guidelines*.

PERFORMANCE STANDARDS

As a Surgical Technology Program applicant you should possess the following capabilities:

1. Must be able to perform the essential functions of the job as a surgical technology student.
2. Must be of sound mind and body so that you can perform the professional duties of a surgical technology student without becoming injurious to yourself or others.
3. Must have sufficient physical, motor, sensory, intellectual, emotional, and social/communication skills to provide safe patient care utilizing a variety of equipment in different health care environments. Examples of performance standards for Surgical Technology practice are outlined below.

PHYSICAL REQUIREMENTS

Issue	Standard
Mobility	Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places. Must be able to bend, crouch, squat, kneel, balance, reach above head, and twist at waist. Must be able to sit or stand for eight hours a day. Must be able to walk for eight hours a day.
Strength	Must be able to lift, carry, or push 20 – 50 lbs frequently. Must be able to lift from floor level up, lift from waist level up, and lift over shoulders.
Hearing	Must hear alarms, telephones, and the normal speaking voice.
Vision	Clarity of vision at twenty inches or less. Must have the ability to identify and distinguish colors. Lens of the eye must adjust and accommodate to bring an object into sharp focus.
Tactile and Motor Skills	Must have good manual dexterity, including picking, pinching, or otherwise working with the fingers. Must be able to seize, hold, grasp or turn an object with the hands. Must have the ability to note the attributes of an object such as size, shape, temperature, or texture by touching with the skin, particularly with the fingers.
Coordination	Must have good eye-hand-foot coordination.
Communication	Must have communication abilities sufficient for interaction with others in coherent and concise oral and written form. Must be able to follow spontaneous verbal and/or written instructions. Must understand and speak the language fluently enough to exchange ideas, follow directions, and convey detailed instructions to others accurately, loudly, and quickly.
Interpersonal	Interpersonal skills sufficient for interaction with patients. Must manage stress appropriately and make decisions under pressure. Must handle multiple priorities. Must manage anger/fear, appropriately. Must be able to work alone or to work in confined and/or crowded areas.

All enrolled students are eligible for services offered at the **Student Health Services** on the Pensacola campus. Over the counter medications for upper respiratory infections, headaches, minor pain symptoms, and minor gastrointestinal problems are available. Supplies for treating minor injuries and pamphlets on health related subjects are also available. Students seen by the health nurse who are suspected of having a streptococcal infection can be referred to Gulf Coast Physician Partners for a strep test at no cost to the student. Student Health Services does not do physical examinations or administer immunizations. The telephone number for Student Health Services is 484-1322.

NO SMOKING POLICY

As more research becomes available, the link between cigarette smoking and related lung disease is obvious. In light of this, and realizing that our work is directed toward the treatment of these diseases, smoking is not permitted by Pensacola State College students at the clinical sites and only at the designated smoking areas on the Pensacola State College Warrington campus.

INSURANCE

Students are required to pay student fees upon registration for designated courses, which include student professional liability (malpractice) insurance and student accident insurance and student accident insurance. This coverage applies only while a student is enrolled in the Surgical Technology Program courses and is functioning as a Surgical Technology student. Upon graduation, the student is responsible for his/her continuing insurance coverage. Each student is responsible for his/her own health insurance.

The student accident insurance is a limited coverage.

COVERED ACTIVITIES:

You are covered during the policy period while you are participating in the College course(s), labs or clinical training sponsored by the Policyholder and on the premises designated and supervised by the Policyholder; or while traveling with a group in connection with these activities and under the direct supervision of the Policyholder.

Accident Medical Expense Benefit:

Maximum Benefit	\$15,000.00
Deductible Amount.....	None
Maximum Dental Limit.....	\$1,000.00
Accidental Death Benefit: Principal Sum	\$25,000.00
Accidental Dismemberment Benefit: Principal Sum:	\$25,000.00

EMERGENCY CONTACT

In the event a student requires emergency treatment, the hospital will provide such treatment according to the agreement between the hospital and the college. The hospital **RESERVES THE RIGHT TO BILL THE STUDENT** for such emergency care. The student is responsible to file a claim form and a accident injury form as well as report the injury to Risk Management at Pensacola State College at 484-1669.

PARKING

Students are asked to obtain a parking decal from the Public Safety Office, Building 3300, for on campus parking. To obtain the decal, the student must present a student I.D. card, car license number, and registration. There is no charge for the parking decal.

