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Lackawanna College Surgical Technology Student Handbook

ACADEMIC PROGRAM
It is important that you be well informed about your academic program. In order to accomplish this task you should maintain the following items in your files:
• Lackawanna College Student General Handbook
• Lackawanna College Schedule for each semester you are enrolled
• Surgical Technology’s Student Handbook
• Surgical Technology’s Course Outlines and Objectives

INTRODUCTORY STATEMENT
The Surgical Technology Program at Lackawanna College offers an associate degree whereby a student can obtain an Associate of Science Degree. Lackawanna College is accredited by the Commission on Accreditation for Allied Health Education Programs. (CAAHEP) 1361 Park Street Clearwater FL. 33756 Phone: (727) 210-2350. Students who successfully complete the Surgical Technology course of study meet the qualifying standards required to take the National Certification Exam for Surgical Technologists. The certification exam is written and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) 6 West Dry Creek Circle Ste. 100. Littleton CO 80120 Phone: (800) 707-0057 and is a requirement of graduation from the program. Successful completion of the course of studies is defined within this handbook. The student must maintain a grade B- in all Surgical Technology courses and completion of 69 credit hours. The student should recognize that the clinical rotation of the Surgical Technology program demands that attitude; work habits, communication skills and manual dexterity are developed and evaluated along with academic readiness.
THE TERMINAL OBJECTIVE OF THE SURGICAL TECHNOLOGY PROGRAM
The student will develop the knowledge, skills, and attitudes necessary to practice as a certified surgical technologist by acquiring the following fundamental capabilities.
1. To utilize appropriate medical terminology.
2. To apply a basic understanding of human physiology and surgical anatomy in the perioperative role of a 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, and patient care.
5. To identify and assume appropriate responsibility for patient care.

DISCRIMINATION PROHIBITED
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination in the Surgical Technology Program at Lackawanna College on any basis prohibited by applicable law, including, but not limited to age, race, color, creed, national origin, religion, sex, marital status, pregnancy or handicap.

COMMUNICATION INFORMATION
Lackawanna College Towanda Center 570-265-3449
Department of Surgical Technology 570-265-1149
Program Director: Anne Osborn, CST, or Clinical Coordinator: Kim Norton CST 570 250-1343. (During clinical rotation, the Clinical Instructors will inform the student as to the procedure for communication with them)

POLICIES AND PROCEDURES
The student is responsible for understanding the policies and procedures of the Surgical Technology Program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program, and the college for the student to seek another program in which to develop vocational skills.
Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of the Surgical Technology program.

CLASSROOM ATTENDANCE POLICY
Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Technology program depends, in part, on consistent attendance. In academic courses, grades are earned on the basis of the student’s attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinical based courses, attendance is one of the factors that will be evaluated weekly. Guidelines for missed clinical days are established and failure to comply may result in dismissal from the program. Students who must miss a class or clinical experience are expected to notify the Program Director, Clinical Coordinator, or their Clinical Instructor in advance according to the guidelines established for the course. Documentation of illness may be required by the Program Director, Clinical Coordinator, or the Clinical Instructors. Because
of the importance of attendance in the Surgical Technology program, students will be expected to adhere to the following attendance policies:

1. The student must notify the instructor of a clinical absence no less than 1 hour in advance of the scheduled start time.

2. The student must notify the instructor EACH day she/he is absent.

3. Medical or other documentation may be required for verification.

4. Absences exceeding the course established criteria printed in the course syllabus will be brought to the attention of the Program Director and Evaluation Committee. The student will be expected to participate in a conference with the Program Director and/or Evaluation Committee.

5. Instructor-initiated dismissal may result if the absence limits are exceeded.

6. It is the student’s responsibility to keep track of his/her absences and to discuss concerns with the Program Director, Clinical Coordinator, and/or Clinical Instructor.

7. A student may submit a request thirty days in advance to obtain leave for a Holy day.

8. Three late arrivals equal one absence in both academic and clinical settings. Students are expected to arrive on time for class or clinical and to stay until the class or clinical experience is concluded for the day.

9. Students who miss more than two classes in a course will be placed on academic/attendance probation for a period of 30 days. If conditions of the attendance probation are violated, the student may be terminated from the program.

10. Students who exceed 3 absences in an individual course will be dropped from the course and will receive a grade of “W” if proper paperwork is filed. Otherwise a grade of “F” will be assigned. The course must be repeated in its entirety. A student may only attempt a course twice.

11. Students must attend at least 80% of the on-campus hours and 100% of clinical hours in order to graduate.

12. Termination from the program will occur for any of the following attendance situations; three occurrences of absence or absences in excess of 20% of the on-campus hours. It is in the student’s best interest to make every effort to avoid lateness and absence. Academic success and employment potential is negatively impacted by a lack of a reliable attendance history.
CLINICAL ATTENDANCE REQUIREMENTS

Students will attend clinical training on the days and hours designated by the clinical facility and Lackawanna College’s Program Director or Clinical Coordinator. Days or times of clinical training may not be rearranged without the permission of Lackawanna College’s Program Director or Clinical Coordinator. In the event that the student will be absent from clinical, the student must call the clinical faculty 1 hour prior to the start of clinical rotation. Failure to do so could result in a warning.

- **Students are obligated to inform faculty before they leave the clinical facility each day.** Students are not allowed to leave the clinical facility even if employed staff at the clinical facility gives the student permission to leave due to illness or an emergency. Lackawanna College faculty is ultimately responsible for students during clinical hours.

- **Students are expected to attend clinical rotation for 24 hours per week in the third semester and for a minimum of 32 hours per week in the last semester.** Students who fail to meet the minimum weekly hours may be terminated from the program. Students are required to attend 100% of required clinical hours. It is the responsibility of the student to provide Lackawanna College with information related to clinical experiences in order to document clinical cases and clinical hours completed for the week.

- **If a student has missed any clinical time it must be made up during clinical make-up week at the end of each semester.** Students will not be considered to have completed their clinical rotation until the Program Director and Clinical Coordinator have certified all required attendance hours. If a student misses three clinical days, the student is not only required to make-up the clinical days, they will be placed on clinical probation.

