Surgical Technology Program Handbook

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Surgical Technology Program Coordinator
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Contents

Welcome!

Congratulations on your acceptance into the Triton College Surgical Technology program! The information contained within this handbook will be useful as you prepare to start the program and as you move through the program. I encourage you to refer to it often.

Please let me know if any questions arise. I am happy to assist you.

Ms. Junge

Preface

Mission Statement

The mission of the Surgical Technology Education Program at Triton College is to provide the training and knowledge necessary for our students to gain employment as competent entry-level surgical technologists and become health care contributors within the surgical team. This will be accomplished by promoting learning in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, as well as meeting the Standards and Guidelines for Accredited Education Programs in Surgical Technology.

Program Goals and Learning Objectives

Adapted from "Surgical Technology Program Goals", Trinity College of Nursing and Health Science

Cognitive (Knowledge)

- Demonstrate knowledge of surgical technology skills by successfully accomplishing controlled learning activities
- Employ information obtained from biological, social and psychological studies
- Obtain and use knowledge in providing culturally fitting patient care

Psychomotor (Skills)

- Apply acquired skills and knowledge within the clinical setting
- Practice surgical asepsis in diverse clinical backgrounds
- Function as a surgical team member to deliver excellence in patient care

Affective (Behavior)

- Demonstrate the development and consistent application of a surgical conscience
- Practice accountability, competence, and character demonstrative of a trained professional
- Practice ownership of learning and maintain responsibility and self-discipline to appraise and incorporate continued learning

About the Surgical Technology Program at Triton College

The Triton College Surgical Technology Program prepares the student to work as part of a team providing surgical patient care. Surgical technologists most often function in the scrub role, but

their responsibilities may include a variety of duties before, during and after surgery. The Program includes theory, simulation laboratory, and clinical components. Students receive supervised experience at several cooperating area hospitals.

About the Profession/Role of the Surgical Technologist

The Certified Surgical Technologist (CST) in the scrub role handles the instruments, supplies and equipment necessary during the surgical procedure. Certified Surgical Technologists have an understanding of the procedure being performed, anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care during the operative procedure, while monitoring and preserving the sterile field.

The CST is responsible for three phases of surgical patient care, or surgical case management, with minimal direction or supervision from other surgical team members. Some duties of the CST in each phase of case management include:

Preoperative Surgical Case Management

- Gathering necessary equipment and supplies
- Opening sterile supplies
- Donning personal protective equipment
- Scrubbing and donning sterile gown and gloves
- Organizing the sterile field for use
- Counting necessary items
- Assisting team members during entry to the sterile field
- Exposing the operative site with sterile drapes

Intraoperative Surgical Case Management

- Passing instrumentation, equipment and supplies to the surgeon and surgical assistant
- Preparing and handling pharmaceuticals
- Predicting needs of the patient and surgeon and preparing necessary items
- Counting necessary items
- Caring for specimens
- Applying dressings

Postoperative Surgical Case Management

- Maintaining the sterile field until the patient is transported to the post-anesthesia care unit (PACU)
- Removing instruments, equipment and supplies from the operating room (OR) following use
- Preparing the OR for the next patient

The proficient CST demonstrates a caring attitude towards the patient, other surgical team members and the patient-care environment. It is also necessary to understand normal anatomy and physiology, the pathological condition affecting the patient, the planned operative procedure, and consider any variations that may be necessary to accommodate a specific patient.

Policies contained within this handbook are in addition to any and all current rules, regulations, and other requirements set forth by Triton College. It is expected that the policies are followed as established and exceptions will not be made. Therefore, it is imperative that if these policies cannot be met, effective communication must take place with the instructor. Examples of communication would be prior notification of absence, turning in work early if unable to attend class, etc. It is the goal of the instructor to maintain a positive and cooperative working environment in which each student will be able to meet their fullest potential.

Academic Conduct Policy

Academic dishonesty, cheating and plagiarism, will not be tolerated. Any appearance of cheating or plagiarism will result in sanctions for all individuals involved.

- First Offense: Grade of zero on the assignment and academic counseling by the instructor and/or program coordinator.
- Second Offense: Grade of zero on the assignment and suspension from the program until completion of an academic counseling meeting with the Dean of Health Careers and Public Service Programs.
- Third Offense: Academic dismissal from Triton College.

