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**COASTAL ALABAMA**

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COMMUNITY COLLEGE

## **Surgical Technology Program Handbook**

**2023/2024 Academic Year**

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# **COASTAL ALABAMA COMMUNITY COLLEGE SURGICAL TECHNOLOGY PROGRAM HANDBOOK**

## **INTRODUCTION**

Welcome to the Coastal Alabama Community College Surgical Technology Program. Surgical Technology is a challenging and rewarding profession. The faculty at Coastal Alabama Community College intend to challenge Surgical Technology students academically and personally to prepare employees who are clinically competent and capable of functioning as productive members of the healthcare team.

The purpose of this handbook is to provide Surgical Technology students with information regarding the Surgical Technology Program's guidelines. The Surgical Technology Program operates within the policies of the Alabama Community College System (ACCS) and Coastal Alabama Community College (Coastal Alabama). Surg Tech students are obligated to follow all policies and procedures as detailed in the College's Policy and Procedure Manual. Additional guidelines and provisions are detailed in the Coastal Alabama Policy and Procedure Manual, College Catalog, and Coastal Alabama Student Handbook.

Surgical Technology students are responsible for being informed and for following the guidelines in this handbook. This handbook is applicable to each SUR course in the Surgical Technology curriculum. The Surgical Technology faculty will be available to discuss any concerns regarding the handbook. No guidelines are infallible and if these are found to be inoperable, the faculty would welcome constructive suggestions for change. The Surgical Technology faculty bids you a sincere and warm welcome as you enter the program.

## **DISCLAIMER**

This handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with other college resources. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, or regulations; (2) the college reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, may be applicable to students in this department.

## **NONDISCRIMINATION POLICIES**

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 601.01](#). The Surgical Technology Program complies with Coastal Alabama Policy [2.06](#).

## ACCREDITING AGENCIES

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees and certificates at the Community College level.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)  
1866 Southern Lane  
Decatur, GA 30033-4097  
(404) 679-4500  
<https://sacscoc.org/>

The Coastal Alabama Community College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

CAAHEP  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

ARC/STSA  
19751 East Mainstreet, Suite #339  
Parker, CO 80138  
(303) 694-9262  
<https://arcestsa.org/>

## PURPOSE

The program is designed to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. Students will relate theoretical knowledge to the care of patients undergoing surgery and will develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; and assist surgeons with surgical procedures. Students may obtain their Certification as a Surgical Technologist after successful completion of this program and upon passing the national certification examination. Employment opportunities may be attained in labor/delivery departments, inpatient/outpatient surgery centers, hospital surgery departments, physicians' offices, and central supply departments.

## **CLASSROOM GUIDELINES**

### **Attendance**

The Surgical Technology Program complies with Coastal Alabama Policy [04.01.05](#). Only approved students may attend Surgical Technology courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed and for obtaining the material or audiovisuals for that class.

### **Classroom Interaction**

Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class may be considered rude and disruptive and may be grounds for dismissal from the class at the instructor's discretion. Students dismissed from a class must meet with the class instructor or director before being allowed to return.

### **Access to Instructors**

Students will be able to meet their instructor during designated office hours. Office hours are posted outside each faculty member's office, in the course syllabus, and on Canvas. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. If electronic communication is utilized, instructors will only be able to communicate with students using the students' official school email address or Canvas due to the Family Educational Rights and Privacy Act (FERPA).

### **Canvas (Web-enhancement)**

All Surgical Technology students should have daily access to a computer as all SUR courses are web enhanced. Several assignments as well as instructional tools may be posted on Canvas. Students are expected to check Canvas daily to stay current with classroom assignments. All "Canvas" tools are for class instructional use. All comments and postings not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College's academic code of conduct. It is advised that students do not disclose their log-in to any other individuals, doing so may compromise the integrity and security of the system and its contents and may result in disciplinary action.

### **Records Due Date**

The Surgical Technology Program complies with Coastal Alabama Policy [05.09](#). Immunizations, CPR, drug testing, background screening, and proof of medical insurance are tracked through a web-based system called *CastleBranch*. All records are to be submitted to *CastleBranch* prior to the beginning of the semester in which they come due. Students receive notification through their Coastal email account regarding due dates. Students will not be allowed to attend classes or clinicals until requested information has been received. Turning in records by the due date specified by the Surgical Technology Program constitutes a quiz grade of '100' in each SUR course. Failure to turn in the requested information by the date specified will result in a quiz grade of '0' in each SUR course. It is the responsibility of the student to verify that records are complete.

### **Student Record Maintenance**

Students should keep the surgical technology/allied health program and Office of Admissions updated on any changes in name, address, or phone number by completing the [Student Information Change Form](#).

### **Academic Honesty/Student Conduct**

The Surgical Technology Program complies with Coastal Alabama Policy [05.06](#). Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the Surgical Technology profession, dishonesty or unprofessional conduct could affect the health or safety of clients. To promote professional conduct and personal integrity, it is imperative that each student do their own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the College.

Academic dishonesty includes, but is not limited to:

- Copying from another student's work, test, or paper (including clinical paperwork), or allowing another to receive credit for your work.
- Looking at another student's exam or allowing another student to look at your exam.
- Collaborating with another student or any person(s) during an exam.
- Using anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle).
- Obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam (including test banks).
- Bribing to obtain exam information.
- Sharing or receiving information about an exam from another section or class/group.
- Breaching test security.
- Tape-recording or note-taking of a test review.
- Plagiarizing.
- Failing to report any of the above behaviors or other dishonest behaviors when witnessed.

\*If an exam monitor suspects an incident of academic dishonesty, the student will be referred to the Director or Dean.

### **Audio Recording Guidelines**

Audio recording of content in classroom or lab sessions is permitted only with the permission of the instructor who is presenting the content. No recording of any type (audio, visual, written, etc.) is allowed during exams or exam reviews.

### **Electronic Devices**

Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads, "smart" watches, etc.), and their attending noise are distracting to both faculty and students in classrooms, labs, and testing centers. The classroom, lab, and testing areas are inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, director, dean, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by students is a violation of the student code of conduct.

### **Copier Usage**

The office copier is not for student use.

### **Minors on Campus**

The Surgical Technology Program complies with Coastal Alabama Policy [01.06](#). Minors may not accompany students.

### **Accommodations for Americans with Disabilities**

The Surgical Technology Program complies with Coastal Alabama Policy [02.02](#). Further information may be found at the [ADA Online Services](#) webpage. Only the ADA coordinator can determine reasonable accommodations.

### **Social Networking**

The Surgical Technology Program complies with Coastal Alabama Policies [10.09](#) and [05.06](#).

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is not deemed sufficient.

Students are **not** to make negative, disparaging, or unprofessional remarks about fellow students, College employees, clients, client visitors, clinical sites, or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

## **TESTING AND GRADING GUIDELINES**

### **Grading**

The Surgical Technology Program complies with Coastal Alabama Policy [04.01.15](#). Rounding of scores is only completed for the final course grade. No rounding will occur for individual assignment, quiz, or test grades. The final course grade is rounded, including 0.45 or higher being raised to the next whole number.

|          |   |
|----------|---|
| 90-100   | A |
| 80-89    | B |
| 70-79    | C |
| 60-69    | D |
| Below 60 | F |

A grade of C' or higher is required in all Surgical Technology and core academic courses. Successful completion of SUR 100, 102, and 103 requires passing both the class and laboratory components. Successful completion of SUR 104,

105, and 205 requires passing both the class and clinical components. Students have until the last date of withdrawal in any one semester to withdraw from a course. Once the withdrawal date has passed, students will receive an 'F' for the final grade. The last day to withdraw is published in the college academic calendar.

### **Exam Procedures**

It is essential that testing times are quiet. Once a student leaves the testing area, the student will not be allowed to return until all students have completed the testing. Pencils, tests, answer sheet forms, and calculators if specified, are the only items allowed on the desk for exams. Calculators are not allowed for testing unless specified. If allowed, calculators must have instructor approval and may not be shared. A



#2 pencil with eraser is required for all tests unless administered electronically. No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed on top of, under, or around any desk during testing. No hats or sunglasses may be worn during testing. If assistance is required during the test, the student should raise his/her hand to signal the need for assistance from the instructor. Tests are timed. Students arriving late for an exam must take the exam in the remaining time available. Students arriving late 15 minutes or more late for a quiz may not be allowed to take the quiz, pending the instructor's discretion. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Instructors will post exam scores as soon as they are able.