- **If a third clinical day is missed the student is at risk for dismissal from the Surgical Technology Program even if a student provides documentation of an appropriate excused absence.** The student does have to make-up the clinical day. Examples of excused absences include a funeral day, military leave, doctor’s excuse for illness and surgery.

CLASSROOM BREAKS

Classroom breaks are scheduled in accordance with state and/or accrediting body regulations. Please follow the breaks as directed by your instructor and be back in class on time after breaks.

CLASSROOM AND CLINICAL DEMEANOR

Students violating normal classroom decorum or disrupting lecture, clinical or lab sessions will be asked to leave for the remainder of the session. Readmittance will be allowed only upon counseling and written permission by the Director of the Towanda Center. **Cell phone and beeper use is not permitted in classrooms, laboratories or during clinical rotations.**
ACCIDENTS/INCIDENTS
If the student is involved in any kind of accident or incident at any clinical site, the Operating Room Supervisor should be notified immediately as well as the Lackawanna College clinical faculty that you are assigned to. Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Program Director of Surgical Technology to be placed in the student’s file.

Hospital policies exist concerning contact with bodily fluids. These policies will be reviewed in detail during orientation to the program. Students are expected to know and follow these policies and procedures in the clinical areas. If a student is injured, she/he may be treated by her/his own private physician or in the hospital emergency room. The student is responsible for seeking treatment. School authorities will call an ambulance service for any medical emergency involving a student while at Lackawanna College Towanda campus.

- In the event that a student becomes injured while at the Robert Packer Hospital or Guthrie Clinic the student should seek treatment at Family Practice in the Guthrie Clinic (first floor).
- If the student is injured at Corning Hospital they should seek treatment at Corning Hospital Emergency Room.
- If a student is injured at Arnot Ogden Medical Center or St. Joseph’s Hospital they should seek treatment at the local Emergency Room.

The student is responsible for any costs incurred that are not covered by their individual insurance. If the student, instructor, or physician suspects a disease of a contagious nature, the student will be expected to refrain from attending clinical assignments and should seek prompt medical attention and follow-up care. The student may return to clinical with a written clearance from the student’s physician. Students are expected to apply principles of Universal Precautions when working at the clinical site.

STUDENT HEALTH POLICY
Students who are accepted into the program must provide evidence of good health prior to entering the program. All of the following pre-clinical rotation requirements must be successfully met and handed in to the Program Director as one complete packet. Individual items on the check-list will not be accepted, the entire packet must be complete prior to handing it in to the Program Director. The due date for the pre-clinical packet will be set by the Program Director for each class. Incomplete student health files will not be accepted and the student is a risk of losing their spot in the Surgical Technology program. The check-list includes the following items.
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**SURGICAL TECHNOLOGY PRE-CLINICAL REQUIREMENTS:**

1. **Basic Life Support with Advanced Electronic Defibrillation Class:** The student’s BLS/AED card must be signed. Both sides of the BLS/AED card need to be copied. The BLS card must not expire prior to the completion of all clinical aspects of the Surgical Technology program. Most BLS/AED cards do not expire for two years. Lackawanna College, in cooperation with Western Alliance Emergency Medical Services, offers a **one day mandatory BLS course** for those students who do not already possess a valid BLS card. There is a charge of $40.00 per student for the course and equipment fees.

2. **Pennsylvania Background Check:** The cost is $15.00 and must be paid by the individual student. To obtain a current Pennsylvania background check, please go to the State Police Barracks in North Towanda. Ask them to process a Pennsylvania Background Check. The completed background document will come to your home address and you need to include the original document in your pre-clinical packet. Background checks need to be completed in November. Old background checks are not acceptable (no exceptions). You may also obtain this information on-line by paying with a credit card. Go to [http://www.psp.state.pa.us/](http://www.psp.state.pa.us/) then click on criminal history request online. Click on submit a new record check, scroll to the bottom of the page and click accept, fill out your personal information and click next, if all your personal information is accurate click on proceed, click on enter this request, make payment, print out the completed document that has a state police seal on it. Then place it in your pre-clinical packet.

3. **A Pennsylvania Child Abuse background check must also be done.** It cost $10.00, this must be a money order, and must be mailed in ONLY! Please see Anne Osborn, Program Director for the form.

   *If the student does not have a clear background check they may not be permitted to enter into the Surgical Technology Program. The clinical facilities have the option to grant or deny access to their site, and may require other documentation and information prior to clinical approval.*

   *Background checks MUST BE COMPLETED done before the fall semester begins. NO EXCEPTIONS.*

4. **Panel 5 Drug Screen:** Lackawanna College requires a negative panel 5 drug screen. **This can be completed at any health care facility.** The most convenient way to obtain a panel 5 drug screen is to call occupational health. They are located on the 5th floor in the Guthrie clinic. Make an appointment for this test by calling 570-882-2493. The Drug screen results will either be mailed to your home or occasionally you can obtain the result the same day you take the panel 5 drug screen. You must include the original document in your pre-clinical packet. The cost varies; average cost to the student is between $50.00 and $60.00. **If the student does not have a**
clear Panel 5 Drug Screen they will not be permitted to enter into the Surgical Technology Program (no exceptions). This must be completed before the fall semester begins. NO EXCEPTIONS.
5. Medical Doctor’s Clearance: A family doctor must write the student a note stating that they have examined the student and they feel that the student has no medical reason that would prohibit the student from entering into training in the field of Surgical Technology. The surgical environment is strenuous. The students will be expected to stand in one place for extended periods of time, there is heavy lifting, and instrument pans are very heavy. A student who has sustained a back injury of any type in the past or has undergone surgery on various areas of the back needs to obtain consent from their family doctor that they are completely capable of meeting the demands of Surgical Technology clinical rotation. The medical clearance will not be accepted if it is more than six months old as of January.