Parking at many of the clinical sites is restricted. Students are expected to follow the rules and regulations regarding parking particular to each clinical site.

ELECTRONIC DEVICES

Telephones, pager, headphones, recorders or radios **are not allowed in the classroom, lab, or clinical area**. Students are asked to make personal phone calls during breaks. Free public telephones are located throughout the campus. It is suggested that families, babysitters, and schools be given a detailed school schedule, including classroom and clinical sites. **In the event of emergency families should know that the Public Safety Department (484-2500) can be notified, and will locate the student immediately.**

One violation of this policy will result in you being sent out of the classroom. If this occurs you will need to make an appointment with your instructor before returning to the classroom. **Second violation** of this policy will result in the student being dismissed from the classroom and required to make an appointment with the director of the program. **Third offense** of this policy will result in dismissal from the program.

GENERAL ATTENDANCE POLICY

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. When absent from class, the student misses both the content of the particular session and the continuity of the course as developed in a single period of work. When a student's failure to attend classes places academic success in jeopardy, the instructor may drop the student from the class. Students are responsible for all classroom assignments and course content missed during any absence.

ATTENDANCE: CLASSROOM

Attendance is expected for all scheduled class periods. A student will be counseled by the classroom instructor and a written contract completed after missing 10% semester hours. The written contract is a means of communicating a concern by instructor to the student. Continued absence will result in a formal decision of the program director and instructor(s) to determine if the student will be allowed to continue in the program.

ATTENDANCE: SKILLS LAB

Students are expected to attend all scheduled skills lab experiences. All college laboratory and clinical experiences are considered clinical in nature. Absences from skills labs will constitute loss of essential material vital to the educational progress of the student. Skills acquired in labs are progressive and built upon the previous lesson. Students may not be able to progress to the next level if a skills lab is missed. Due to the time constraints of skills courses, no more than 10% of the total hours of lab may be missed.

Tardiness Classroom and Skills Lab: It is assumed that promptness in attending class sessions is an integral component of regular attendance. It is rude and disruptive to fellow students to come in late to class activities. Tardiness is considered one (1) minute late to class, lab, or clinical facilities. Time missed will be corrected as an absence.

ATTENDANCE: CLINICAL PRACTICUM

Exposure to the clinical setting is a critical component of Surgical Technology education. Because of the importance of the clinical practicum, there **are no excused absences from clinical practicum.**

In the event of a clinical absence due to an emergency situation or other extenuating circumstance, it is the responsibility of the student to notify the on-site clinical instructor 30 minutes prior to the beginning of the clinical day. Directions as to how to accomplish this communication will be given by each instructor during the clinical orientation. Failure to notify the college instructor on the day missed may impact the student's clinical course evaluation.

EXTENUATING CIRCUMSTANCES

Extenuating problems such as emergency surgery, severe illness, and pregnancy delivered or family emergency may be petitioned as a hardship case. These will be dealt with on an individual basis. The student will be required to submit a statement of the problem to the instructor. Notes from a physician may be requested regarding absences for any Surgical Technology courses.

A student who missed clinical and is a "no-call, no-show", will be considered absent two days for each day missed.

If the student was a "no-call, no-show", a written "no show" explanation **MUST** be turned in on the next class day.

Students are expected to remain at the clinical site for the entire shift for which they are assigned. The student should not leave a clinical practicum **under any circumstance** without the explicit permission of their clinical instructor. If a student has occasion to leave the clinical due to illness or an emergency situation, every effort must be made to contact the instructor on site.

Clinical Absence: Students are expected to be in the clinical situation, fully prepared, approximately 15 minutes before the scheduled starting time. If an absence becomes apparent, the student is asked to phone the clinical instructor at least 30 minutes prior to the scheduled starting time.

If a student arrives at the clinical affiliate site late without prior notification, the clinical/college instructor has the prerogative to send the student home. It will be counted as being absent for the day.

A student dismissed from any class who contests the attendance regulations may appeal to the program director within five school calendar days of such dismissal. The appeal must be based upon extenuating circumstances beyond the student's control. The student, during the appeal process, may, with the

permission of the instructor, remain in class until a decision has been reached. The program director will make a recommendation to the instructor after considering the appeal. In all cases the decision of the instructor is final.

NOTE:

If a student cannot continue clinical rotations, the student cannot complete the requirements of the programs, and cannot continue in the Surgical Technology Program. Students unable to continue will be advised to voluntarily withdraw and apply for re-admission to the next program.