More serious sanctions may be imposed according to the severity of the offense. This policy is in alignment with Triton College Board Policy 5208:
https://www.triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5208.pdf

Academic Progress/Grade Dissemination

Students must complete all courses in the surgical technology program and pass all laboratory skill assessments with a grade of "C" or higher to continue in the program. Unofficial grades may be accessed at any time through Blackboard. The final (official) grade is posted in the student portal.

Accreditation – College

Triton College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 800-621-7440 or 312-263-0456.

Accreditation – Programmatic

The Triton College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, 303-694-9262. Graduates qualify to apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA) for eligibility to sit for the Certified Surgical Technologist examination. www.caahep.org

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

The ARC/STSA is a private, non-profit accreditation services body providing national recognition for higher education programs in surgical technology and surgical assisting, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in order to promote quality surgical patient care through quality education. www.arcstsa.org

Admission Procedure

The Board of Trustees accepts that the fields of Nursing and Allied Health (including the Surgical Technology Program), because of their importance to the welfare of all society, must have selective admission requirements. Specific admission, progression, retention and graduation requirements and/or policies supersede general college policies in the catalog and student handbook. Selective admission requirements for Allied Health and Nursing programs are found in the Triton College Catalog. http://www.triton.edu/CollegeCatalog/selective-requirements-for-allied-health-and-nursing.htm

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

Refer to the Resources for Students section of this handbook for a listing of academic accommodations and access services available.

Application Deadlines

Please complete the MANDATORY Selective Admission Application for Health Careers at www.triton.edu/healthapp. Application deadlines are:

- September 15th
- January 15th
- March 15th
- June 1st (on an individual basis, if seats are available)

Areas of Employment

Surgical technologists are primarily employed in hospital operating rooms, surgery centers, and birthing centers. Other advanced opportunities are also available.

Association of Surgical Technologists (AST)

The Association of Surgical Technologists was established in 1969 by members of the American College of Surgeons (ACS), the American Hospital Association (AHA), and the Association of periOperative Registered Nurses (AORN). As the professional organization for surgical technologists, AST's primary purpose is to ensure that surgical technologists have the knowledge and skills to administer patient care of the highest quality. AST represents more than 80,000 surgical technologists and is governed by an 11-member Board of Directors. www.ast.org

Attendance and Punctuality Policy

- Refer to Board Policy 5206.
  http://www.triton.edu/uploadedFiles/Content/About/Administration/Board_of_Trustees/manual/5000/Policy_5206.pdf
- Students are expected to notify program and clinical site personnel (if applicable) at least 30 minutes prior to an absence or late arrival. Students may be terminated for excessive absences. Absences in the surgical technology program courses are considered to be excessive beyond three days.
- Attendance and punctuality are vital to success in the program. Students are expected to attend all scheduled meetings of each course. Arriving late or leaving early is a distraction to others and will not be tolerated.
- Absences, late arrivals (including returning late from break), or early departures will result in point loss.

- Assignments, quizzes, and exams missed as a result of an absence, late arrival, or early departure cannot be made up. Completed assignments may be submitted for credit in advance of the due date.
- If a student arrives late when an exam or quiz is underway, the student will be denied entrance into the classroom until the quiz or exam has ended. The missed quiz or exam may not be made up.

Automatic Withdrawal Policy

Students who do not withdraw officially from a course may receive a grade of "F" depending on the course progress or course attendance, which will become part of the student's permanent record. Students must withdraw from the course to avoid receiving a failing grade.

Background Check

All students are required to undergo a criminal background check with the Illinois State Police. Students with a positive background check that contains disqualifying convictions may be prohibited from being placed at a clinical site, sitting for certification board examinations, and securing future employment. Students are responsible for the cost of performing the background check. The deadline for receipt of the completed background check is August 1st. The program coordinator will provide instructions to obtain the Background Check at the New Student Orientation session.