### **Make-up Exams/Missed Exams**

Early or make-up exams are given only by the discretion of the instructor for extenuating circumstances. If a student presents for lecture on the same day as a missed exam, the student may not be allowed to attend lecture unless there are extenuating circumstances as determined by the Director of Surgical Technology (or the instructor in the absence of the director).

### **Mid-Term Progress**

A mid-term progress report is given to each student as notification of his/her academic progress in each Surgical Technology course. If absent on that day, it is the student's responsibility to obtain the report.

### **Final Exam Schedule**

The Surgical Technology Program complies with Coastal Alabama Policy [04.01.12](#). The final exam schedule for Surgical Technology courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule.

### **Incompletes**

The Surgical Technology Program complies with Coastal Alabama Policy [04.01.15](#). Incompletes must be replaced with a grade of 'C' or higher before the student is allowed to progress to the next semester.

## **PROGRESSION**

To continue in the Surgical Technology Program, the student must:

1. Maintain a grade of C or better in Anatomy & Physiology I & II, Microbiology, and ALL Surgical Technology courses.
2. Complete all required general educational courses in semesters as scheduled, unless completed prior. Any exceptions must be approved by the Director of Surgical Technology or the Dean of Nursing and Allied Health.
3. Maintain the ability to perform essential eligibility criteria.
4. Maintain current, health professional CPR, required immunizations, and medical insurance.
5. Maintain the sequence of Surgical Technology courses. Withdrawals, or a 'D' or 'F' in a Surgical Technology course, will stop progression in the program until the course(s) is successfully repeated. Course repetition will be based on instructor approval and program resources.
6. Students will complete the required clinical rotation surgical cases and hours.
7. Students must adhere to clinical facility and program policies and procedures.
8. Students must maintain professional and ethical standards and behavior in the classroom and at the clinical sites, and professional patient care.
9. Failure to meet any of the above requirements may result in failure of a course or termination from the program.

### **Definitions**

Reinstatement: Students who have a withdrawal or failure in a Surgical Technology course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all Surgical Technology Program courses.

**Dismissal:** Students dismissed from the program for disciplinary reasons and/or unsatisfactory clinical performance may not be allowed readmission to the Surgical Technology Program.

### **Process for Reinstatement**

A student may be reinstated to the Surgical Technology Program only once. Reinstatement is not guaranteed due to limitations in clinical spaces. All program admission standards must be met. A rubric is used to determine who is reinstated when space is limited. The rubric consists of student attendance, behavior, lab/clinical performance, and GPA. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may submit a request to the appropriate Division Chair.

1. Students should first schedule an appointment with the Surgical Technology director to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the Surgical Technology Program and submit a letter of intent by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's Surgical Technology Program.
6. Students who have been out of the program longer than one year are not eligible for reinstatement.
7. A student may be readmitted only once.

Any student reinstated to the Surgical Technology Program after having failed a clinical, will be automatically placed on probationary status. Students may choose to discuss their probation with other faculty members but should first inform the involved clinical instructor and Surgical Technology director. Students have the privilege of reviewing their personal records with the program director.

### **Transfer Policy**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

### **Program Completion**

Students successfully completing SUR 100, SUR 102, SUR 103, SUR 104, SUR 105, SUR 105, SUR 108, SUR 205, SUR 210 and required academic courses will be awarded the Associate of Applied Science Degree in Surgical Technology. Students are responsible for meeting all the progression and graduation requirements.

## **Termination**

A student may be terminated from the Surgical Technology Program for the following, but not limited to:

1. Unsatisfactory scholastic achievement in theory, lab, or clinical practice
2. Failure to complete laboratory/clinical requirements
3. Unsafe lab/clinical practice
4. Being under the influence of drugs or alcohol
5. Obstruction or disruption of the Surgical Technology Program
6. Breach of confidentiality
7. Inability to perform essential eligibility criteria
8. Any act of academic dishonesty

## **Withdrawal Policy**

The Surgical Technology Program complies with Coastal Alabama Policy [04.01](#). Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from **a** class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online total withdrawal form located on the [Registrar page of the College website](#).

Students who complete the withdrawal process prior to the deadline will be assigned a grade of 'W'. However, a grade of 'F' will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

## **LAB GUIDELINES**

### **Campus Laboratory Guidelines**

To provide as safe an environment as possible for those using the lab, and to ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus lab is authorized for use by Surgical Technology students with specific assignments, ONLY. No children are allowed.
- Eating and drinking is NOT allowed in the Surgical Technology lab.
- The supply closet and equipment cabinets are to be accessed by college staff and faculty ONLY. Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment is NOT allowed to leave the building.
- Equipment in the lab is specific for learning situations and should be used ONLY on laboratory mannequins. Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting. A Surgical Technology lab tote containing supplies and equipment necessary for performance of Surgical Technology skills is required. This tote is acquired from the College bookstore and items should not be considered sterile.
- Safe handling of sharps is required in labs and the clinical setting. Any student who recaps a needle will receive disciplinary action which may result in immediate dismissal from the program.

### **Lab Attire**

Specific burgundy scrubs (top and pants) are to be worn in all labs. Burgundy scrubs should be purchased from the Coastal Alabama Barnes and Nobles Bookstore.

### **Lab Skills Validation**

Skills validation is an important aspect of Surgical Technology education. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in small groups.

Students are expected to be prepared for skills validation. Preparation for performance of skills may include reading, watching videos and computer assisted instruction as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting. The following are policies related to skills validation:

- Students are required to sign in at designated times during the lab period. There are no excused absences from labs. Students missing lab are responsible for practicing and completing missed assignments and lab time. Students who are not able to meet lab objectives due to related absences will fail the lab component of the course.
- Instrumentation Test: After the 1<sup>st</sup> and 2<sup>nd</sup> attempts, remediation will be required before the student is allowed to retest. An absence or late arrival will count as an attempt. A student who does not pass the instrument test by the third attempt will subsequently fail the SUR 103 class and lab.
- Each student will be allowed a total of three attempts to satisfactorily perform each skill validation. The student may self-correct during return demonstration of skills no more than twice. Students may not advance to the next skill until the previous one has been performed successfully. A satisfactory grade will be achieved by correctly performing the critical elements of each skill.
- Failure to achieve a satisfactory on any skill by the third attempt results in failure of the corresponding lab and course, regardless of theory grade. If a student fails the lab component of the course, the student will not be allowed to continue in the course.
- The student is responsible for turning in all skills sheets to the instructor. No skills sheets will be accepted after the stated deadline dates.

## **CLINICAL GUIDELINES**

### **Clinical Attire**

All students must wear the program specified uniform at clinicals and must wear the scrub jacket over the uniform to and from the clinical facility. Students must wear their College ID, and any required Hospital ID at all times while at the clinical sites. Uniforms must be kept ironed and cleanly laundered. (Some sites require students to change into different scrubs upon arrival at work). Arrival at clinicals with a wrinkled or previously worn and unlaundered uniform is unacceptable. Wearing the Surgical Technology uniform or badge outside of the clinical experience or school labs is prohibited. Students are to wear burgundy or wine-colored scrubs to all SUR classes.

Protective eyewear must be worn according to standard precautions. (Persons who wear prescription glasses are also required to purchase and wear protective eyewear). Failure to do so is grounds for disciplinary action.

Completely white leather shoes that can be polished and kept clean are required. These shoes should be reserved to be worn only during clinicals. No shiny patent leather shoes, no canvas shoes, no sandals, and no clogs are allowed. Shoes must have a full back and closed toe. White leather athletic shoes are acceptable. Shoes must have a low heel.

All students are to wear shoe covers for all clinicals even though hospital staff may not be required to wear them. These must be changed when heavily soiled and are removed before leaving the O.R.

Masks must be properly donned prior to entering the O.R. suite. The top strings must be tied on top of the head and the bottom strings secured behind the neck. Masks are to be changed between cases and are not to be worn hanging around the neck and chest area.

All hair should be completely covered. False eyelashes are not to be worn. Hair should be of a natural hue and should not be multiple shades of color nor have any adornments. Long hair must be pulled back and secured. Beards are not allowed. Cloth caps of any kind can be worn with a disposable cap on top, by Coastal Alabama Community College Surgical Technology students.

Fingernails are to be trimmed short, filed, and kept clean. Fingernail polish, artificial nails, gel nails, or fake nails of any kind are not allowed in class, lab, or at the clinical sites.

Perfume, perfumed soaps, and perfumed lotions should not be worn during clinical rotations.