GRADING AND EVALUATION POLICIES

Students will be informed of requirements for grades in all courses at the first meeting. Grading requirements are included on all course syllabi that are distributed to students at the first class meeting of the course.

The degree of success in professional courses is important. The minimum passing grade for all Surgical Technology theory courses is "C" (a minimum of 75%). Students must successfully complete all courses with a grade "C" or better in order to progress to the next semester.

The student is responsible for completing all tests, assignments and clinical hours by the end of each semester. A grade of "I" (Incomplete) will be given until tests/assignments /hours are satisfied.

Grades will be reviewed at the end of the semester. Students receiving a grade of incomplete (I) must work with the course instructors to remove this incomplete as soon as possible. The incomplete grade may jeopardize the student's progression to the next semester.

Receipt of a grade lower than that of a "C" will result in dismissal from the program. A student who fails a theory or clinical course may apply for re-entry. Students with two failures in the Surgical Technology program are not eligible for re-entry.

STUDENT RESPONSIBILITY

While both classroom and clinical experiences are often structured by faculty, the student is expected to assume an active role in managing his/her own learning experiences. The student is responsible for all material discussed, all material contained in reading assignments, and all announcements made in classes from which he/she is absent. We will make every attempt to assist students who have difficulties with the material presented in class, laboratory, and clinical settings. The faculty asks that any student who is having academic problems contact the instructor. Very often referrals can be made to the various resources available through the college to vocational students or additional practice time for the mastery of skills can be arranged.

The grade a student receives is the grade that has been earned based on the requirements presented in the course syllabus. Students will not do extra credit work to bring up a failing grade. In the event of extenuation circumstances, each case will be considered before a grade is awarded.

Any constant and persistent talking while instructor or another student is lecturing and/or speaking will result in (1) a verbal warning, (2) a written counsel (3) dismissal from the classroom with the possibility of dismissal from the program.

Student Job Description

A student is expected to:

1. Read and understand the college catalog.
2. Read and use the college class schedule (paper or on-line) as s/he registers each semester.
3. Check with his/her major department for current information on requirements & curriculum.
4. Talk to an advisor about the required courses needed for your major.
5. Schedule classes so that the most effective learning can occur.
6. Allow adequate study time per week for each course.
7. Show satisfactory academic progress.

8. Assume responsibility for his/her education.
9. Make use of the college library (LRC).
10. Develop a plan for increasing his/her listening skills and improving study habits.
11. Take notes during class.
12. Work collaboratively with other students.
13. Evaluate his/her own progress.
14. Attend all class sessions and be on time.
15. Complete all work when absent from class.
16. Read, understand, and follow the instruction in the course and district syllabi.
17. Complete reading and writing assignments in all classes.
18. Turn in assignments on time.
19. Complete work without cheating or committing plagiarism.
20. Actively participate in class.
21. Exhibit respectful behavior at all times.

DROP PROCEDURE

Withdrawing from a course is a formal procedure which the student must initiate. He/she may do this in Admissions or Student Affairs on any college campus. If the student stops attending and does not withdraw, it is the instructor's prerogative to assign a grade of "F". Students are encouraged to discuss plans to withdraw with the instructor or program director. Students often drop when assistance may be available that would enable them to continue. A student may request a withdrawal from a course up to the 70% point of the term. After this point the student will receive an earned grade or may request an incomplete, ("I") for the course. An Incomplete ("I") will be granted if the student has the potential to complete the course material within a reasonable length of time. If all of the course material is not completed in the time given the grade will become an "F". Students may not withdraw from any professional course without the prior approval of the Program Director. The Surgical Technology program withdrawal form must be completed by the program coordinator and student. The forms are available in building 3100, Room 3153, the Department of Nursing Office.

The Surgical Technology faculty may recommend that a student withdraw from the program for any of the following reasons:

- Academic level below that required in the Surgical Technology Program.
- Unprofessional conduct.
- Health problems.
- Unsafe clinical practice.
- Inability to function adequately with members of health and nursing teams.
- Excessive absences.

RE-ENTRY PROCEDURE

Students desiring reinstatement into a program of the Department of Nursing should submit a "Request for Re-entry" form no later than one month prior to the semester in which the student is eligible to return. A letter should accompany the re-entry form addressing the following issues:

- a. why the student dropped out/failed
- b. what was done to correct the deficient areas
- c. what plans the student has made to improve their chances of success

Students must demonstrate 100% satisfactorily all skills that are addressed on the final lab practicum of STS0003C and must pass a general instrumentation exam with a score of 75% or better.