Illinois Department of Public Health/Health Care Worker Registry/Disqualifying Convictions

In accordance with the Health Care Worker Background Check Act 225 ILCS 46 and 77 Ill Adm. Code 955 Section 955.160, a list of disqualifying convictions can be found on the Illinois Department of Health/Health Care Worker Registry: http://www.idph.state.il.us/nar/disconvictions.htm

Bloodborne Pathogens/OSHA Training

You are required to complete the Bloodborne Pathogens/Universal Precautions - OSHA training and submit two printed copies of the completion certificate. The following link will take you to the registration page for the Bloodborne Pathogens/Universal Precautions - OSHA training Course: https://www.hipaaexams.com/User/UserHome/UserSelfRegisterLogin?custid=121940&courseid=50, 49 where you will be allowed to create an account that aligns with the Triton College account and gain access to the **REDUCED COST** course. The program coordinator will provide the deadline for submission of the certificate.

Campus Map

Buildings are lettered alphabetically, with the Learning Resource Center as building A, Student Center as building B, Campus Bookstore as building C, and continuing around the campus. The Robert M. Collins Center is building R. The current campus map appears below.
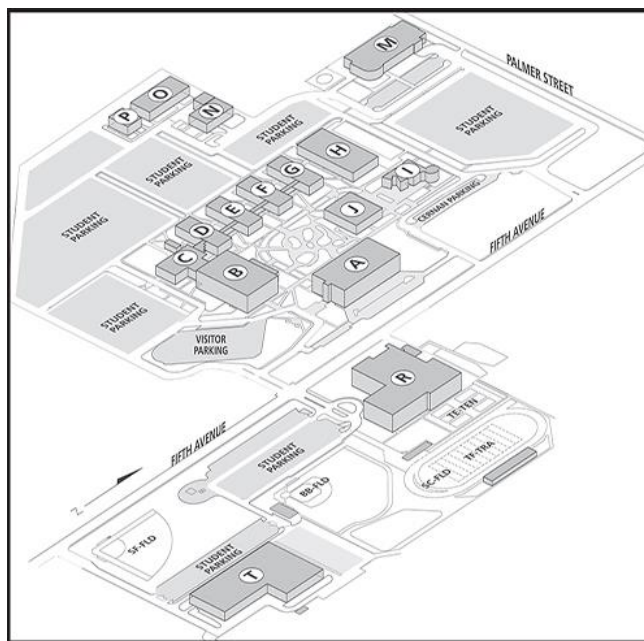
Cell Phones and Electronic Devices

The use of cell phones or other electronic devices is prohibited in the classroom unless the instructor issues permission to use the devices. These devices must be turned off prior to entering the classroom unless prior arrangements have been made with the instructor.

Certification

The national certification examination for surgical technologists is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Certification is required by the Illinois Department of Financial & Professional Regulation to obtain a license in the State of Illinois. Graduates of accredited surgical technology programs are eligible to apply to take the certification exam. www.nbstsa.org

Clinical Documents

Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, drug and alcohol screening, background check, and any additional information required by the clinical site) prior to registration for SRT 205 and the requirements must be maintained through SRT 215.

Clinical Policies

Clinical policies are found in the Triton College Student Handbook and the SRT 205 and SRT 215 syllabi.

Clinical Sites

The clinical sites are located within a 60-mile radius of the campus.

Code of Ethics

The Code of Ethics for Surgical Technologists is found on the Association of Surgical Technologists web page (http://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Code_of_Ethics.pdf) and is quoted below:

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

Commission on Accreditation of Allied Health Education Programs

CAAHEP is the largest programmatic accreditor in the health sciences field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits over 2,000 educational programs in twenty-eight (28) health science occupations.

CAAHEP is recognized by the Council for Higher Education Accreditation (CHEA). CAAHEP is also member of the Association of Specialized & Professional Accreditors (ASPA). www.caahep.org

Confidentiality – Patient

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. Students found to be in violation of the HIPAA Privacy Rule are subject to immediate dismissal from the program according to the guidelines found in the Triton College Student Handbook, and are subject to fines and imprisonment from governmental regulatory authorities. https://www.hhs.gov/hipaa/for-professionals/privacy/

Confidentiality - Student

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. https://ed.gov/policy/gen/guid/fpco/ferpa/index.html

Contact Information – Program Coordinator

Teri Junge, MEd, CSFA, CST, FAST

Surgical Technology Program Coordinator

Office: H-228

 (708) 456-0300, Ext. 3921

Email: terijunge@triton.edu

Course Requirements (Prerequisite, Didactic, Simulation Lab, Clinical) and Descriptions

Course Requirements

Surgical Technology – Curriculum SRT.SRT.AAS (C216C)

Prepares the student to work as part of a team providing surgical patient care. Surgical technologists most often function in the scrub role, but their responsibilities may include a variety of duties before, during and after surgery.