Students are expected to bathe, wear deodorant, brush teeth, and change undergarments daily.

No jewelry is allowed to be worn in labs nor at the clinical sites. No visible body piercing (including the oral cavity) except the ear lobes. Visible tattoos (not covered by scrub attire) may prevent students from practicing at the clinical sites. \*\* Please see instructor if you have a visible tattoo.

During the Spring and Summer clinical rotations, students are to DOUBLE GLOVE for all procedures, unless hospital policy dictates otherwise.

### **Clinical Orientation**

Students must attend assigned clinical orientations as appropriate to the clinical facility. Failure to do so may prohibit students from fulfilling program requirements.

### **Clinical Assignments**

Students are assigned to the clinical agencies by the clinical coordinator, designee, or program director. Students are not permitted to make individual contacts with agencies for clinical arrangements unless expressly directed to do so. All clinical activities in the program must be educational and students must not be substituted for staff. Only surgical tech apprentices may compensated for clinical hours.

### **Clinical Attendance**

Students who arrive at the clinical facility more than 15 minutes late, without permission from the clinical instructor, will be sent home. This will constitute an absence. Any student who is at the clinical site for less than 4 hours, will receive an absence for the day. An agreement will need to be reached between the clinical instructor and the student as to the time of any approved make-up days. Students are not allowed to independently arrange makeup days with the clinical site.

- Students will complete a minimum of 600 hours in clinical; a minimum of 400 hours must be completed by the end of the Spring Semester and the remaining 200 hours are obtained and must be completed during the Summer Semester. Failure to complete a total of at least 600 clinical hours, will result in failure to complete the program.
- Students are expected to rotate through a minimum of two different healthcare facilities. Students are responsible for transportation and meals. No student is allowed to leave the clinical site, at any time during the clinical rotation, to obtain meals.
- It is the responsibility of the student to notify the clinical instructor of an absence, a late arrival, or the need to leave the clinical site early. Complete the following protocol:
  1. Call instructor(s) by 6:00 am (TEXT MESSAGES AND E-MAILS ARE UNACCEPTABLE). Dr. Jackson - cell (251) 716-8281. Mrs. Moquin (251) 510-1635
  2. After calling the instructor, the instructor will notify the healthcare facility. All absences, tardiness, and early dismissals are documented by the instructors.

- Only three days of absences from clinicals are allowed in any one semester. Any student who misses more than three unexcused clinical days in a semester will fail the clinical component for the course. The student may withdraw if absences occur before the withdrawal period has expired. There may be an exception for extreme extenuating circumstances as determined by the Director of Surgical Technology, Director of Allied Health and the Dean of Nursing and Allied Health.

### **Clinical Guidelines**

- Each student is responsible for obtaining his/her clinical assignment. Copies, or photos, of any portion of the patient record are not permitted to leave the facility. No assignment may be FAXED. No information, other than the required program paperwork, is to be taken from the clinical area in verbal, written or electronic form. Students are not to divulge information regarding client conditions over the telephone.
- Students are expected to use their time productively. Students should ask to assist others when not scrubbed in assigned case(s). Do not gather in the hall, gather at the board, or sit for extended periods of time (other than for the 30-minute lunch break) at the nurse's lounge or break room.
- Students are NOT allowed in the Doctor's lounge.
- Communication with patients should be patient centered. No personal affairs/problems are to be discussed within the hearing of the patient or with the staff and physicians.
- Students are expected to provide family members or significant others with a copy of the clinical schedule and contact information as directed by the course instructor in the event the student needs to be contacted while at the clinical site.
- Cellular phones, smart watches, and other electronic devices are not permitted in the clinical setting. Cell phone, smart watch, electronic device possession or use will be subject to clinical disciplinary action as outlined in the Coastal Alabama Community College Surgical Technology Program Handbook and as by the involved clinical facility. Action from the facility may include being barred from the facility and ineligibility for clinical rotations or future employment with the facility. Ineligibility for clinical rotations at any facility may result in dismissal from the program. Use of a cellular phone, smart watch, or any other electronic device at the clinical site may result in the student being placed on probation and any subsequent infraction may result in immediate dismissal from the Surgical Technology Program.
- No smoking, vaping, or use of tobacco products is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking, vaping, or smelling of smoke while at the clinical site will be sent home for the day and will forfeit any hours or cases for that day. Failure to adhere may result in the student being placed on probation for the remainder of the program and/or dismissal from the Surgical Technology Program.
- Students are not to report to clinicals if they are medically, physically, or emotionally impaired. Students are not to work between the hours of 12 midnight and 7 am prior to a daytime clinical.
- Any health condition that might incapacitate and interfere with the student's ability to perform essential eligibility criteria should be reported to the clinical instructor as soon as the student is knowledgeable. A medical release signed by a physician, CRNP or PA may be required for return to clinic practice.
- No gum chewing or eating of food designated for the patients or visitors is allowed.
- Students shall not eat or drink, except in designated areas. Students are not permitted to leave the clinical site to obtain food.
- Students are not allowed to accept gifts or money from staff or patients. Thievery from patients, family, the agency, professional colleagues, or fellow students will not be tolerated.

- Students are not to engage in job interviews or job orientation requirements during clinical hours (except in the case of apprenticeship).
- Students are not to leave the assigned clinical facility, go to their car, or go to the parking lot before the completion of the clinical shift. If a student has an emergency or becomes ill, he/she is to notify the clinical instructor and obtain permission to leave early if necessary. Thirty minutes are assigned to lunch break.
- Students are to bring the required/appropriate paperwork to each assigned clinical day. Students are responsible for getting the clinical preceptor's signature on skills performed. Students are not allowed to do classwork at the clinical facility. Students are not allowed to use the computers at the clinical facility unless it is related to the task of the day and prior approval has been given.
- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by the clinical agency. The College, Surgical Technology Program and instructors are not responsible for any claims or expenses incurred while at a clinical site.
- Each student is responsible for obtaining the policies of the clinical agency and adhering to those policies, including standard and universal precautions.
- Students must change into street clothes if planning to stay at the clinical facility after the completion of a clinical shift as he/she is no longer functioning in the Surgical Technology student role.
- Students may not apply lipstick, lip balm, any cosmetic, or adjust contact lens except in the employee/student break room or a restroom to avoid an OSHA violation.
- Students are not allowed to transport patients in their own vehicle due to liability. Instructors are not allowed to transport students in their own vehicle due to liability.
- Students who have been terminated and are deemed ineligible for rehire from any clinical facility used by the Surgical Technology Program may not be able to perform clinicals in that facility.
- Failure to participate in clinical learning experiences for courses containing a clinical component generally results in failure of the course(s).
- Students are prohibited from working through lunch to accumulate hours. If a student is provided the opportunity to take a lunch break and refuses to do so, the student will still be docked 30 minutes for lunch. In the event a student must work through lunch, it must be verified with the signature of an OR staff member involved in the case (excluding anesthesia personnel).

### **Apprenticeship Opportunities**

Coastal Alabama's Surgical Technology Program has established apprenticeship opportunities with various clinical affiliates. Students admitted into Coastal's Surgical Technology Program will have the opportunity to apply for an apprenticeship during the first semester of the Program. Apprentices are expected to abide by clinical guidelines. Other guidelines/information unique to the apprenticeship will be reviewed upon apprenticeship orientation. Coastal's Surgical Technology Apprenticeship opportunity is a registered apprenticeship program that has been vetted, approved, and validated by the United States Department of Labor, along with the Alabama Office of Apprenticeship.

### **Health Information Privacy and Accountability Act (HIPAA)**

Students are held to the professional, legal, and ethical parameters of HIPAA. Breaches of confidentiality of patient information of any kind will not be tolerated (conversation with unauthorized others about a patient, photocopy of chart or protected documentation, taking pictures with a camera of any kind, sharing information with another clinical facility). Students shall not discuss a patient's diagnosis or surgery with relatives or the public.

Confidentiality is to be strictly maintained. Failure to maintain confidentiality may result in dismissal from the program. The following guidelines are to be followed:

- Confidential or sensitive patient information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
- E-mails or texts in correspondence with faculty should not include patient identifying information.
- Patient-related information or images should not be transmitted through social media. Do not take pictures or videos of patients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written or electronic form.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. No social media site should be considered private or confidential.
- Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency shall be maintained.
- Patient privacy and confidentiality shall always be maintained. Students shall not discuss client information with anyone except for clinical personnel and those in the Surgical Technology Program involved with the students' education.
- Client names should not be included on clinical paperwork, presentations, or notes.
- Breaches of confidentiality or privacy should be reported to the Surgical Technology instructor promptly.