No more than one year may lapse before attempting the course again. A student with two (2) failures in the Surgical Technology program is not eligible for re-entry to the program. Re-entry to the Surgical Technology Program is on a clinical space available basis.

DRESS AND UNIFORM POLICY

The personal behavior and appearance of Surgical Technology students at Pensacola State College reflect the standards of the college and the Nursing Department. Therefore, all students are expected to

consistently demonstrate qualities of professionalism both on campus and in the clinical settings. These qualities include professional appearance.

Students are required to be in uniform for theory class and clinical activities and must appear neat and professional at all times. Students must adhere to the clinical agency uniform policy as well as:

1. Students will be neat, clean and well-groomed by performing impeccable personal hygiene.
2. Hair must be off the uniform collar and away from the face the entire time while in uniform.
3. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.
4. Fingernails will be clean and short. No nail polish or artificial nails or nail tips can be worn.
5. Perfume, scented hair products or heavy makeup will not be worn.
6. Undergarments must be worn but should not be visible through clothing.
7. No body piercing may be visible.
8. NO SMOKING will be permitted during the clinical day; therefore, students should not arrive with a noticeable smoking odor.
9. The student ID must be worn.
10. The official clinical uniform is as required:
 - a. Hunter green scrubs. A white short sleeved undershirt may be worn under scrub top.
 - b. Shoes must be all leather-like shoes. They must have enclosed toes that have no holes on the upper surface. White or hunter green socks or white hosiery must be worn, and must be above malleolus.
 - c. Jewelry will not be worn.
11. All students must bring to clinical the following items: ballpoint pen with black ink, pocket size notepad, library sheets, Goldman book. No cell phones are allowed.
12. Chewing gum during theory class and clinical is not allowed.

TRANSPORTATION

Students are responsible for their own transportation to and from the assigned clinical affiliate.

STIPENDS

College policy does not permit stipends or other payments (i.e. meals) to students for assigned clinical time. Therefore, students may not receive stipends for clinical assignments. If an agency wishes to help a student in the Surgical Technology Program, Pensacola State College Foundation can receive a grant to provide a specific student with a scholarship in their name.

TESTING POLICIES

Theory - Unit tests are given in class. No more than one hour will be given for taking each unit test. A student who arrives late on test day (after all exams have been passed out) will not be permitted to sit for the exam but will be given a makeup test.

Test grades will not be given out until after an item analysis has been done. Adjustments may be made as the result of the analysis. In addition, the instructor will examine all Scantron answer sheets for machine errors in grading, prior to returning the sheets to the students for test review. After any adjustments, all grades are final. A student must be notified of the grade earned within one week of taking a test. Test grades will not be given out over the telephone. The Surgical Technology Program does not curve grades. All tests are criterion-referenced.

Practicums -Selected skills must be satisfactorily demonstrated in the skills lab prior to their clinical rotations. (Videotaping of Practicum - There are times when students are required to videotape their skill performance. This may be for a regularly scheduled evaluation, for review or remediation, for readmission to the Surgical Technology program, or for other purposes, as deemed necessary by the surgical technology faculty. The video is viewed by the instructor and returned to the student by the end of the program).

TEST REVIEW

Unit tests will be reviewed in class by instructor.

MAKEUP TESTS

Makeup tests may be in a form different than that used on the original test. This alternate form may include essay.

Makeup tests must be taken before the final exam is administered, at a prescheduled date

FINAL EXAMINATIONS

A comprehensive final examination will be given at the end of each theory course. Depending on the length of the final exam, one to two hours will be allowed in the Surgical Technology Program for taking this examination.

TEST SECURITY

The following practices will be followed:

All test booklets are accounted for before and after test administration.

If a test booklet becomes missing after administration, security is broken and this form of the test will not be used again. All remaining copies will be discarded.

Students are to use no writing implements during test review. Instructors will direct students to put away paper and writing implements before beginning review.

In so far as possible, an empty desk should be between students taking tests.

All texts, book bags, notebooks, and the like are to be deposited in the front of the classroom before testing begins.

All purses, if kept at a student's desk, must remain well under the seat during testing.

The instructor will remain in the room and circulate during the entire time a test is being given.