A variety of employment opportunities exist in hospitals, surgical centers, birthing centers and other health care agencies. The U.S. Bureau of Labor Statistics projects that the need for surgical technologists will increase by approximately 30% between now and 2022.

The program includes theory, simulation laboratory and clinical components. Students receive supervised experience at several cooperating area hospitals.

Accredited by the Commission on Accreditation of Allied Health Education programs, 25400 US Highway 19 North, Clearwater, Suite 158, FL 33763, 727-210-2350, in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, 303-694-9262. Graduates qualify to apply to the National Board of Surgical Technology and Surgical Assisting for eligibility to sit for the Certified Surgical Technologist examination.

Program Prerequisites:

- High School Diploma or GED
- Attendance at a Surgical Technology Information Session
- Computer proficiency (word processing, email, internet use) as evidenced by transcripts, employer documentation, student documentation or completion of CIS 100
- Must score at the college level or better on the Reading and Writing placement exam or course equivalency.
- Placement exam scores must not be more than two years old.
- Completion of prerequisite courses must not be more than five years old and all prerequisite coursework must be completed with a grade of "C" or higher. The three prerequisite courses are:
    1. AHL 120   Comprehensive Medical Terminology   3 Credits
    2. MAT 055   Algebra & Geometry 1   4 Credits
    3. BIS 136   Functional Human Anatomy 1   4 Credits
        OR
        BIS 240   Human Anatomy & Physiology 1   4 Credits
- A criminal history records check with no disqualifying convictions is required prior to admission to the program
- Surgical technology courses must be taken in sequence and all program requirements must be completed with a grade of "C" or higher
- Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, drug screening, and

any additional information required by clinical site) prior to registration for SRT 205 and the requirements must be maintained through SRT 215

- Surgical Technology is a selective admission program with preference given to the most qualified individuals as determined by a point system based on academic history related to completion of prerequisite courses and previous medical experience

Associate in Applied Science Degree

Semester One (Fall)   **Credit Hours**

AHL 202	Comprehensive Medical Ethics	3
SRT 100	Surgical Technology Basics	3
SRT 110	Basic Surgical Skills Theory	3
SRT 111	Basic Surgical Skills Lab	3
RHT 101	Freshman Rhetoric & Composition I	3
	Semester Total	15

Semester Two (Spring)

BIS 222	Principles of Microbiology	4
SRT 120	Basic Surgical Procedures	5
SRT 121	Advanced Surgical Skills Lab	3
	Semester Total	12

Semester Three (Summer)

PSY 100	Introduction to Psychology	3
SRT 130	Specialty Surgical Procedures	6
SRT 131	Surgical Simulation Lab	3
	Semester Total	12

Semester Four (Fall)

SOC 100	Introduction to Sociology	3
SRT 200	Professional Development	6
SRT 205	Clinical Experience I	3
	Semester Total	12

Semester Five (Spring)

SPE 101	Principles of Effective Speaking	3
SRT 210	Certification Exam Prep	6
SRT 215	Clinical Experience II	3
	Semester Total	12

Total credits required for graduation	63

- Note: All coursework must be completed with a grade of "C" or better.

Surgical Technology Course Descriptions

SRT 100 – Surgical Technology Basics (1 Semester, 3 Credits, 45 Lecture Contact Hours)

Provides introductory information related to the profession of surgical technology as well as foundational information concerning the healthcare sciences, technological sciences, patient care concepts, and professional practices.

SRT 110 – Basic Surgical Skills Theory (1 Semester, 3 Credits, 45 Lecture Contact Hours)

Introduction to the surgical environment includes an overview of the roles of the surgical team members, attire, furniture, instrumentation, equipment, and supplies. The three phases of surgical case management are described and principles of asepsis and the practice of sterile technique are presented.