To preserve patient confidentiality, violations in HIPAA will result in interventions/disciplinary actions as follows:

**Level 1** constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended
- Turning in assignments with a patient's name attached
- Sharing passwords with other classmates

Level 1 violations result in a reprimand such as a clinical unsatisfactory day and counseling by the instructor. Level 1 violations carry over to the next semester.

**Level 2** constitutes intentional violation of HIPAA.

A level 2 violation is a repeat violation of a level one incident within the same or subsequent semester in the program (does not have to be the same, or similar, incident). Level 2 violations result in the student receiving a reprimand along with probation for the remainder of enrollment in the Surgical Technology Program.

**Level 3** constitutes an intentional violation of HIPAA.

Examples of level three violations include but are not limited to:

- Unauthorized access to patient records
- The discussing of patient's information with others not involved in the patient's care

A level 3 violation results in academic withdrawal of the student from all Surgical Technology courses for that semester. The student would have to request reinstatement. Reinstatement to the program is not guaranteed. If reinstated, a repeat violation would result in the student's automatic dismissal from the program.



**Level 4** constitutes a malicious offense used to cause harm to a person or used for personal gain. A level 4 violation results in academic withdrawal of a student from all Surgical Technology courses without an option of returning to the program or any program in allied health.

### **Surgical Case Requirements**

I. **SURGICAL CASES:** Case requirements – A student must complete a minimum of 120 cases as delineated below.

A. General surgery

1. A student must complete a minimum of 30 cases in General Surgery.
  - a) 20 of these cases must be performed in the First Scrubbed (FS) role.
  - b) The remaining 10 cases may be performed in either the FS or Second Scrubbed (SS) role.

Specialty surgery

2. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
  - a) A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
    - 1) A minimum of ten cases in four different specialties must be completed in the First Scrubbed role (40 cases total).
    - 2) The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
  - b) The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
3. Surgical specialties (excluding General Surgery)
  - a) Cardiothoracic
  - b) Genitourinary
  - c) Neurologic
  - d) Obstetric and gynecologic
  - e) Ophthalmologic
  - f) Oral/Maxillofacial
  - g) Orthopedic
  - h) Otorhinolaryngologic
  - i) Peripheral vascular
  - j) Plastics and reconstructive
  - k) Procurement and transplant

II. Counting cases

A. Cases may be counted according to surgical specialty as defined in the core curriculum.

1. One pathology is counted as one procedure.

□

**Example:** A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.

2. Counting more than one case on the same patient.

**Example:** A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery, and the LeFort I repair is an oral-maxillofacial surgical specialty.

**Example:** A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

3. Diagnostic vs. operative endoscopy cases
- a) An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
  - b) An endoscopy classified as a critical procedure is considered an operative case.
  - c) Diagnostic and operative cases will be counted according to specialty.
  - d) Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.

**Example:** A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.

- B. Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

III. \*Documentation

- A. Case performed
- B. Role performed
- C. Performance evaluations

*\*The Surgical Technology Program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.*

Verification by program director.

## **Disciplinary Action**

Disciplinary action shall be taken for violation of policies/guidelines consisting of, but not limited to the following (subject to immediate dismissal where appropriate):

1. Dishonesty, falsification of records and reports, and plagiarism.
2. Forgery, alteration, or misuse of school records or identification papers.
3. Failure to adhere to any rules of the Surgical Technology Program.
4. Obstruction or disruption of teaching or administrative procedures.
5. Physical abuse or conduct that threatens to endanger the health or safety of any person on campus or at a clinical site.
6. Theft or damage to school property, school staff member, or clinical affiliate site or personnel.
7. Unauthorized entry into or use of the operating room.
8. Unauthorized possession or use of drugs, firearms, or weapons, or possession of other dangerous substances at the clinical affiliate site.
9. Evidence of impairment at a clinical site. Alcoholic beverages or drugs which may cause cognitive impairment are not to be consumed within 12 hours of a clinical experience. Students who are suspected of being impaired will be sent for immediate drug testing. Students will be responsible for the costs incurred and will be instructed to leave the facility with a designated driver. Students will not be allowed to return to the clinical facility until cleared. Failure to notify program director or clinical instructor of anything that may impair the student or of any medical/health issues (to include a positive COVID test).
10. Deliberate neglect of patient care.
11. Falsification of any clinical paperwork or medical documents regarding patient care.
12. Conviction of a felony.
13. Disorderly conduct or threatening verbal or non-verbal behaviors.
14. Insubordination to school faculty or authorized hospital staff. Students will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, unprofessional attitude etc.) with any physician, nurse, fellow student, staff member, preceptor, or clinical instructor during rotations. The ultimate responsibility for patient care lies with the staff of the clinical facility. If a conflict arises, the student is to immediately remove himself/herself from the conflict and immediately notify the OR manager and clinical instructor.
15. Engagement in any practice beyond the scope of duties permitted by a student surgical technologist including but not limited to: suturing, drawing blood, giving injections, applying casts or splints, and applying electrical current directly to tissue (as opposed to applying to an instrument).
16. Failure to comply with the affiliate site's policies and procedures.
17. Failure to immediately report any injury to the patient or to the student.
18. Gambling or soliciting at the clinical site.
19. Passing, handling, or disposing of sharps incorrectly, and recapping a needle will result in the student being placed on probation. A second infraction of this kind will result in immediate dismissal from the program.
20. HIPAA Violations

## **Student Grievances/Complaints**

The Surgical Technology Program complies with Coastal Alabama Policy [05.08](#). To resolve conflict at the lowest levels, the procedures below should be followed:

- Students with a concern regarding a surgical technology course should first discuss the issue with the course instructor.
- If the student is unsatisfied, the student should discuss the issue with the program director.

- If the student cannot reach an agreement with the program director, the student's next step is to present documentation to the Director of Allied Health. Next, the Dean of Nursing and Allied Health would be contacted.

### **Clinical Probation**

Failure to progress or to achieve the necessary competencies in a clinical rotation, as shown by the clinical evaluation tool, may result in clinical probation. A student who displays unsatisfactory behavior or performance, after careful evaluation by the Surgical Technology instructor(s), will be placed on clinical probation. Probation is a set period during which an unsatisfactory behavior or performance is closely monitored by the instructor with the purpose of correcting the student's inadequacy.

The student will be counseled by the instructor and given written notice of the probation.

Recommendations and guidance will be given to the student on how to improve, correct, or achieve satisfactory progress. A copy of the probationary form will be placed in the student's record and a copy will be given to the student. The written Probation and Misconduct form serves as an official warning. If the necessary progress or achievement is not attained by the end of the probationary period, or the student continues to demonstrate unsatisfactory behavior or performance in subsequent clinical experiences, the student may fail the course. In addition, he or she may be asked to withdraw from the program, may be withdrawn administratively, or may be terminated from the program.

The instructor will decide on the length of the probation. It may extend for the duration of the semester or for the entirety of the program.

When the student has performed an unsafe act that jeopardizes the welfare of the patient, the student may be terminated from the program without a probationary period.

### **Professional Behavior**

The Surgical Technology program students are expected to abide by the Coastal Alabama [Student Code of Conduct](#). Students should uphold the *Association of Surgical Technologist Code of Ethics*:

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

Disruptive behavior or language toward patients/family, professional staff, instructors, or other students (profanity, obscene gestures, sexually explicit language or innuendoes, threats to physical or mental safety) will not be tolerated. Any student who engages in this type of behavior may be placed on probation, dismissed from class/clinical site, and/or may be referred to the Director or Dean of Nursing & Allied Health.

## **Student Health and Safety**

The Surgical Technology Program complies with Coastal Alabama Policy [07.02](#). Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current Coastal Alabama Physical Exam form completed by a licensed physician, physician's assistant (PA), or certified registered nurse practitioner (CRNP). Student must be able to perform the essential eligibility criteria.
- Current two-step TB skin test (or chest X-ray if required). TB skin test performed and results provided annually.
- Immunizations for measles, mumps, and rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity.
- Hepatitis B series. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually (prior to the central sterile processing and operating room rotations). Any student who does not receive the flu vaccination is required to wear a mask at each clinical facility during the flu season late fall through the end of spring. The student must provide the mask.
- COVID Vaccination (highly recommended)
- Annual drug and background screening. The specimen collection and screening are performed by an approved agency.
- Current CPR for the healthcare provider by the American Heart Association is required. Student must remain current throughout the program. The student will not be allowed to continue in the program if CPR is not valid.
- All students must participate in HIPAA training during the orientation to clinicals prior to performing the first clinical assignment.
- Student signature agreeing that neither the College nor any member of the Surgical Technology department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the lab or clinical setting.
- Liability insurance is provided by the school. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance and provide proof of insurance prior to the beginning of each semester.