6. Completion of hospital orientation packets: Individual hospital orientations are required. The orientations will be provided by the Program Director and clinical facility presenters. Mandatory orientation dates will occur during the first week of your clinical rotation, and at various times during your Principle and Practice class. It is important to note that orientation will only occur once thus it is MANDATORY you attend.

7. Hepatitis B Wavier Form: A Hepatitis B wavier form is available in the pre-clinical packet. The student has an individual choice to receive the series of vaccinations through their family doctor. The Hepatitis B vaccination is recommended by Lackawanna College however the student can decline the vaccine. If the student declines then they must fill out the Hepatitis B waiver form. If the student has already received the Hepatitis B series they must provide a copy of that document to the Program Director. The student is responsible for any cost associated with the Hepatitis B vaccination series. The student does not have to sign the form if they have already received the Hepatitis B vaccination series.

8. Pregnancy wavier form (if applicable): A pregnancy waiver form is available in the pre-clinical rotation packet. If a student is pregnant at any time during their clinical rotation they must immediately inform the Program Director and the Clinical Coordinator. They must sign the form and they must obtain an x-ray fetal monitor from the radiology department at the Robert Packer Hospital. The extra badge must be worn at all times during clinical rotation days. There are numerous environmental hazards to a pregnant student in the operating room and pregnant students must sign a waiver stating that they are aware of the numerous environmental hazards in the operating room area and that they choose to continue in the clinical rotation while pregnant.

9. Purchase of Lackawanna College Surgical Scrubs: A warm up jacket, a scrub top, and a scrub bottom must be purchased from the college. The cost averages from $30.00 to $60.00 per student (depending upon size and number ordered). Scrub size orders will be placed during class. Personal checks or cash are the form of
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payment that will be accepted so please have a check or cash available the second week of November. Late payment will not be accepted.

10. **Current PPD test:** PPD stands for purified protein derivative. The PPD skin test is a method used to diagnose tuberculosis. This test is done yearly on all students who rotate to the Guthrie facilities. Guthrie takes PPD testing very seriously. Even though you may have acceptable documentation of a current PPD test, the Guthrie Employee Health Office will request that a second PPD test be performed on the individual students. The second PPD test was free of charge in previous years however it is subject to change. The student is responsible for any cost associated with these additional requirements.

11. **Documentation of Proof of All Childhood and Adult Vaccinations:** The most convenient way to locate childhood vaccination records is through the Registered Nurse at the high school you graduated from. The following is an example of the Guthrie requirement for chicken pox. The student must document if they have ever received the chicken pox vaccine. If the student did not receive the vaccine they must provide information regarding the year they had the chicken pox.

   If childhood or adult vaccination records can not be located because of various reasons then the alternative is to have blood tests done called titers. A titer is the dilution of a serum containing a specific antibody at which the solution retains the minimum level of activity needed to neutralize or precipitate an antigen. The employee health office at the Guthrie Clinic will assist you with the blood tests. Please call 570-882-2674 to obtain an appointment to complete the Guthrie pre-clinical requirements related to vaccinations and PPD information. It is important to note that individual clinical facilities may require additional medical information and/or inoculations before the student can begin the Surgical Technology clinical portion of the Surgical Technology program. The student is responsible for any cost associated with these additional requirements.

   - **All clinical facilities have the right to deny any Surgical Technology student access to their clinical facilities if the student does not meet their standards for student health clearance. Please do not delay obtaining information for Proof of All Childhood and Adult Vaccinations. If the student is not cleared by the Medical Education Department, the student is at risk for losing their spot to begin the Surgical Technology Program.**

12. **Proof of Medical Health Insurance:** A copy of the student’s medical insurance card must be included in their pre-clinical packet and carried on their person for clinical rotation. The card must not expire during the duration of the clinical portion of Surgical Technology Program. If the student does not have medical insurance they must purchase their own plan before they can begin clinical. There is information regarding individual medical health insurance plans at Lackawanna College.
advisement office. These forms must be completed promptly because it may take some time to obtain an insurance card. Fees for a medical insurance card vary.

**13. Medical Liability Insurance:** All students must have medical liability coverage through Lackawanna College. The cost is covered by Lackawanna College.
DRESS CODE
The following is the dress code that is required for students any time they are at the Towanda Center for educational purposes or anytime they are at a clinical location. This includes scheduled classroom, laboratory or clinical activities. It also includes any tutoring sessions, refresher courses, practice time in the lab or any day of the week including weekends.

- Warm up jacket, scrub top and scrub pants. (Must be purchased from a designated company).
- Student name tag (provided by Lackawanna College).
- Hospital student identification badge is to be worn in addition to the student name tag during all clinical rotation facilities (will be provided by the human resources department at the individual clinical facility).
- A pair of shoes should be purchased for use in the Operating Room only; closed toed clogs or sneakers are acceptable.
- Nails: short (1/4 inch) with no polish (fake nails of any type are prohibited at all clinical rotation facilities). Nail polish should always be removed before the surgical hand scrub begins.
- Cosmetic make-up is permitted however it should be kept to a minimum.
- Hospital scrub attire is worn in restricted areas of the operating room at all clinical locations. Scrub attire will be provided by that individual medical facility. This includes warm up jacket, scrub top, scrub bottom, surgical cap, mask, shoe covers, and safety glasses or safety shield if the student wears prescription eye glasses.
- It is important to note that any student who is not wearing their safety eye glasses or a safety shield while scrubbed in any surgical procedure will be asked to leave clinical site for the remainder of the clinical day, no exceptions. That clinical day will be counted as an absence and must be made up during clinical make-up week at the end of the semester.

Jewelry:
- No jewelry is to be worn on the hands or wrists while scrubbing in on any surgical procedure. Wedding bands and any hand jewelry shall be removed before the surgical scrub begins.
- Single, small earrings are permitted as long as they are covered with the surgical cap.
- Tongue piercings are strictly prohibited at any clinical facility.
- Any personal piercings must be removed for your personal safety before clinical observation or rotation.