SRT 111 – Basic Surgical Skills Lab (1 Semester, 3 Credits, 90 Lab Contact Hours)

Students will perform basic individual skills related to the three phases of surgical case management by applying the principles of asepsis and implementing the practice of sterile technique.

SRT 120 – Basic Surgical Procedures (1 Semester, 5 Credits, 75 Lecture Contact Hours)

Noninvasive and invasive diagnostic procedures as well as basic surgical interventions for general, obstetric and gynecologic, endoscopic, otorhinolaryngologic, genitourinary, trauma, and orthopedic surgical disciplines are examined.

SRT 121 – Advanced Surgical Skills Lab (1 Semester, 3 Credits, 90 Lab Contact Hours)

Building on the theories investigated in SRT 110 and the basic skills learned in SRT 111, students will assimilate individual surgical case management skills into systematic practice.

SRT 130 – Specialty Surgical Procedures (1 Semester, 6 Credits, 90 Lecture Contact Hours)

Encompasses an in-depth study of relevant surgical anatomy, physiology, pathophysiology, and diagnostic interventions as well as factors unique to the following specialty procedure areas: ophthalmic, oral and maxillofacial, plastic and reconstructive, oncologic, cardiothoracic, peripheral vascular, neurosurgical, and pediatric.

SRT 131 – Surgical Simulation Lab (1 Semester, 3 Credits, 90 Lab Contact Hours)

Mock surgical procedures are carried out in the simulated operating room. Student must provide all necessary health records, a negative drug screening, and an American Heart Association CPR for Healthcare Providers certification that are current for the duration of the program.

SRT 200 – Professional Development (1 Semester, 6 Credits, 90 Lecture Contact Hours)

Professional development and employability skills including resume writing and interview techniques.

SRT 205 – Clinical Experience I (1 Semester, 3 Credits, 450 Clinical Contact Hours)

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. Assignments may include the sterile processing department, preoperative holding area, surgery department, endoscopy department, labor and delivery department, and the postanesthesia care unit. In conjunction with SRT 215 (Clinical Experience II), the student is expected to scrub a minimum of 120 cases. The clinical sites are located within a 60-mile radius of the campus.

SRT 210 – Certification Exam Prep (1 Semester, 6 Credits, 90 Lecture Contact Hours)

Comprehensive review of information learned throughout the program is provided in preparation for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

SRT 215 – Clinical Experience II (1 Semester, 3 Credits, 450 Clinical Contact Hours)

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. In conjunction with SRT 205 (Clinical Experience I), the student is expected to scrub a minimum of 120 cases. The clinical sites are located within a 60-mile radius of the campus.

CPR Card

An American Heart Association CPR for Healthcare Providers card is required and must not expire before June of the year following completion of the program (proof of current CPR card is to be submitted along with your health forms). The program coordinator will provide the deadline for submission of the health forms.

CST Exam Participation Required

Participation in the Certified Surgical Technologist (CST) Exam is REQUIRED for graduation.

Disability Access

The program coordinator is happy to accommodate any student with disabilities or identified special needs. Please see the program coordinator privately if you need assistance.

Refer to the Resources for Students section of this handbook for a listing of academic accommodations and access services available.

Dismissal from Program

Students who fail to comply with Triton College policies, regulations, and rules will be subject to disciplinary action, including dismissal from the College. Disciplinary hearings will be facilitated through the Dean of Student Services office or designee, and conducted by the Student Conduct Committee. The Student Conduct Committee will be appointed by the Vice President of Student Affairs and membership will be reviewed on an annual basis.

In cases of suspension or dismissal, the decision of the Student Conduct Committee may be grieved through the Student Life Committee. In cases which involve academic concerns, grievances will be initiated with instructor, department chairperson, and academic dean. The decision of the academic dean is final.

A student accused of violating College policies and/or regulations may be diverted from the disciplinary process if it is determined that the student is suffering from a psychological disorder and, as a result of the psychological disorder, engages or threatens to engage in a behavior which poses a danger of causing physical harm to self or others, or would cause significant property damage or impedes the lawful activities of others.

Dress Code

- All students are expected to be in full compliance with the Triton College Surgical Technology Program Uniform Policy.
- Failure to follow the Uniform Policy will result in point loss.
- If it is determined by the instructor that the student has grossly deviated from the Uniform Policy, s/he will be excused from class and sent to change with a resulting point loss. Any assignment missed as a result of the student leaving class will not be accepted late.
- Refer to the Uniform Policy for additional information.