The instructor will engage in no activity other than proctoring during the test.

Individual test review will not be allowed while testing is in progress.

Instructors will not grade the test while others are still taking the test.

Instructors will direct students to keep their answer sheets covered.

GRADING POLICIES

Grading practices and policies of the Department of Nursing reflect the high level of competence required for the Surgical Technologist in today's health care setting.

THEORY: Surgical Technology Grading System (non-negotiable). All letter grades will be assigned as follows:

A	90 – 100
B+	88 – 89
B	84 – 87
C+	81 – 83
C	75 – 80 (Below 75 is failing)
D	+72 – 74
D	66 – 71
F	65 and below

A grade of 75% or better is required in all courses, including non-core courses.

Failure to complete prerequisite Surgical Technology courses will result in inability to register for subsequent courses and will interrupt the student's progress in the Surgical Technology Program.

Following college policy, grades will be posted by student code agreed upon by student and faculty or student ID number. Grades may be posted on the faculty's office door, in the Surgical Technology classroom or sent electronically through Pirate Mail.

CHAIN OF COMMAND/COMPLAINT PROCEDURE

When a student feels he/she has just cause to complain and or disagrees with a grade or action of the Surgical Technology program, the student has the opportunity to express the concern(s) through proper channels. Every effort should be made to resolve the matter at the level of the instructor and the student. If the concern is not resolved at that level, the student has the option of appealing it in writing to the Surgical Technology Program Director and ultimately the Assistant Department Head or Department Head of Nursing. Issues not resolved within the Nursing Department may then be discussed with the Dean of the Warrington Campus.

STUDENT GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide, at the lowest possible level, a means to mediate a fair and equitable solution to any complaint other than grade disputes (including Title IX and Section 504) that a student may have with a faculty member. If the grievance involves any alleged discrimination or harassment, the student may consult with the Director of Human Resources and E.A.E.O. This procedure will not involve itself in any dispute in which the student is accused of a violation of the honor pledge or infraction of any rule or regulation governing the conduct of students, as set down by the institution.

The time limit indicated throughout this procedure should be considered as maximum, and every effort should be made to expedite the process. However, the time limits may be extended by mutual consent of the parties concerned. Any student who has a grievance with a member of the faculty that has not been resolved to his or her satisfaction may take the following steps to resolve the issue:

INFORMAL PROCEDURE

Within sixty days or less of the incident, the student should discuss the grievance with the department head to attempt to resolve the problem.

After the initial discussion with the appropriate department head, if the grievance is still not resolved, the student may discuss the grievance with (1) the appropriate dean, (2) then, the campus provost or designee, (3) and finally, the director of Student Life.

FORMAL PROCEDURE

If, as a result of informal discussion, the grievance is still unresolved, the student may file a Formal Grievance Petition by outlining the grievance in writing on a prescribed form available from the student Life Office on the Pensacola campus, Room 510.

Within one calendar week of filing of the formal grievance, the Director of Student Life shall transmit the completed Formal Grievance Petition form and documentation to the Student-Faculty Relations Panel. The Student-Faculty Relations Panel will schedule a hearing within two calendar weeks of the petition filing. The student will receive notification at least 5 days in advance of the grievance hearing, and should appear at the hearing to present information and to call witnesses. Information and testimony in the hearing are limited to the scope of the complaint and information provided during the informal process in step I-V above. If additional information or witnesses are proposed, the process will revert to step V. It is agreed that each party of a grievance shall furnish the other with any information in his or her possession which may be legally released and is necessary for the processing of grievances or complaints.

The Student-Faculty Relations Panel will recommend a solution to the complaint to the President, in writing, within one calendar week after the hearing.

The President or his or her designee will provide a written decision to the student within two calendar weeks of the receipt of the panel's recommendation.

No reprisals of any kind shall be taken against any student for participation in any grievance.

Nothing in this procedure shall be construed to deny to any student any rights or benefits guaranteed by law.

A grievance may be withdrawn at any level by the student filing the grievance.

All documents, forms, communications and records dealing with a grievance shall be filed separately from the permanent record files of the participants. A copy of the formal grievance and its final disposition will be filed in the office of the Director of Student Life.

The student shall be entitled to be accompanied and advised by counsel or other representative, but they may not participate in the hearing.

All hearings are closed.