Note: Clinical site requirements may vary. Failure to meet clinical site requirements may deem a student ineligible to complete program requirements.

## **Incident Reports**

The clinical instructor is to be notified of any untoward or near miss incidents made by the student. An incident report will be filed by the clinical agency as would be filed for an employee under the same circumstances. In addition, a Surgical Technology Program Incident Report will be filed in the student's records and a copy given to the Surgical Technology Program Director.

## **Accidents or Incidents Involving the Student**

1. Immediately report all injuries, needle sticks, cuts, or incidents to the clinical preceptor, O.R. manager and clinical instructor so that proper care can be rendered and appropriate paperwork complete.
2. The program director and clinical instructor must be notified immediately.
3. The student is responsible for any costs incurred that are not covered by the clinical site.
4. After sustaining an injury or illness, students must present a release signed by their physician to return to clinicals.

**Accidents or Incidents Involving the Patient**

1. The clinical facility policy for accidents and incidents must be strictly adhered to.
2. The student is to immediately report all accidents and incidents to the preceptor, clinical educator, and clinical instructor.
3. The clinical instructor must be immediately notified of any incidents or accidents involving a patient. The student is not to write a report regarding the incident without the presence of the clinical instructor.

**Occupational Risk**

As with any healthcare position, there are certain occupational risks that come into play with being a surgical technologist. Some of those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Burns
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients [OSHA Healthcare Standards](#)

**HIV or Hepatitis B Reporting Policy**

Public law #102-141, Section 633 and “the Alabama Infected Health Care Worker Management Act” require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

## **ESSENTIAL ELIGIBILITY CRITERIA**

The Alabama College System endorses the Americans with Disabilities Act. In accordance with college policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective surgical care. The applicant/student must be able to meet the essential eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential eligibility criteria delineated for the Surgical Technology Program with or without reasonable accommodations. The Surgical Technology Program and/or its affiliated clinical agencies may identify additional essential eligibility criteria. The Surgical Technology Program reserves the right to amend the essential eligibility criteria as deemed necessary.

To be admitted and to progress in the Surgical Technology Program one must possess a functional level of ability to perform the duties required of a surgical technologist. Admission or progression may be denied if a student is unable to demonstrate the essential eligibility criteria with or without reasonable accommodations.

The essential eligibility criteria delineated are those deemed necessary by the Alabama College System allied health programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective Surgical Technology Program and may vary from reasonable accommodations made by healthcare employers.

The essential eligibility criteria delineated below are necessary for Surgical Technology Program admission, progression, and graduation and for the provision of safe and effective surgical care. The essential eligibility criteria include but are not limited to the ability to:

### **SENSORY AND PERCEPTION**

#### **Visual**

- Observe and discern subtle changes in physical conditions and the environment.
- Visualize different color spectrums and color changes.
- Read fine print in varying levels of light.
- Read for prolonged periods of time.
- Read cursive writing.
- Read at varying distances.
- Read data/information displayed on monitors/equipment.

#### **Auditory**

- Interpret monitoring devices.
- Distinguish muffled sounds heard through a stethoscope.
- Hear and discriminate high and low frequency sounds produced by the body and the environment.
- Effectively hear to communicate with others.

#### **Tactile**

- Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics.

#### **Olfactory**

- Detect body odors and odors in the environment.

## COMMUNICATION/INTERPERSONAL RELATIONSHIPS

- Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds.
- Work effectively in groups.
- Work effectively independently.
- Discern and interpret nonverbal communication.
- Express one's ideas and feelings clearly.
- Communicate with others accurately in a timely manner.
- Obtain communications from a computer.

## COGNITIVE/CRITICAL THINKING

- Effectively read, write, and comprehend the English language.
- Consistently and dependably engage in the process of critical thinking to formulate and implement safe and ethical medical decisions in a variety of health care settings.
- Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator.
- Satisfactorily achieve the program objectives

## MOTOR FUNCTION

- Handle small delicate equipment/objects without extraneous movement, contamination, or destruction.
- Move, position, turn, transfer, assist with lifting, or lift and carry patients without injury to patients, self, or others.
- Maintain balance from any position.
- Stand on both legs and for extended periods of time.
- Coordinate hand/eye movements.
- Push/pull heavy objects without injury to patient, self, or others.
- Stand, bend, walk and/or sit for 6-12 hours in a clinical setting, performing physical activities requiring energy without jeopardizing the safety of the patient, self, or others.
- Walk without a cane, walker, or crutches.
- Function with hands free for patient care and transporting items.
- Transport self and patient without the use of electrical devices
- Flex, abduct, and rotate all joints freely.
- Respond rapidly to emergency situations.
- Maneuver in small areas
- Perform daily care functions for the patient.
- Coordinate fine and gross motor hand movements to provide safe effective patient care.
- Calibrate/use equipment.
- Execute movement required to provide patient care in all health care settings.
- Perform CPR and physical assessment.
- Operate a computer.

## PROFESSIONAL BEHAVIOR

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others.
- Demonstrate a mentally health attitude that is age appropriate in relationship to the patient.
- Handle multiple tasks concurrently.
- Perform safe, effective patient care for patients in a caring context.
- Understand and follow the policies and procedures of the college and clinical agencies.



- Understand the consequences of violating the student code of conduct.
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline.
- Meet qualifications for certification by examination as stipulated by the National Board of Surgical Technologist and Surgical Assistants (NBSTSA)
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing Surgical Technology care.
- Adapt to changing environments and situations.
- Remain free of chemical dependency.
- Accepts responsibility, accountability, and ownership of one's actions.
- Seek supervision/consultation in a timely manner.
- Examine and modify one's own behavior when it interferes with patient care or learning.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. To be admitted one must be able to perform all the essential eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the Surgical Technology Program. The surgical faculty reserves the right at any time to require an additional medical examination at the student's expense to assist with the evaluation of the student's ability to perform the essential eligibility criteria.

### **BACKGROUND CHECK POLICY**

Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component result in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

### **Certification/Employment Implications**

Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have certification and employment implications.

### **Guidelines**

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be retained. The student or the healthcare program's designee(s) will provide applicable consent(s) to the vendor conducting the background check. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by

the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.

- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The health care designee will determine if extenuating circumstances exist and whether the student will be allowed to proceed with the background check. Background checks must be completed before newly admitted or reinstated students are allowed to register for healthcare courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in an “F” for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.
- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student will receive a “F” for the course if the student does not officially withdraw from the course(s).
- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a positive background check, the student will be advised regarding options.
- The background check includes, but is not limited to:
  - a. Positive Identification
  - b. Maiden/AKA Name Search
  - c. Social Security Number Trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
  - d. Residency History
  - e. Driving License/Driving History/Motor Vehicle Records including any traffic citations.
  - f. Education Verification
  - g. Employment Verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
  - h. Healthcare Employment Verification Network Search
  - i. Surgical Technology Registry
  - j. Certification Verification
  - k. Personal Credit History which is based on reports from any credit bureau.
  - l. Personal References/Interviews
  - m. Seven Year Criminal and Civil Record Search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
  - n. Most Wanted List
  - o. National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
  - p. Adult and Child Abuse/Neglect Registries
  - q. National Sex Offender/Predator Registry Search which includes a

- search of the state or county repository for known sexual offenders.
- r. Misconduct Registry Search
- s. Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have. Committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid, and other Federal health care benefits.
- t. General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
- u. Executive Order 13224 Terrorism Sanctions Regulations
- v. Government Suspect /Watch List
- w. Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
- x. FACIS Database Searches includes OIG, GSA, OFAC and other sources.
- y. National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
- z. Fingerprinting and the National Criminal Information Center which may reveal national wants and warrants information.
  - aa. International Criminal
  - bb. Applicable State Exclusion List
  - cc. Any Other Public Record
- The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
- Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).
- The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences will be withdrawn from the healthcare program.
- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s). In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

### **Confidentiality**

The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

## **DRUG SCREEN POLICY**

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies and procedures established by these agencies relative to drug screening and any subsequent revision to these policies to participate in clinical experiences at the agencies.