Drug and Alcohol Policy

Triton College/Student Policy for Drug-Free Campus

It is the policy of Triton College, District 504, to provide a "drug-free" campus environment as defined by college policy as approved by the Board of Trustees. The college policy is made available to all students via the student handbook and is disseminated throughout the college community.

Triton College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance within the campus environment. Appropriate sanctions include but are not limited to:

1. Required participation in an approved chemical dependency program provided by the Student Assistance Plan (SAP)
2. Disciplinary warning
3. Suspension
4. Dismissal

Such sanctions will be imposed on students found to be in violation of this policy.

Substance abuse counseling is available via the Student Assistance Program. Information regarding the Student Assistance Program is available from the Counseling department. Additional information regarding the dangers of drug abuse is available in the Counseling Center, Triton College Library and Health Services.

Alcoholic Beverage Policy

The use of alcohol at college functions is inconsistent with the institution's endorsement of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and its Drug-Free Campus Policy.

Alcoholic beverages may not be served on the Triton College premises except for instructional purposes (i.e., hospitality industry management and/or associated programming).

Drug and Alcohol Screening

A negative 10 panel drug screen and alcohol test is a preclinical requirement. Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, 10 panel drug screen and alcohol test, background check, and any additional information required by the clinical site) prior to registration for SRT 205 and the requirements must be maintained through SRT 215.

E-Mail

E-mail is the official method of communication. Be sure to check your Triton College e-mail account daily and respond to any messages (as needed) within 24 hours.

Employment Opportunities

A variety of employment opportunities exist in hospitals, surgical centers, birthing centers and other health care agencies. The U.S. Bureau of Labor Statistics projects that the need for surgical technologists will increase by approximately 30% between now and 2022.

FEMA – ICS 100 Course

You are required to complete Lessons 1-6 and the Final Exam of the IS – 100.b – Introduction to the Incident Command System (ICS 100) course found at http://emilms.fema.gov/IS100b/index.htm and submit two printed copies of the completion certificate. Exam submission is free and is processed within FEMA database. Upon completion, you will receive an email within 1-2 business days with a link to view and print your electronic certificate. The program coordinator will provide the deadline for submission of the certificate.

Food and Drink

- Absolutely no food and/or drinks (other than plain water in its original container) will be allowed in the classroom.
- No food and/or drinks of any kind will be allowed in the lab.
- Chewing gum is strictly prohibited.
- Failure to abide by the Surgical Technology Program policy regarding food and drink will result in point loss.

Grade of Incomplete

Refer to Board Policy 5202.
http://www.triton.edu/uploadedFiles/Content/About/Administration/Board_of_Trustees/manual/5000/Policy_5202.pdf

Grading Scale

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

Grading Scale (%)	
90-100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F
Incomplete	I
Withdrawn	W
Pass**	P

Grading Scale (%)	
Reschedule**	R

**Grades of "P" or "R"; "P" or "F" are assigned in specific approved courses based on individual academic department policy.

Students must pass all surgical technology courses with 70% or better for credit in the course and to move to the next term.

Graduation Requirements

All coursework must be completed with a grade of "C" or better to qualify for graduation. Participation in the Certified Surgical Technologist (CST) Exam is REQUIRED for graduation. A Graduation Petition Form must be completed and submitted with the required fee for graduation at the Cashier's Office located in the A Building. The Graduation Petition Form may be obtained at the Welcome Center or outside of the Admissions & Records Office; both offices are located in the B Building.

Grievance Policy

Grievances will be initiated in writing. The grievance is first presented by the student to the instructor. If a resolution cannot be attained, the matter may be referred to the academic dean. The decision of the academic dean is final.

Health Records/Requirements

Health Records - Health forms may be obtained from the Triton College web page: https://www.triton.edu/contentassets/62762683f4b3406d99dfcac87db8c6e7/health_career_requirement_forms.pdf. Students must complete all health and clinical requirements (includes American Heart Association Basic Life Support for Healthcare Providers certification, 10 panel drug screen and alcohol test, background check, and any additional information required by the clinical site) prior to registration for SRT 205 and the requirements must be maintained through SRT 215. The completed packet must be submitted to the staff in the Health Services office (located in Room G-109). When the packet is complete, the Health Services staff will issue a signed checklist to the student who must provide the document to the surgical technology program coordinator. The program coordinator will provide the deadline for completion of the health requirements.