Clinical sites may require additional standards which the students are expected to adhere to. Visual tattoos may be offensive to the patient or clinical site and may be a deterrent to obtaining clinical sites and/or employment. Non-compliance will result in one warning and clinical probation. Continued non-compliance may result in suspension and possible
program termination. The Director and or Clinical Coordinator may determine the Dress Code for students.

**PREGNANCY POLICY**
Failure to inform the Program Director and Clinical Coordinator of pregnancy as soon as possible may result in disciplinary action and jeopardize the student’s progression in the program. Pregnant students need to obtain a fetal x-ray monitor from the radiology department in addition to their own x-ray badge. There are numerous environmental hazards to a pregnant student in the operating room and pregnant students must sign a waiver stating that they are aware of the numerous environmental hazards in the operating room area and that they choose to continue in the clinical rotation while pregnant.
A student must cease clinical rotation if pregnancy is determined. If the student obtains written permission from her physician stating that she is physically capable of resuming her clinical education, she may do so when the Program Director receives the written permission. A pregnant student may continue her didactic courses without a written release. Pregnant students may withdraw from the program and re-enter at a later date by following the policies for withdrawal and re-entry outlined in the Lackawanna College Catalog.

**OUTSIDE WORK POLICY**
The Surgical Technology Program is an academically rigorous program that requires a significant commitment of your time. While we recognize that students have financial obligations and may need to work while they are in school, outside work obligations may not be used as an excuse from completing requirements of the program. It is the policy of Lackawanna College that Surgical Technology students not be counted as a staff member or receives pay at any clinical location with which Lackawanna College has a clinical contract.

Surgical Technology students are, however, responsible for their own actions. The employees of the clinical site assigned to any given operating room are ultimately responsible for the surgical care rendered. The Surgical Technology students daily operating room rotation assignments are provided by Lackawanna College faculty. The Surgical Technology operating room assignments are done in collaboration with the management and/or the charge nurse on duty any given clinical day. **At no time should a student be hired as an entry-level Surgical Technologist until the student completes his or her Surgical Technology training program.**
STUDENT CONDUCT
Lackawanna College expects students to conduct themselves at all times in a professional manner. The forms of misconduct below are considered to be in conflict with the educational objectives of the Surgical Technology Program and Lackawanna College. Students who engage in such misconduct are subject to up to two class days and one clinical day suspension or termination from the program at the sole discretion of the Director of the Lackawanna College Towanda Center and the Director of the Surgical Technology Program.

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to Lackawanna College, forgery, alteration or use of institution documents or identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, clinical practice or other school activities.
- Physical or verbal abuse of any person on School premises or at functions sponsored or supervised by Lackawanna College.
- Any harassment based on sex, race, religion or national origin.
- Theft or damage to Lackawanna College premises or damage to the property of a member of Lackawanna College community on Lackawanna College premises or at any clinical affiliation. Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful mischief. This includes damage to any part of the building or its immediate surroundings.
- Possession of guns or knives or other weapons on Lackawanna College or clinical rotation facility premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on School premises or at clinical facility in a way that affects Lackawanna College community's pursuit of its proper educational objectives. This includes, but is not limited to, use of alcoholic beverages and/or controlled or dangerous substances.
- Any behavior which would not be considered generally acceptable by an employer of one of his/her employees.
- Violation of employee conduct and clinical rotation policies at the clinical facility.
- Any other behavior which Lackawanna College, at its sole discretion, determines to be inconsistent with the intent of this section or the interest of Lackawanna College or its other students.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED
Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to her/his care. The following are examples which may serve as guidelines for the student’s understanding of unsafe clinical practices. Examples are not all inclusive.
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- **PHYSICAL SAFETY**: unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.
- **BIOLOGICAL SAFETY**: unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.
- **EMOTIONAL SAFETY**: unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors.

**Unprofessional Practice**: Shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology Program or Lackawanna College. Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards. Violations of these standards are considered to be of exceptional importance. At the clinical instructor’s discretion the student may be removed from the clinical site immediately. Such a violation WILL result in the student being placed on probation and MAY result in dismissal from the program.

**Clinical Competency**

- Any Surgical Technology student that fails a required Surgical Technology course may retake that course the following year if the student chooses to continue in the program.
- The student has a maximum of two attempts to complete the course and obtain the required B grade.
- If the student receives lower than a B grade in the course for the second time, they will lose placement and be removed from the Surgical Technology Program.
- All Surgical Technology students must maintain a **C+ average in the Surgical Technology Program. A B grade must be attained in all Surgical Technology Courses (clinical & didactic) in order to be eligible to proceed to the next semester.**
PROBATION DEFINED
Probation is a trial period in which the student must improve or be dismissed from the program. A student may be placed on probation in the Surgical Technology program by the Program Director and/or Evaluation Committee for any of the following reasons:
1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice
4. Inability to maintain physical or mental health (unstable emotional behavior) necessary to function in the program
5. Problem attendance in either clinical or didactic settings. (See the attendance requirements above.)

PROBATION POLICY/PROCEDURE
Probation may begin only following a conference with the student. Two of the following program personnel must present. They may include the Program Director, Clinical Coordinator, a clinical instructor, Lackawanna College Center Director, or non-surgical technology instructor. Lackawanna College probation status forms will be filled out and signed by the parties attending the conference.

RESOURCE CENTER
As part of the Surgical Technology education program, students may be assigned additional reading as well as independent study topics related to emerging trends in the field of Surgical Technology. Lackawanna College will provide access to current reference materials, videotapes and journals for student’s use. There is computer access to the Internet for the purpose of investigating relevant topics as well as for participating in Continuing Medical Education on-line opportunities and visiting the web sites of professional organizations. Students may also request to use the Beck Medical Library located at the Sayre Guthrie campus, clinical sites vary as to allowing student access to their various Medical Library systems and their on-line Medical library.