All students who enroll in the Alabama College System Surgical Technology Program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama College System Drug screen policy and the Clinical agency policy for which the students are assigned clinical practice. This includes preclinical and annual drug screening, random drug screenings and screenings required based on reasonable suspicion.

### **Pre-Clinical Screening**

1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in drug testing will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component result in failure of the course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required Surgical Technology courses. (Drug screens considered inconclusive, such as 'diluted', will need to be confirmed with further testing at the expense of the student). Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer.
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Surgical Technology Program. The student will be considered for readmission according to the criteria in Section VII of this document.

### **Random Drug Screening**

At any point or time during student's enrollment, he/she may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined in Section IV Student Drug Screen Procedure will be used. The fee for the random screen will be paid by the student.

### **Reasonable Suspicion Screening**

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the Alabama College System, College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Presence of an odor of alcohol.
- Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance.
- Suspect of theft of medications while on the clinical unit.
- Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to an incident/accident in the clinical agency.
- Evidence of involvement in the use, possession, sale, theft, solicitation or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. If a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory. The faculty is to contact the Program Director, Chair and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is "reasonable suspicion", the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student will be immediately terminated from the program. The same procedural steps outlined in Section IV Alabama College System Drug Screen Procedure will be used.

### **Student Drug Screen Procedure**

1. Students must pay the designated fee prior to time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector may ask the student if he or she is currently taking any medications.
6. The collector will collect monitored urine, blood, saliva and/or other specimen type.
7. In the presence of the student, the collector will seal the urine, blood, saliva and/or other specimen type with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine, blood, saliva and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for but not limited to the following classes of drugs:

Alcohol  
Amphetamines  
Barbiturates  
Benzodiazepines  
Cocaine  
Cannabinoids (Marijuana)  
Methaqualone  
Opiates (OxyContin)  
Phencyclidine  
Propoxyphene

12. Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
13. Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

Note: Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

### **Confidentiality**

The Dean and/or Director of the Program will receive all test results. Confidentiality of the test results will be maintained in a locked file in the Surgical Technology/Allied Health Department office. Only the Dean and/or Director, designated staff and the student will have access to the results, the exception being if any legal actions occur which require access to test results, and results requested by clinical agencies.

### **Appeals Process for Positive Drug Screen**

1. If a student drug screen is positive, the student will contact the Program Director and/or Chair.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and or Chair will have seven working days to respond.
5. If the student cannot reach an agreement with the Program Director and/or Chair, the student's next step is to present documentation to the Dean of that program. The Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student should complete a [Student Complaint Form](#).

### **Readmission**

To be considered for readmission, students who withdraw from the program due to a positive drug screen must:

1. Have the treatment agency mail a letter verifying **completion** of a substance abuse treatment

- program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

**Additional Information**

Drug screening policies/programs required by the Alabama College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all their aspects.

**In General**

Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if – the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

## **CURRICULUM ORGANIZATION**

Surgical Technology classes begin the fall semester of each year with lectures on Mondays and Wednesdays, and all-day labs on Tuesdays, Thursdays, and Fridays. This program is a Monday through Friday daytime program. Spring Semester, students begin their clinical rotations in area hospitals for four days per week and meet in class one day a week. Summer semester, students engage in clinicals Tuesday through Thursday and meet for class on Mondays. If all general and program specific curriculum requirements have been taken as mandated, students will complete the program at the end of the summer semester.

The following is the recommended course format for students starting college in the fall. The curriculum map, as noted below, is for all students who are admitted to the Surgical Technology Program and are pursuing an Associate in Applied Science Degree in the Surgical Technology Program.

Note: ENG 101 (English Composition I), BIO 201 (Anatomy & Physiology I), BIO 202 (Anatomy & Physiology II) or BIO 220 (Microbiology), and MTH 100 (Intermediate College Algebra) must be taken prior to entry to the Surgical Technology Program. General core academic courses may be taken during the Summer Term, prior to commencing the program for the Fall Semester, however, these courses will not be included in the point total upon applying for entry to the Surgical Technology Program.

## **SURGICAL TECHNOLOGY ASSOCIATE DEGREE CURRICULUM**

### **Fall Semester**

|                |                              |          |
|----------------|------------------------------|----------|
| BIO 201        | Anatomy & Physiology I       | 4 cr. hr |
| MTH 100        | Intermediate College Algebra | 3 cr. hr |
| ENG 101        | English Composition I        | 3 cr. hr |
| PSY 200 or 210 | General Psychology           | 3 cr. hr |

### **Spring Semester**

|                |                              |          |
|----------------|------------------------------|----------|
| BIO 220        | General Microbiology         | 4 cr. hr |
| SPH 106 or 107 | Fundamentals Public Speaking | 3 cr. hr |

### **Summer Semester**

|         |                                       |          |
|---------|---------------------------------------|----------|
| BIO 202 | Anatomy & Physiology II               | 4 cr. hr |
| HUM     | ART 100 or MUS 101, or other elective | 3 cr. hr |

### **Fall Semester**

|              |                                    |          |
|--------------|------------------------------------|----------|
| SUR 100/100L | Principals of Surgical Technology  | 5 cr. hr |
| SUR 102      | Applied Surgical Techniques        | 4 cr. hr |
| SUR 103/103L | Surgical Procedures                | 5 cr. hr |
| SUR 108      | Pharmacology for the Surgical Tech | 2 cr. hr |

### **Spring Semester**

|              |                       |          |
|--------------|-----------------------|----------|
| SUR 104      | Surgical Practicum I  | 4 cr. hr |
| SUR 105/105C | Surgical Practicum II | 5 cr. hr |

### **Summer Semester**

|              |  |          |
|--------------|--|----------|
| SUR 106      | Role Transition in Surgical Technology | 1 cr. hr |
| SUR 205/205C | Surgical Practicum IV                  | 5 cr. hr |
| SUR 210      | Special Topics                         | 2 cr. hr |

(Orientation to College, ORI 101, is required in the Health Science Associate Degree for all students enrolled in college for the first time. Students in need of CPR certification may take EMS 100, Cardiopulmonary Resuscitation, during the first semester of the Surgical Technology courses, if desired)

## **ADMISSION CRITERIA**

The following information details the admission requirements for the Surgical Technology Program:



1. Students must be unconditionally admitted to Coastal Alabama Community College. Note: The Admissions Office must receive an applicant's application for admission to the College. Application to the college must be updated if the student did not attend Coastal Alabama Community College the semester prior to the application deadline. Official transcripts of all college work attempted at any institution other than Coastal Alabama Community College and the high school transcript must be sent by the previous institution's Registrar directly to Coastal Alabama Community College's Registrar.
2. Students must submit a special application for admission to the Surgical Technology Program. Surgical Technology applications are due by July 15<sup>th</sup>, and must be submitted to the Allied Health Department: Surgical Technology Program office.
3. Students must have a minimum cumulative GPA of 2.0 on a 4.0 Scale.
4. Students must meet **ONE** of the following requirements:
  - a. Completion of Anatomy & Physiology I (BIO 201) **AND** Anatomy & Physiology II (BIO 202)
  - b. Completion of Anatomy & Physiology I (BIO 201) **AND** Microbiology (BIO 220)
  - c. Completion of Anatomy & Physiology II (BIO 202) **AND** Microbiology (BIO 220)
5. Upon admittance to the program, students must be eligible for enrollment in the following courses (provided they have not already completed said courses):
  - a. BIO 220 Microbiology
  - b. Humanities Elective (examples: ART 100 or MUS 101)
6. Students must be in good standing with the college.
7. Students must meet the essential eligibility criteria and required technical standards for the Surgical Technology Program, as listed in this handbook.
8. Any student who is accepted in the program while in the process of taking any of the required pre-requisite courses will be accepted on a "Conditional" status. Note: All courses must be completed with at least a grade of 'C', prior to the beginning of the Surgical Technology Program course work. If the student fails to pass, with a "C" or higher any of the pre-requisite courses that were in the process of being taken when accepted to the program, the acceptance will be rescinded, and the student will no longer be eligible to enter the program for that year.