GRADE DISPUTES

The Director of Student Life is to be contacted for proper procedure to be followed for resolving grade disputes at 484-1689, or come by Room 510 in the Pensacola campus Student Center, Building 5.

CLINICAL PRACTICUM: POLICIES AND PROCEDURES

All students are expected to be familiar with and follow the stated departmental policies and procedures for each clinical affiliate. Students must:

Read and follow departmental policy and procedure manuals for the department.

Know and follow student procedures for emergency calls: fire, disaster, and cardiac arrest.

Perform only those basic procedures for which the student has successfully completed check-offs prior to entering the clinical setting. Proficiency check-offs are the responsibility of the student. As the student demonstrates competency in the clinical setting, the staff surgical technologist will instruct the student to increase participation in scrubbing the case, thus expanding skills on an individual basis.

Perform all procedures under the supervision of the clinical preceptor nurse or staff surgical technologist, and never perform any patient care procedure for which he/she has not been trained or tested.

Never take a doctor's telephone or verbal order. The doctor should be informed of that fact and a qualified person located to accept the order.

Never give information about the patient's condition on the phone. Students will respect the right-to-privacy of all patients and their families.

At no time will a student assume complete responsibility for the care of a patient. The staff of the operating room assumes responsibility of all patient care. The clinical preceptor assumes responsibility

for the instruction and supervision of students. A clinical preceptor must co-sign all student document entries. It is the student's responsibility to ensure that this is done.

Develop a working relationship with the surgical staff and clinical preceptors in each affiliate hospital. A clinical preceptor will act as student supervisor in the absence of the clinical instructor.

Participate in all quality assurance/continuing education programs as directed by the preceptor.

Respect the departmental chain of command and policies for resolving challenging situations.

CLINICAL PRACTICUM: BREAKS

Lunch is thirty minutes long. Due to the nature of scrubbing surgical cases, lunch is scheduled according to the availability of relief personnel and the case. Lunch period will be taken as recommended by your clinical instructor. Two fifteen-minute breaks are usually allowed during the day. Check with your clinical instructor. Students will remain on site during lunch and breaks.

CLINICAL PRACTICUM: INAPPROPRIATE BEHAVIOR AND UNSAFE PRACTICE

In the interest of safety to patients and classmates, students must keep instructors informed of their activities while in the operating room. This is communicated through the WHITE BOARD or by phone. If something goes wrong, the student must report the incident to the instructor immediately. Failure to notify the instructor of an incident in a timely manner will be considered dishonesty and a breach of ethics and will result in the student's dismissal from the program.

If the student performs unsafe care or exhibits inappropriate behavior during the course of the semester, the clinical preceptor and the surgical tech instructor will identify and discuss this problem with the student as soon as possible after the occurrence. The occurrence will be documented on the student's evaluation form. The instructor and student will discuss specific areas for improvement, a plan to achieve expected outcomes, a specified time period to correct the deficiency, and a designated time period for evaluation. Students may be referred to the learning lab, or the mock O.R. to practice/improve skills. The Surgical Technology instructor will coordinate the necessary remediation with the learning lab instructor or the Surgical Technology Instructor.

Repeated incompetent actions and/or disruptive behavior in the clinical settings will be grounds for removal from the clinical area prior to the completion of the clinical rotation. The clinical preceptor has the right to refuse the return of the student to that specific clinical facility. If the identified problems are not resolved by the terms established in the written contract, the student will receive a clinical "Unsatisfactory" and will not be able to continue in the program.

CLINICAL PRACTICUM: CRITICAL INCIDENT

A Critical Incident is defined as a single, discreet, observable behavior or action, which by its omission or commission, actually or potentially places the patient, or another individual, in physical or psychological jeopardy, or involves legal or ethical issues. A Critical Incident may result in the student's immediate failure in a course. A written Incident Report is used to document the seriousness of actual or potential errors in the clinical setting.

Inappropriate Behavior and Unsafe Practice are stated as follows:

- Attending clinical while under the influence of any substance affecting a student's ability to respond in a reasonable and acceptable manner.
- Performing unsafe care, thereby causing physical injury or emotional stress to a patient.
- Failing to maintain patient confidentiality.
- Falsifying any information concerning the patient, staff, peer group or clinical assignment.
- Inability to perform skills learned in skills laboratory.
- Performing skills that are not appropriate for level of practice.
- Removing any items from a patient's room or hospital without permission.
- Failing to report an incident to the instructor within one hour of its occurrence or immediately following the procedure.