CLINICAL EXAMS AND CLINICAL SKILL DEMONSTRATIONS
Students are given oral and written quizzes throughout their clinical rotation. All evaluations and clinical skill demonstrations will be announced one week in advance. Quizzes and clinical competencies are given in several areas of Surgical Technology including surgical instrumentation and surgical equipment. Students must receive a grade of 70 or better on each exam.

If a student fails a clinical skill demonstration related to competency, two re-tests for each clinical skill demonstration will be granted. The student must successfully pass all clinical competencies to complete the graduation requirements. If a student fails the clinical skill demonstration re-tests, the student may be withdrawn from the program.
Clinical Training Policies:
All students must complete hospital orientation packets for each individual clinical facility before they can participate in their clinical rotation. Clinical experiences are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort among Lackawanna College, the student and the clinical facility. Students may not take the place of paid staff, and may not be paid for their clinical hours. Lackawanna College maintains professional malpractice insurance on all students and faculty while at clinical facilities.

The student is a guest at the clinical facility. The clinical site expects that the student will obey all facility policies, rules and regulations regarding the clinical site and clinical assignment. If surgical counts are performed by the student the student is obligated to sign their name on the surgical count sheet; example, Jane Doe ST Student. The Surgical Technology student is ultimately responsible for their own actions during clinical rotation time; thus adherence to Lackawanna College policy and procedure as well as individual clinical facility policy and procedure is critical.

The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures. Lockers are provided by the individual clinical facility. Students are permitted to utilize the locker for the day. Students should not place their name on the locker. All valuables should be locked or they should not be brought into the clinical facility. Students are required to provide their own lock and the lock is to be removed at the end of each clinical day. Lackawanna College is not responsible for lost or stolen personal property.

Patient Safety and Confidentiality Statement
Students are expected to treat all information regarding patients as confidential. Students are not permitted to make copies of the surgical schedule nor should students remove a copy of the surgical schedule from the clinical location for any reason. Original patient records (charts, films, etc.) must NEVER be removed from the clinical facility. Photos of any type should NEVER be taken at any clinical facility unless permission is obtained by the Program Director or Clinical Coordinator (example photos of surgical instrumentation). No photographs of patients are permitted at any time. All references to patient identity must be removed from all copies of student records that are used for clinical journals or for clinical articles. The patient’s right to a safe surgical environment and to privacy is vital. Students must use good professional judgment regarding patient safety and patient confidentiality.

If at any time, the student uses poor judgment when it comes to patient safety or patient confidentiality the student is at risk for dismissal from the Surgical Technology Program (dismissal is at the discretion of the Towanda Center Director, the Surgical Technology Program Director and the Clinical Coordinator.)
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**CLINICAL ROTATION POLICY**

The Program Director and Clinical Coordinator are responsible for placing students at clinical facilities. Students may not make their own arrangements for clinical training. **Students must be prepared to travel to the clinical facilities and are responsible for having reliable transportation.** Lackawanna College will attempt to assign sites that are within a 60-mile radius of Lackawanna College and that are convenient for the students. However, this may not always be possible. Students will be assigned to more than one clinical facility during the duration of the program in order to participate in an appropriate number of surgical cases. **Student’s clinical site may be changed at the discretion of the instructor at any time.**

**CLINICAL PERFORMANCE STANDARDS**

The Program Director and the Clinical Coordinator will evaluate a student’s progress during clinical rotation. The Program Director will keep the completed evaluation forms in a locked file in the Program office. The student is responsible for submitting clinical facility evaluation forms, Lackawanna College student self-evaluation forms, clinical journals, and daily clinical procedure documentation sheets to the Clinical Coordinator. These submissions are required.

Students must scrub 120 surgical cases in order to graduate from the program. These cases will be in different categories according to the core curriculum listed below.

6th edition core curriculum

120 cases first scrubbed (assisted or solo)

Minimum # of First Scrub cases required. (20)

Maximum # of Second Scrub Cases that can be applied towards 120 cases. (10)

1. The total number of cases the student must complete is **120**.
2. Students are required to complete **30** cases in General Surgery. **20** of the cases must be in the First Scrub Role.
3. Students are required to complete **90** cases in various surgical specialties. **60** of the cases must be in the First Scrub Role and evenly distributed between a minimum of **5** surgical specialties. However, **15** is the maximum number of cases that can be counted in any one surgical specialty.
4. The surgical technology program is required to verify through the surgical rotation documentation the students’ progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves toward entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to **10** diagnostic endoscopic and **5** vaginal delivery cases can be counted toward maximum number of Second Scrub role cases.
6. Observation cases must be documented, but do not counted towards the **120** required cases.
7. Counting Cases
   - Cases will be counted according to surgical specialty. **Examples:**
Trauma pt. requires a splenectomy and repair of LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery and repair of LeFort I is oral-maxillofacial surgical specialty.

Patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer and the specialty is general surgery; therefore, it is counted as one procedure-one case.

**FIRST AND SECOND SCRUB ROLE AND OBSERVATION DEFINITIONS**

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

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

**Second Scrub Role**
The second scrub role is defined as the student who is at the sterile field who has not met all the criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

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

Clinical rotation competencies and experiences are graded on the same grade point system as classroom work. **A minimum grade of B** must be attained in each Surgical Technology course in order to advance to the following semester in the Surgical Technology Program. A C+ average must be maintained throughout the Surgical Technology Program.
Criteria for Assigning Final Clinical Course Grades:

96 - 100 A  90 - 95 A-  87 - 89 B+  83 - 86 B  80 - 82 B-  77 - 79 C+  73 - 75 C  70 - 72 C-  67 - 69 D+  60 - 66 D  0 - 59 F

If a student fails to progress in the clinical rotation or in any didactic course, the student may be subject to remediation or termination from Lackawanna College.

CLINICAL CONDUCT

The clinical site is a professional medical environment. Students must conduct themselves in the professional manner deemed appropriate for the workplace including arriving on time, leaving on time and acting in a reliable and responsible manner. Students must demonstrate a professional image, demeanor and personal hygiene at all times during the clinical rotation. Dress must meet site standards and clinical attire must be clean and neat at all times.