**SURGICAL TECHNOLOGY APPLICANTS ARE RANK-ORDERED USING POINT SYSTEM BELOW:**

1. Points for Grades in Select College Courses: **A total of 29 points are possible with these selection criteria.**

|  | <u>A</u> | <u>B</u> | <u>C</u> |
|--|----------|----------|----------|
| Intermediate College Algebra (or higher) | 3pts     | 2pts     | 1pt      |
| Anatomy & Physiology I (BIO 201)         | 3pts     | 2pts     | 1pt      |
| Anatomy & Physiology II (BIO 202)        | 3pts     | 2pts     | 1pt      |
| Microbiology (BIO 220)                   | 3pts     | 2pts     | 1pt      |
| English 101                              | 3pts     | 2pts     | 1pt      |

2. Points for GPA (10 points possible):
 

|     |               |              |              |
|-----|---------------|--------------|--------------|
|     | <u>10 pts</u> | <u>5 pts</u> | <u>0 pts</u> |
| GPA | 3.1-4.0       | 2.1-3.0      | ≤2.0         |

3. Additional Points: 1 point each for the following required courses passed with at least a grade of "C ":
  - a. General Psychology (PSY 200) or Human Growth & Development (PSY 210)
  - b. Fundamentals of Oral Communication or Fundamentals of Public Speaking (SPH 106 or 107)
  - c. Humanities - i.e., Literature, or Art or Music Appreciation

- d. Finite Mathematics (MTH 110), Pre-Calculus Algebra (MTH 112), Calculus, Statistics (MTH 265), or Chemistry.

### **ESTIMATED PROGRAM COSTS**

Estimated program costs are available for viewing on the Coastal Alabama Community College [Surgical Technology Program webpage](#).

### **STUDENT RESOURCES**

Students should refer to the Coastal Alabama Policy and Procedure Manual, Coastal Alabama Community [College Catalog](#), and Coastal Alabama Student Handbook for student resources. Information on financial aid is in the Financial Aid section. The student is referred to the Student Services section for counseling and career information, job placement, learning resources and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling, and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Health services are not available on campus. For healthcare needs, the students should refer to their private or local healthcare provider or activate emergency medical services (911). Campus security should be notified for all emergencies at 251-580-2222.

## **SURGICAL TECHNOLOGY**

### **PURPOSE & GOAL**

The program is designed to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. Students will relate theoretical knowledge to the care of patients undergoing surgery and will develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; and assist surgeons with surgical procedures. Students may obtain their Certification as a Surgical Technologist after successful completion of this program and upon passing the national certification examination. Employment opportunities may be attained in labor/delivery departments, inpatient/outpatient surgery centers, hospital surgery departments, physicians' offices, and central supply departments.

### **PROGRAM OPERATION AND LEARNING OUTCOMES/GOALS**

#### **Program Operational Outcomes:**

|   |
|---|
| 60% of students will complete the surgical technology program in three semesters.   |
| 90% of surgical technology graduates will be employed full or part-time in the profession or in a related field; or continuing his/her education or military service within 6 months of graduation. |
| 70% of surgical technology graduates will successfully pass the Certified Surgical Technology Exam.   |

#### **Program Learning Outcomes:**

|   |
|---|
| The surgical tech graduate will be able to discriminate between a sterile and non-sterile environment at 100% accuracy.                                       |
| The surgical tech graduate will be able to apply basic principles and skills of the surgical technologist.  |
| The surgical tech graduate will be able to distinguish principles of microbiology, and blood-borne pathogens.   |
| The surgical tech graduate will be able to distinguish supplies and equipment pertinent to select cases in the operating room satisfactorily.                 |
| The surgical tech graduate will be able to construct and maintain a sterile environment for surgical procedures.  |
| The surgical tech student will relate knowledge of advanced surgical procedures.  |
| Students who complete the ST program will be able to differentiate legal concepts, risk management and ethical issues.  |
| Students who complete the ST program will be able to classify wound healing methods, sutures, and stapling devices pertinent to specific surgical procedures. |
| Students who complete the ST program will be able to relate anatomy and physiology for specific surgical procedures.  |

**PROGRAM DIRECTORY**

| Name                    | Title                                       | Phone        | Email  |
|-------------------------|---|--------------|--|
| Dr. Yvette Jackson      | Program Director                            | 251-580-2267 | <a href="mailto:Yvette.Jackson@ocastalalabama.edu">Yvette.Jackson@ocastalalabama.edu</a>           |
| Mrs. Crystal Moquin     | Instructor                                  | 251-580-2245 | <a href="mailto:Crystal.Moquin@coastalalabama.edu">Crystal.Moquin@coastalalabama.edu</a>           |
| Dr. Tiffany Scarborough | Dean of Nursing and Allied Health           | 251-580-2256 | <a href="mailto:Tiffany.Scarborough@ocastalalabama.edu">Tiffany.Scarborough@ocastalalabama.edu</a> |
| Dr. Natalie Dukes       | Director of Allied Health                   | 251-990-0443 | <a href="mailto:Natalie.Dukes@ocastalalabama.edu">Natalie.Dukes@ocastalalabama.edu</a>             |
| Mrs. Michele Trahan     | Administrative Assistant                    | 251-580-4890 | <a href="mailto:Michele.Trahan@coastalalabama.edu">Michele.Trahan@coastalalabama.edu</a>           |
| Ms. Khorl Fields        | Allied Health and Nursing Academic Advisor, | 251-580-2257 | <a href="mailto:Khorl.fields@coastalalabama.edu">Khorl.fields@coastalalabama.edu</a>               |

## **Coastal Alabama Surgical Technology Program: Consent Form**

### Coastal Alabama Community College Surgical Technology Program: Consent to Maintain Healthcare Records

I understand that the Coastal Alabama Surgical Technology Program will maintain copies of my health records required for clinical participation. This information is severely restricted to the legitimate operational use of the Coastal Alabama Surgical Technology Program. To protect my privacy, this information will be maintained under double locks and not disclosed to anyone without my written permission unless required by law.

The Coastal Alabama Community College Surgical Technology Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency. All healthcare records maintained by the Coastal Alabama Surgical Technology Program will be destroyed three years following the completion or termination from the program.

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

### Transfer of Records

I give permission for the Surgical Technology department to write a letter of “good standing” to other institutions as needed in the case of a transfer request. Student will make the request from Surgical Technology department director and/or instructors prior to placement of such letter.

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

### Criminal Charges

I will inform the Director of Surgical Technology of any criminal charges incurred after admission to the Surgical Technology Program. The Director of Surgical Technology will check with the clinical agencies to determine student’s eligibility to continue in the program.

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

### Background Check and Drug Screen

I give permission for the Coastal Alabama Surgical Technology Department to forward the results of my background check and/or drug screen as requested of the clinical agencies used by Coastal Alabama.

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

Date: \_\_\_\_\_

COASTAL ALABAMA COMMUNITY COLLEGE  
SURGICAL TECHNOLOGY  
FLU VACCINATION FORM

Flu Vaccine

I verify that I understand I will be required to obtain a flu vaccination in fall semester and for subsequent spring semester clinicals or wear a face mask during every clinical thereafter. I understand that clinical requirements may vary by facility and failure to comply with their policies/requirements may result in me being unable to complete program requirements.

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

Records Due

Copies of immunization records, CPR, medical insurance, and money orders for drug testing must be submitted prior to the beginning of the semester in which they are due. Students are notified at the end of each semester what items are due to be turned. Students will not be allowed to attend classes or clinicals until requested information has been received by the Surgical Technology department. Turning in records by the due date specified by the Surgical Technology Program constitutes a quiz grade. Failure to turn in the requested information by the date specified will result in a '0' for a quiz grade in all SUR courses for said semester. A '100' is assigned for a quiz grade in all SUR courses, for said semester, if all information is submitted by the due date. It is the responsibility of the student to verify that information scanned, faxed, and/or mailed was actually received by the department.

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

Date: \_\_\_\_\_

**ALABAMA COLLEGE SYSTEM  
STUDENT DRUG SCREEN POLICY PARTICIPATION FORM**

I understand that any student who enrolls in an Alabama Community College System Surgical Technology Program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. I certify that I have received a copy of the Alabama Community College System Drug Screen Policy, have read, and understand the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug screen result, I will be unable to participate in the clinical portion of the Surgical Technology program. **Failure to participate in clinical learning experiences for courses containing a clinical component will result in failure of the course.**

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO ABIDE BY THE REQUIREMENT TO HAVE A DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE SURGICAL TECHNOLOGY PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE DESIGNATED CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE COLLEGE'S SURGICAL TECHNOLOGY PROGRAM.

I understand that my continued participation in the Alabama Community College System is conditional upon satisfactorily meeting the requirements of the Drug Screen Policy as well as such related requirements by the clinical agencies providing clinical rotations for the Surgical Technology Program.