CLINICAL PRACTICUM: ACCIDENTS AND/OR INJURY

A student who is injured in the clinical setting should immediately notify his/her clinical preceptor and instructor.

A written summary of the occurrence and the care rendered will be submitted by the student to the instructor and the ST Program Coordinator.

All clinical facilities by contractual agreement must provide access to acute emergency care in the event of accident or injury to a student.

A student is responsible for all expenses charged by the clinical facility in rendering medical care.

Students have liability and accident insurance coverage while functioning as a student engaged in class or clinical assignments.

CLINICAL PRACTICUM – INCIDENT REPORTS

If a student or a patient is injured or an error is made while in clinical practicum, the student will notify the clinical preceptor, OR supervisor and the college instructor immediately. A hospital Incident Report (Risk Management Form) and a College Accident/Incident Report are to be completed. Follow the preceptor's directions regarding the hospital incident form. The Accident/Incident form is to be given to the course instructor who will forward it to the ST Program Director. The student will also be responsible for scheduling a conference with the program director and/or the college instructor within one week after the error. The purpose of the conference is problem solving to prevent other occurrences.

CLINICAL PRACTICUM: PATIENT PRIVACY AND CONFIDENTIALITY

Surgical Technology students will not, under any circumstances, disclose any patient, hospital, or staff information outside of the classroom, clinical, or post-conference area. Students are not permitted to photocopy any portion of a patient's chart. If at any time a student has concern regarding an occurrence in the classroom or clinical setting, the student is to discuss the concern with the instructor or the Program Director. Failure to comply with this confidentiality policy will result in dismissal from the program and possible legal proceedings.

CLINICAL PRECEPTORS AND FACILITIES

The following are approved clinical facilities for the Pensacola State College Surgical Technology Program.

<u>Affiliate</u>	<u>Address</u>	<u>City, State</u>	<u>Zip</u>
Ambulatory Surgical Center	8333 N. Davis Hwy	Pensacola, FL	32514
Andrews Institute	1040 Gulf Breeze Parkway	Gulf Breeze, FL	32561
Baptist Hospital	1000 West Moreno Street	Pensacola FL	32501
Baptist Medical Park	9400 University Pkwy	Pensacola, FL	32514
Gulf Breeze Hospital	1110 Gulf Breeze Parkway	Gulf Breeze, FL	32561
McCullough Institute	350 Cypress Bend Blvd.	Gulf Shores, AL	36542
Navy Hospital	6000 West Highway 98	Pensacola, FL	32512-0003
Santa Rosa Medical Center	1450 Berryhill Rd.	Milton, FL	32570
Sacred Heart Hospital	5151 N. 9 th Ave	Pensacola, FL	32513
SHH Surgical Center	5147 N. 9 th Ave.	Pensacola, FL	32504
West Florida Hospital	8383 N. Davis Hwy	Pensacola, FL	32514

STUDENT INFORMATION

In accordance with college policy the written consent of the student is required for the disclosure or publication of any information that is personally identifiable of the student and a part of the educational records. (See College Catalog for specific policy).

The program faculty is requested by prospective employers to provide information about student progress during the program and concerning recommendations for employment. Such information can only be provided by your written consent. A form for such is provided for your use at the back of this handbook. Students must ask faculty members for employment recommendations prior to their being contacted by prospective employers.

STUDENT RECORDS

Student files, containing program related documentation, are kept on each student in the Nursing Department office. Although records cannot be removed from the Nursing Department office, students have access to their own personal files. Official transcripts and records are housed in the registrars office located on the Pensacola Campus.

STUDENT WORK AND EMPLOYMENT RECOMMENDATIONS

The faculty recognizes that many students must work during their education. We recommend that you limit your work to sixteen (16) hours per week maximum. Academic credit will not be given for clinical work experience during the hours a student is working as a paid employee of the clinical facility. This program requires a large amount of time in class, laboratory and hospital. In addition, you will find that study requirements are increased as the course of study progresses. Students who work are still expected to follow and uphold all attendance and tardiness policies. The faculty welcomes the opportunity to discuss with any student the employment possibilities in the community. Students will not work the 8 hours prior to coming to clinical experience.

PROGRAM RECOMMENDATIONS

Any recommendations for improving the program are always welcomed by the faculty. An evaluation tool, at the end of specific courses and at the end of the program, allows the student to provide feedback about the program's strengths and weaknesses.