Conditions that Cause Loss of Consciousness

Any applicant to the clinical portions of Health Career programs who is afflicted with epilepsy or any other condition that causes loss of consciousness or otherwise may impair his/her ability to perform will furnish the Office of the Dean of Health Careers with a verified statement from a licensed physician to the effect that the applicant's condition does not pose a direct health or safety

threat or significant risk to the student, patients, hospital staff or others in the Health Career program or clinical facility.

In addition, the applicant will agree to remain under the care of a physician and follow treatment as prescribed. Furthermore, each applicant's physician must report immediately to the College any change in the applicant's ability to function safely in the clinical portion of the program. Any default in this agreement will constitute cause for the removal of the student from the clinical portion of the program.

Help Desk

For questions, comments, concerns or to report problems regarding hardware and software, contact the Triton College Help Desk at (708) 456-0300, Ext.3527, or email helpdesk@triton.edu. Help Desk personnel are available:

Monday - Thursday: 7:30 a.m. - 8:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

Saturday: 8:00 a.m. - 1:00 p.m.

Sunday: Closed

Additional information can be found at: http://www.triton.edu/Help-Desk/?terms=help%20desk

Higher Learning Commission

The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which is comprised of 19 states including Illinois. www.hlcommission.org

HIPAA for Health Care Workers Training

You are required to complete the HIPAA for Health Care Workers training and submit two printed copies of completion certificate. The following link will take you to the registration page for the HIPAA for Health Care Workers training course:
https://www.hipaaexams.com/User/UserHome/UserSelfRegisterLogin?custid=121940&courseid=50.

where you will be allowed to create an account that aligns with the Triton College account and gain access to the **REDUCED COST** course. The program coordinator will provide the deadline for submission of the certificate.

Illinois Department of Financial & Professional Regulation – Division of Professional Regulation

The mission of the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation is to serve, safeguard, and promote the health, safety, and welfare of the public by ensuring that licensure qualifications and standards for professional practice are properly evaluated, applied, and enforced.

The Division regulates a variety of health care and occupational professionals including surgical technologists. www.idfpr.com

Surgical Technologist Licensee Application Forms, Resources and Publications, Laws and Rules, and a Contact Form is available at: http://www.idfpr.com/profs/SurgTech.asp

Information Session Participation Required

Attendance at an Information Session is REQUIRED in order to apply for admission to the surgical technology program.

Injury or Illness Occurring at Clinical Facility

- Inform your preceptor and clinical instructor of any injury or illness occurring at the clinical facility as soon as possible. Incident reports will be generated by both facility and college personnel according to protocol.
- According to the severity of the injury or illness, the student must be attended to immediately in the facility emergency department. Per the Triton College Clinical Affiliation Agreement, "The clinical affiliate shall provide emergency medical care in cases of accidents occurring on duty; however, all students are responsible for their own medical fees in cases of illness." Costs related to the student's care will be assigned to the student's hospitalization insurance.
- Decisions regarding management of care will be made by emergency department personnel after initial assessment. A student involved in an exposure incident must receive appropriate laboratory testing and treatment immediately. A student's decision to decline treatment or seek treatment at another facility must be obtained in writing.

Job Outlook

According to the United States Department of Labor Bureau of Labor Statistics "Employment of surgical technologists is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations." http://www.bls.gov/ooh/healthcare/surgical-technologists.htm

Late Assignments

- Homework and other take home assignments must be completed prior to the start of class and are due at the beginning of class.
- Late assignments will not be accepted under any circumstance.
- It is the student's responsibility to plan beforehand if unable to attend class when homework, projects, current events, presentations, or other assignments are due.
- Failure to be prepared for class with the proper assignments and/or necessary supplies completed on time will result in point loss.

Malpractice Insurance

Malpractice insurance is provided by the college and the student pays for the coverage through related course fees. As an added precaution, students are encouraged to obtain a personal liability policy.