I hereby release the Alabama Community College System, the College and designated Drug Screen Company and Laboratory, Medical Review Officer, Surgical Technology faculty and staff from any claim in connection with the Drug Screen Policy.

I further understand that should any legal action be taken because of the Drug Screen Policy, that confidentiality can no longer be maintained.

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Student Signature

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Witness Signature

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Student Printed Name

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Witness Printed Name

**COASTAL ALABAMA COMMUNITY COLLEGE SURGICAL TECHNOLOGY  
PROGRAM  
REQUEST FOR INSTRUCTOR REVIEW OF EXAM ITEM**

STUDENT: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

EXAM NUMBER: \_\_\_\_\_

TIME SUBMITTED: \_\_\_\_\_

EXAM ITEM NUMBER: \_\_\_\_\_

- This form must be submitted to instructor of record within 72 hours of exam/test review period. Requests submitted later than 72 hours will not be accepted due to failure to follow policy.
- No more than one exam item per request form.

Chosen response and student rationale with documented reference:

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Instructor Review Decision:

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Submission of this form does not guarantee that credit will be given for an incorrect answer, but it may be considered.

Student Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



COASTAL ALABAMA COMMUNITY COLLEGE  
SURGICAL TECHNOLOGY PROGRAM  
COACHING AND FEEDBACK RECORD

Student Name:

Date of Report:

Department: Surgical Technology

Student #:

Counseled by:

Coaching and Feedback needed due to:

- ☐ Attendance    ☐ Safety    ☐ Insubordination    ☐ Policy/Rule Violation    ☐ Tardiness
- ☐ Unsatisfactory Clinical Performance    ☐ Failure/Refusal to Follow Instructions
- ☐ Unsatisfactory Lab Performance    ☐ Unsatisfactory caseload/hours obligations
- ☐ Failure to Communicate Professionally
- ☐ Other

Action/Comment (Include dates/times as appropriate):

Corrective Measures:

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

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COASTAL ALABAMA SURGICAL TECHNOLOGY PROGRAM:  
PROBATION/MISCONDUCT FORM**

|   |      |        |
|---|------|--------|
| Student   | Date | Course |
| <p>This form represents a written plan and agreement between the faculty and student that identifies unsatisfactory performance or misconduct. This form describes changes that must occur to correct the unsatisfactory performance or misconduct.</p> |      |        |
| <p>Unsatisfactory Performance or Misconduct</p>   |      |        |
| <p>Corrective Measures</p>  |      |        |
| <p>Length of Probation</p>  |      |        |
| Student Signature   | Date |        |
| Instructor Signature  | Date |        |
| <p>Evaluation</p>   |      |        |
| <p>Outcome</p> <p>_____ Student <u>has</u> satisfactorily met/complete corrective measures</p> <p>_____ Student <u>has not</u> satisfactorily met/complete corrective measures</p>  |      |        |
| <p>Comments of Surgical Technology Faculty/Director/Dean of Nursing and Allied Health</p>   |      |        |

## Coastal Alabama Community College Surgical Technology Program: Affirmation and Release Form

I, \_\_\_\_\_, (print name) affirm that I:

Received a copy of the Surgical Technology Student Handbook and agree to abide by its policies, guidelines, and procedures. **I understand that I must have reliable computer access.**

\_\_\_\_\_ ***Initials***

Agree that neither the college nor any member of the allied health department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the Surgical Technology lab or clinical setting.

\_\_\_\_\_ ***Initials***

Agree to maintain medical insurance or to cover health costs incurred during the program.

\_\_\_\_\_ ***Initials***

Agree not to practice invasive procedures outside of the supervised lab or clinical setting.

\_\_\_\_\_ ***Initials***

Will attend/complete the clinical orientation regarding HIPAA/OSHA regulations and adhere to HIPAA/OSHA policy.

\_\_\_\_\_ ***Initials***

Understand that I will be required to undergo background screening/drug testing, and that a negative background check or contains discrepancies, or a positive result from the drug screening may result in termination from the program.

\_\_\_\_\_ ***Initials***

Understand that failure to receive any of the required vaccinations may result in not progressing in the program.

\_\_\_\_\_ ***Initials***

Meet the Essential Eligibility Requirements with or without accommodations to fulfill the program requirements and perform in the scope of the practice of the surgical technologist. I understand the requirements of the program, and that I must devote time, and effort to my studies and skills in order to be successful in this program.

\_\_\_\_\_ ***Initials***

Understand that the college, Surgical Technology instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site or at the campus lab. I understand that I am required to show proof of medical coverage prior to each semester of the program. I must also maintain medical coverage until I have completed the Surgical Technology Program.

\_\_\_\_\_ ***Initials***

Understand that in the Spring Semester, prior to going to clinicals, students will again be required to check off on lab skills. Students must show the ability to handle sharps safely and the ability to maintain sterile technique and properly recognize and correct breaks in sterile technique. ***Any student who fails to successfully pass the lab skills in the Spring semester, will not be allowed to go to the clinical site, and will subsequently receive a failure for the Spring semester.***

\_\_\_\_\_ ***Initials***

Understand that upon successful completion of the requirements of the Surgical Technology Program, I will be eligible to take the Certified Surgical Technologist (CST) exam. ***Upon successfully passing the CST exam, I will be eligible to work in any state and at any facility that requires certification.***

\_\_\_\_\_ ***Initials***

**Failure to adhere to the policies and procedures of the Surgical Technology Program may result in dismissal from the program.**

\_\_\_\_\_ ***Initials***

Failure to submit the required health documentation, CPR certification, background check, and verification of current health insurance coverage by the due date, will result in a quiz grade of zero (0) for the SUR courses for the Fall, Spring, and Summer semesters. ***If more than two days are missed due to failure to return the required documents, the student will be required to withdraw from the program.***

\_\_\_\_\_ ***Initials***

## Request for Exemption from Required Vaccines for Participation in Nursing and Allied Health Coursework

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please select one or more vaccinations in which you are requesting an exemption:**

- ☐ COVID-19
- ☐ Hepatitis B
- ☐ Influenza (Flu)
- ☐ Measles, Mumps, Rubella (MMR)
- ☐ Tetanus (Tdap)
- ☐ Varicella

Guidance for medical exemptions for vaccination can be obtained from the contraindications, indications, and precautions described in the vaccine manufacturer's package insert and by the most recent recommendations of the Advisory Committee on Immunization Practices (ACIP) available in the Centers for Disease Control and Prevention publication, Guide to Vaccine Contraindications and Precautions. This guide can be found at the following website:

<https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html>

**Check the exemption you are requesting:**

\_\_\_\_\_ This exemption request is for medical reasons.  
NOTE: Documentation from your primary care physician, Nurse Practitioner, or Physician's Assistant **MUST** be attached to requests for exemption due to medical reasons.

\_\_\_\_\_ This exemption request is for reasons of personal conviction/religious reasons.  
NOTE: A personal statement indicating the basis for the request should be provided in the space below:

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Coastal Alabama partners with third parties to provide clinical opportunities for students. Third parties may implement a requirement that a student prove vaccination status as a condition of accessing required clinical educational opportunities. Healthcare facilities contracted with Coastal Alabama Community College may deny access for clinical hours based on facility-specific policies related to vaccinations, potentially prohibiting the student's progression in the program.

Initial all blanks below to indicate understanding, and affirm vaccination declination:

- \_\_\_\_\_ I understand the risks and benefits of the vaccines named above.
- \_\_\_\_\_ I understand the risk of contracting illness from not being vaccinated.
- \_\_\_\_\_ I understand the risk of transmitting illness to others.
- \_\_\_\_\_ I understand that if I have not received and/or do not maintain current vaccination,  
I may be required to adhere to additional health and safety measures and/or my  
participation in clinicals may be denied or limited.
- \_\_\_\_\_ I understand that there is a chance I may not be able to progress in the program,  
pending clinical site availability and the ability to complete the clinical hours  
required for the program.

By signing below, I acknowledge that I have read and understand the immunization requirements. If I am not 18 years of age, my parent or legal guardian must sign below. I do further hereby, now and forever, free and release the Alabama Community College System, its member institutions/faculty/staff, and clinical affiliates from any and all legal and financial responsibility as a result of this declination.

I hereby affirm that the information in this request is true and accurate. I understand that providing misleading or false information is grounds for disciplinary action, which may include termination from the program.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Healthcare Provider's Printed Name

\_\_\_\_\_  
Healthcare Provider's Signature

\_\_\_\_\_  
Date