Students must adhere to site protocols and complete any and all assignments given by the Program Director, Clinical Coordinator, and Clinical Instructors. The student is NEVER to reveal any confidential medical information regarding patients or any aspect of the patient’s medical or surgical care.

Students are expected to demonstrate the utmost integrity and honesty at the clinical facility. Providing inaccurate data to Lackawanna College regarding clinical attendance or performance is grounds for termination from Lackawanna College.

CLINICAL PROCEDURES

Clinical Assignment Sheets and Clinical Documentation

1. Clinical Assignment Sheets will be completed after every clinical rotation.
2. Clinical Assignment Sheets are similar to contracts. Assignment sheet documentation must include all of the following information: The clinical date, the surgical specialty, the surgeon’s name, the type of surgical procedure, the approximate length of the surgical procedure, the patient’s age, sex and the category of student assignment (circulator assistant, scrubbed & held retractors, second scrub (passing some instrumentation), second scrub observation only, first scrub (passing all instrumentation), solo scrub, and / or surgical skills lab experience).
3. Clinical experiences are similar to the actual job of a Surgical Technologist. If you are going to be late or if you are ill and will not be in, call your Clinical Instructor assigned to the individual clinical location on that particular date at least 1 hour prior to the scheduled start time.
4. Do not arrive later than the scheduled time or leave earlier than the scheduled time. Students are not permitted to stay at any given clinical location beyond the hours for that clinical day. Students must sign out with Lackawanna College faculty before leaving the clinical facility each clinical day.
Clinical Hours

1. You must only take a 30 minute lunch break.
2. The clinical rotation experience is three full days per week for the third semester (24 hours per week) and four full days during the last semester (32 hours per week).
**Absenteeism and Tardiness**

1. You are to be present at your clinical location site during the hours stated on your clinical assignment sheet. You are not to take any days off or change your hours without permission from the Program Director or the Clinical Coordinator.

2. If you are going to be absent due to illness or are going to be tardy, you must call Lackawanna College’s faculty assigned to the clinical location at least one hour prior to the time of your scheduled arrival on site. **You must do this each time, even if you are ill for a second day and already called in the day before. This is the same procedure that you would follow if you were an employee of the clinical facility.**

**Vacation, Holidays, and College Closings due to Poor Weather Conditions**

1. You may not take vacation time during the scheduled hours of your clinical rotation.

2. If your clinical facility is going to be closed for a day in observance of a holiday, you must also follow that schedule.

3. If the college is closed due to hazardous weather conditions, holidays, or for any other critical reason then the student should not report to the clinical facility. However, it is the student’s responsibility to be aware of school closings via the television or the radio. **Faculty is not obligated to phone students on days the college is closed.**

4. Lackawanna College is obligated to notify students and faculty of closings by 0600 via the television or via the radio on the day that the college is closed. Students who leave their home before 0600 may call their clinical faculty for guidance regarding the decision to not drive in hazardous weather. Students should utilize individual judgment regarding poor driving conditions due to snow or other hazardous weather conditions. If the college is not closed due to poor weather and the student opts to adhere to personal safety and not drive in poor weather conditions it is the responsibility of the student to inform faculty, and the clinical facility of their decision at least 1 hour prior to the start time on at any given clinical location. The student is obligated to make-up the clinical day during clinical make-up week at the end of semester.

**Daily Clinical Documentation Sheets**

1. Daily Clinical Documentation Sheets are the responsibility of the student. A sample of documentation requirements will be provided at the start of each semester.

2. The Daily Clinical Documentation Sheet must be completed in its entirety. Failure to do so will result in the clinical documentation sheet being invalid.

3. Daily Clinical Documentation Sheets must be given to the Clinical Coordinator. The Daily Clinical Documentation Sheet is our method of documenting clinical experiences as well as clinical attendance. If a student fails to meet institutional attendance standards during clinical experiences the student will be dismissed from the program.
4. Keep a copy for your own records and provide a copy to the Clinical Coordinator. The Clinical Coordinator will forward your clinical documentation sheets to the Program Director. These documents will be placed in the individual student’s file.

Clinical Competencies
1. All clinical competencies must be successfully completed prior to graduation.
2. All original signed competencies will be kept in a locked file cabinet in the Program office at the Towanda Center.
3. All students must scrub 120 surgical cases prior to graduation.
   120 cases first scrubbed (assisted or solo)

6th edition core curriculum

120 cases first scrubbed (assisted or solo)
Minimum # of First Scrub cases required. (20)
Maximum # of Second Scrub Cases that can be applied towards 120 cases. (10)

1. The total number of cases the student must complete is 120.
2. Students are required to complete 30 cases in General Surgery. 20 of the cases must be in the First Scrub Role.
3. Students are required to complete 90 cases in various surgical specialties. 60 of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
4. The surgical technology program is required to verify through the surgical rotation documentation the students’ progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves toward entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic and 5 vaginal delivery cases can be counted toward maximum number of Second Scrub role cases.
6. Observation cases must be documented, but do not counted towards the 120 required cases.
7. Counting Cases
   o Cases will be counted according to surgical specialty. Examples:
   💬 Trauma pt. requires a splenectomy and repair of LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery and repair of LeForte I is oral-maxillofacial surgical specialty.
   💬 Patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer and the specialty is general surgery; therefore, it is counted as one procedure-one case.
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**Maintain professional behavior at all times.**

1. The medical field requires cleanliness and conservative appearance.
2. Dress must include your school scrub top, scrub bottom, warm-up jacket, and your Lackawanna College student nametag. You may also be required to wear a name tag supplied by the clinical facility. You must be identified as a student at all times.
3. You should wear your school scrubs unless specifically requested by the site to wear other attire. Such requests should be referred to the Clinical Coordinator.
4. Maintain patient confidentiality at all times. Do not discuss patients while in the cafeteria, on the elevator, in the halls, or in any patient care areas.
5. Treat every patient with whom you have contact with respect and compassion. Be friendly but maintain your professional demeanor.
6. Refer to patients as Mrs., Ms., or Mr. along with their last names.
7. You are representing both your school and the facility at which you are doing your clinical externship. Respect the clinical facilities standards.
8. Comply with their rules. Represent them well, as if you are an employee. Their primary obligation is to their patients and your behavior should reflect that obligation. Being a Surgical Technology Student at any clinical facility is a privilege.
9. Respect yourself. Be proud of your accomplishments. Strive to learn, to teach, to make life better for everyone with whom you come in contact.