BREAKAGE AND LOSS

Both at the college and the clinical facility, you are requested to take special care of all equipment that you use. Notify the appropriate person about breakage or loss. Unauthorized removal of any equipment from the college or the clinical facility will result in immediate dismissal from the program.

REQUIREMENTS FOR THE AST NATIONAL CERTIFICATION EXAMINATION

Students are expected to scrub a variety of cases in different surgical services. The majority of cases scrubbed will be in the areas of general, genitourinary, gynecology, orthopedic, and otorhinolaryngology. The Liaison Council for Certification of the Surgical Technologist (LCC-ST) requires that students submit experience scrubbing in at least 120 cases in the specialty areas listed above in order to be considered eligible to take the national certifying examination. As students rotate through clinicals, the number of types of cases scrubbed will be periodically tallied to assure that student are obtaining an extensive variety of experience.

PROFESSIONAL ORGANIZATIONS AND CONTACT INFORMATION

The Association of Surgical Technologists, Inc. (AST) is the professional organization nationally recognized by practicing surgical technologists in the United States. Student affiliation is discounted, and membership includes a monthly educational magazine for continuing education, informative newsletters, and reduced cost for the national certification examination. The AST may be contacted by writing to: The Association of Surgical Technologists, 6 West Dry Creek Circle, Suite 200, Littleton, Colorado 80120, or phoning: 1-800-637-7433 or email <http://www.ast.org>

GENERAL POLICIES AND INFORMATION

Legal Limitations of Licensure/Criminal History Record Checks

Students must undergo a criminal background check prior to clinical rotations in the Surgical Technology Program. Acceptance to the program may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse. Applicants who have an arrest record (other than a minor traffic violation) should be aware that they may not be permitted to the program

Each student must be screened through the Florida Department of Law Enforcement (FDLE), and the Abuse Registry. The cost of the screening is included in the first semester's lab fees.

Drug Screening

All students must undergo a urine drug screen upon admission to a health-related program. If a student tests positive for any of the drugs, the student will be dismissed and may apply for admission in one year. Urine drug screening tests for the following drugs: Alcohol, Amphetamines, Cannabinoids, Phencyclidine, Opiates, Barbiturates, Benzodiazepine, Synthetic Narcotics: Methadone, and Propoxyphene. Pensacola State College's complete drug screening policy is available in the Department of Nursing and in the Dean's office.

All students, full-time and part-time, may be randomly tested for drugs. A computer program or other independent, bias free method of name selection may be used to ensure that students to be tested are randomly selected.

Unscheduled Drug-Testing

Any full-time or part-time student may be tested for drugs at unscheduled intervals.

Extended Drug-Testing

Students who return to a program may be tested for drugs at unscheduled intervals.

ADHERENCE AGREEMENT

I understand that I am responsible for adhering to the policies and procedures contained in the Surgical Technology Student Handbook.

I have received and will thoroughly read the Surgical Technology Program Handbook. I understand that failure to comply with the established policies may result in suspension or administrative withdrawal from the program.

I agree to comply with these policies:

Signed: _____ Date: _____

Print your name: _____

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION (OPTIONAL)

I agree that the following information be provided by the surgical technology program to prospective employers:

- Schools / program activities
- Degrees, awards, certificate of completion
- Synopsis of clinical performance evaluations
- Recommendation of employment

Signed: _____ Date: _____

Print your name: _____

PENSACOLA STATE COLLEGE PHOTO RELEASE (OPTIONAL)

I hereby consent to and authorize the use and reproduction of any and all photographs taken of me to be used to advertise or promote the Surgical Technology Program. I certify that I am 18 years of age or older.

Signed: _____ Date: _____

Print your name: _____

(Student Copy)

ADHERENCE AGREEMENT

I understand that I am responsible for adhering to the policies and procedures contained in the Surgical Technology Student Handbook.

I have received and will thoroughly read the Surgical Technology Program Handbook. I understand that failure to comply with the established policies may result in suspension or administrative withdrawal from the program.

I agree to comply with these policies:

Signed: _____ Date: _____

Print your name: _____

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Signed: _____ Date: _____

Print your name: _____

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I hereby consent to and authorize the use and reproduction of any and all photographs taken of me to be used to advertise or promote the Surgical Technology Program. I certify that I am 18 years of age or older.

Signed: _____ Date: _____

Print your name: _____

(Department Copy)