**Supervision and Student Status**

1. You are required to maintain your student status while attending scheduled clinical rotation hours.
2. You may not perform clinical duties and patient care duties without supervision from a person employed by the facility. This may include direct supervision and indirect supervision.
3. **You may not take the place of the employed Surgical Technologist if they are absent from work.**
4. Comply with the requests of Lackawanna College faculty, the surgeons and the employees assigned to the surgical suites. Always follow their instructions.

**Tasks and Responsibilities**

1. There are many tasks required of a Surgical Technologist and you should perform those tasks willingly. The first semester of clinical is observational in nature and the lab portion of the course involves the demonstration of basic operating room skills. Those skills include but are not limited to learning how to perform a basic surgical hand scrub, demonstrating how to handle basic surgical instrumentation and tools, memorizing the names of basic surgical instrumentation, examining how to care for surgical specimens, demonstrating universal precautions, analyzing the basic concepts of aseptic technique and then demonstrating those concepts, examining hospital policy and procedures, examining the Surgical Technologist scope of practice, analyzing concepts related to patient safety and patient confidentiality, demonstrating how to properly put on a sterile gown and glove as well as how to properly gowned other members of the surgical team, demonstrating surgical draping
techniques, and numerous other basic concepts related to the operating room environment.

2. Students must meet basic competencies in order to progress to the next semester of clinical. As the individual student progresses in the second semester of clinical the student is provided with an introduction of basic principles related to surgical technological concepts. The student will participate in the application of surgical principles and practice concepts in a variety of patient care delivery settings, primarily the operating room. Clinical assignments assist with the development of surgical skills. Clinical experiences enhance the student’s ability to identify and safely utilize basic surgical instruments, equipment, sutures, dressing and medications in an operating room setting according to established competencies. Clinical courses assist students in becoming proficient in the application of knowledge and skills of biological sciences to the clinical setting. Clinical experiences guide the student to develop skills relative to surgical procedures and protocols from a Surgical Technologist’s perspective.

3. While on site, you may be required to answer phones, transport patients, retrieve x-ray films, maintain the cleanliness of the operating room, stock the operating room, empty trash, empty linen, etc.

**FACULTY AVAILABILITY**
The Program Director has office hours for students from 8:00 AM to 4:00 PM. Student appointments with other faculty must be made by arrangement with the faculty member. The Clinical Coordinator, Program Director or Clinical Instructor will evaluate each student on a regular basis at the clinical site during the clinical rotation experience. If problems arise at the clinical faculty immediately utilize the pager (beeper) system to locate the faculty that is available at that clinical location. They will immediately return your call as long as you give the extension of the phone where you are located. All Lackawanna College clinical faculties will provide each students with their pager number before the start of clinical each day. Never utilize the overhead paging system in the hospital or the operating room at any given clinical facility. The overhead paging system in the operating room and in the hospital is strictly utilized for trauma alerts and critical emergency information and should never be utilized to locate clinical faculty under any circumstance.

**MEDICAL DIRECTOR**
The Medical Director serves on the Program’s Advisory Committee. This individual is a licensed physician, experienced and proficient in the surgical arena. The Medical Director provides guidance to the faculty to ensure that the medical components of the didactic and clinical curriculum meet current acceptable performance standards. Dr. Tony Gillott, General Surgeon Guthrie Clinic is the Medical Director for the Surgical Technology Program.
Lackawanna College Surgical Technology Student Handbook

**TUTORING**
Students may be advised to come in after class for extra help, or they may request tutoring for extra help. Students are encouraged to schedule time for tutoring. Please do not wait until the middle of the semester to request additional assistance with course work.

**STUDENT COUNSELING**
The Program Director or the Clinical Coordinator will meet with each student individually twice over the course of the semester to evaluate and review the student’s progress in the Surgical Technology Program. Additional counseling may be scheduled as needed. Lackawanna College does not provide personal counseling. Career Services maintains a list of local services for counseling services.

**GRADUATION REQUIREMENTS**
- Successful completion of all on-campus courses with a minimum cumulative grade average of 2.5 and a **total of 69 credits hours**.
- Successful completion of the clinical externship with 100% of clinical hours completed.

6th edition core curriculum
120 cases first scrubbed (assisted or solo)
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- Patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer and the specialty is general surgery; therefore, it is counted as one procedure-one case.

- An overall on-campus attendance rate of 80%
- Current financial and administrative obligations to Lackawanna College; completion of required institutional exit interviews; completion of Lackawanna College Surgical Technology Student Portfolio
- Students must take the National Certification Exam here at the college before graduation.

CAREER SERVICES/JOB SEARCH ASSISTANCE
Lackawanna College provides Job Search Assistance to graduates in good standing. Lackawanna College cannot and does not promise or guarantee employment upon graduation. Embarking on a course of education typically enhances one’s thinking and potential productivity, but concentrated programs such as those offered at Lackawanna College require a significant commitment of time and effort. There is always a risk that, due to market fluctuations, personal issues or other factors, some graduates are unable to find employment in their field of training within a time frame that may be acceptable to them.

Therefore, some graduates may elect to pursue other career options; some use their training indirectly until the time a more favorable position in the right location arrives. Job search assistance will be in the form of some or all of the following:
- Interviewing skills seminars
- Resume preparation seminars
- Job search techniques seminars
- Interview scheduling

ALUMNI PRIVILEGES
Graduates in good standing of Lackawanna College’s programs who desire to audit a course in the program from which they graduated may do so on a space available basis. Auditing a course is not available for clinical rotation experiences. There is no fee for this service and graduates are welcome to make use of this privilege. Graduates should contact the Director of the Towanda Center well in advance of a program start to ascertain if seats are available in a class. Students accepted in a program as auditors must comply with all attendance, test and quiz requirements, homework assignments, dress code and the professional behavior standards as outlined in this handbook. Students auditing a course will be required to purchase all necessary uniforms, books and other material needed for academic progress. Grades will not be registered.
Lackawanna College Surgical Technology Student Handbook

ACADEMIC ADVISEMENT
The Surgical Technology Program provides individual assistance and advisement to students with academic problems in surgical technology subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program. Issues or problems with core curriculum subjects should be addressed first with the faculty member involved and then with the Center Director.

CERTIFICATION INFORMATION
Graduates of Lackawanna College’s Surgical Technology program are eligible to sit for the Certified Surgical Technologist (CST) Examination after meeting the appropriate prerequisites of a total of 69 credit hours.

The exact date will depend upon the examination schedule; you will take the exam here at Lackawanna College set up by the Program Director. Current requirements mandate that qualified candidates for the certification examination have acquired a certificate or degree from a CAAHEP accredited education program. CAAHEP 1361 Park Street Clearwater FL. 33759 Phone: (727)210-2350

A Certification Examination Review class is provided to Surgical Technology students during the last semester. A Surgical Technology Review book is required. Assistance with the completion of the necessary requirements for the Certified Surgical Technologist Examination is available through Lackawanna College. Conditions to sit for the Certified Surgical Technologist Examination are determined by the Liaison Council on Certification for the Surgical Technologist. The Liaison Council on Certification for the Surgical Technologist pre-requisites is subject to change.

The exam is given by (NBSTSA) National Board of Surgical Technology and Surgical Assisting. 6 West Dry Creek Circle Ste. 100 Littleton CO. 80120 Phone: (800) 707-0057

PROFESSIONAL ORGANIZATIONS
Students will join professional organization. Student fees for membership are usually offered at a reduced rate. The professional organization for Surgical Technologists is Association of Surgical Technologist (AST). Information is available in the Program office regarding membership.
TECHNICAL AND ACADEMIC STANDARDS

1. Communication
   Surgical Technology students must be able to:
   - work as team members
   - exhibit strong written and verbal communication skills
   - communicate effectively with co-workers, peers, supervisors, physicians, surgeons, and patients

2. PROFESSIONAL ETHICS
   Professional ethics is the rightness or wrongness in relation to performing duties and responsibilities of a profession. Ethical behavior is influenced by the attitudes and values of an individual in relationship to carrying out one’s duties and responsibilities. Surgical Technology students must be able to:
   - Have a set of positive personal values and respect the values of others
   - Apply principles of ethical decision-making in the health care setting.

3. SAFETY: OCCUPATIONAL HAZARDS AND INFECTIOUS DISEASE
   Surgical Technology students will come into contact with potentially bio-hazardous materials, blood, and body fluids. These bio-hazardous materials have the potential of transmitting infectious disease such as hepatitis, HIV, and other blood diseases. ALL surgical procedures completed in the operating room must be considered potentially infectious. Surgical Technology students also work with electrical equipment and electrically conductive materials. Accordingly, proper clinical safety must be practiced at all times. A student must be responsible for his/her own safety and practice universal precautions and electrical safety at all times. A student must be able to lift 100 lbs and they must be able to stand in one location for long periods of time.

4. POLICIES AND PROCEDURES
   The Surgical Technology student is required to adhere to the policies and procedures of Lackawanna College, the Surgical Technology Program, and all clinical affiliations to which they are assigned.

5. DUTIES OF A STUDENT
   The Surgical Technologist is a member of the surgical team who has a primary focus of providing quality patient care while assisting with surgical procedures. Surgical Technology requires working in potentially life-threatening situations with critically ill people. The field of Surgical Technology relies heavily on a strong scientific foundation. A candidate for graduation from the Surgical Technology Program must:
   - Possess the ability to think and act calmly during emergency situations
   - Provide proof of scientific aptitude
   - Render care to all individuals, of all cultures and religions, without prejudice or judgment
   - Collect and process data for patient care
6. ACADEMIC STANDARDS
Surgical Technology students must earn at least a C- average or better in all courses to remain enrolled in the Surgical Technology Program. The Surgical Technology student must obtain a B grade in all Surgical Technology courses. The Core Curriculum for Surgical Technologists is utilized as a guide for the Surgical Technology curriculum.

STUDENT CONCERNS:
- The Clinical Coordinator will be speaking with you each week in person. Please address any concerns at that time. If your concerns can’t wait until post-clinical conference please contact the Clinical Coordinator prior to that time to discuss your concerns.
- Do not speak negatively about the clinical facility, your clinical assignments, the patients, the employees, the surgeons, etc.
- Do not speak negatively about Lackawanna College, your campus instructors, school staff, etc.
- Your Clinical Coordinator is your primary supervisor representing your school and is there to assist and encourage you. Work together for mutual satisfaction.
References


ACKNOWLEDGEMENT
I have received a copy of the Student Handbook and Lackawanna College Student Handbook. I have read these documents in their entirety, and have been given the opportunity to ask for explanation or clarification of any of the material contained therein. I have read and understand the Technical and Academic Standards of a Surgical Technology student. I believe that I am able to accomplish the Technical and Academic Standards and should be considered for admission to the Surgical Technology Program. I believe that I am willing and able to fulfill the obligations and responsibilities of a Surgical Technology Student as outlined in these documents. I will abide by these procedures and follow the instructions of the Program Director, Clinical Coordinator, and Clinical Instructors. I understand that any failure to abide by these standards or instructions from my Program Director, Clinical Coordinator or Clinical Instructor may result in my termination from the program.

_____________________________________
Please print name on this line

_____________________________________
Signature of Student

_____________________________________
Program Director / Clinical Coordinator

Date ______________________

Date ______________________