National Board of Surgical Technology and Surgical Assisting (NBSTSA)

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) was established in 1974 as the certifying agency for surgical technologists. NBSTSA is solely responsible for all decisions regarding certification; from determining eligibility to maintaining, denying, granting and renewing the designation.

The National Commission for Certifying Agencies (NCCA) reviews and grants accreditation to the NBSTSA for its administration of both the CST and CSFA certifications.

The purpose of NBSTSA is to determine, through examination, if an individual has acquired both theoretical and practical knowledge of surgical technology or surgical first assisting. In addition, through the acquisition of continuing education credits or by re-examination, CST's certified after August 31, 1977 and all CST/CSFAs are required to stay up to date with changes in the medical field.

New Student Orientation Session Participation Required

Attendance at a New Student Orientation Session is REQUIRED prior to starting the surgical technology program.

No Loitering Policy

Loitering near the surgical technology classroom (H210) and simulation lab (H212) is not allowed. Each clinical site's individual policy concerning loitering will be followed.

Non-Surgical Technology Coursework

Ideally, AHL 202, RHT 101, BIS 222, PSY 100, SOC 100, and SPE 101 have already been completed in preparation for the surgical technology courses. **ALL** program requirements must be fulfilled in order to complete the surgical technology program. Students who have completed the general educations courses will be at an advantage. If you haven't already successfully completed AHL 202, RHT 101, BIS 222, PSY 100, SOC 100, and SPE 101, seriously consider if you will be able to fit the additional courses into your schedule or if it would be better for you to delay your enrollment in the surgical technology program until next fall.

Occupational Hazards/Protective Attire

As a member of the surgical team, it's essential that you familiarize yourself with potential hazards to ensure that you minimize the risk of injury or exposure to occupational hazards while on the job. Potential risks found in the operating room include (but are not limited to) physical, biological, and chemical hazards. **Certain occupational hazards can have an impact on reproductive health (of the male and female) and may negatively impact pregnancy.** Please notify your instructor immediately if you become pregnant during the clinical portion of the program to allow initiation of precautionary measures.

Appropriate protective attire is available at the clinical site and must be worn by the student in all hazardous situations.

Pregnancy Policy

Certain occupational hazards may negatively impact pregnancy. Please notify the program coordinator and the appropriate clinical site personnel **IMMEDIATELY** if you become pregnant during the clinical portion of the program to allow initiation of precautionary measures.

Professional Behavior

It is the goal of this program to prepare individuals for the professional work environment. It is necessary to create a positive atmosphere of camaraderie and mutual respect. Each student is a representative of Triton College and the Surgical Technology Program on campus, in the community, and in the clinical setting. For this reason, appropriate professional behavior will be emphasized.

- Use of foul and/or offensive language will not be tolerated. Verbal abuse of any student or instructor, whether present or not, will not be tolerated.
- All students will be expected to maintain a professional attitude at all times.
- Disrespectful behavior of any kind is not appropriate in a professional environment.
- If a student has a concern or other grievance, they are encouraged to speak with the other students involved or with the instructor after class or during conference hours.
- The use of cell phones or other electronic communication devices is prohibited in the classroom unless the instructor issues permission to use the devices. These devices must be turned off prior to entering the classroom unless prior arrangements have been made with the instructor.
- During exams, you must remain in your seat at all times. You may not leave the room for any reason.
- Failure to comply with these standards will be dealt with on an individual basis, and point loss is left to the discretion of the instructor.

Readmission Policy

Pertains to students who withdrew, are repeating a course, or were terminated prior to program completion.

1. All students seeking readmission should submit completed "Request for Readmission to a Health Career program" form to the Health Careers Information Specialist no later than 30 days prior to the start of the semester in which they seek readmission, unless the student is seeking readmission to the 1st semester of a program then the student must submit their request by January 15th of the year they seek admission.
2. All students petitioning for readmission will be evaluated and readmitted as long as the requirements for the semester have been met and depending on the availability of seats or clinical spaces after currently enrolled students have been placed.
3. Any student who has withdrawn ("W") and/or was terminated twice in a single Health Career/Public Service course will be subject to individual review of academic performance by the program Admission Committee prior to granting of permit to register for the same course.
4. Students seeking readmission who for any reason have not taken any program specific courses in the two years prior to the readmission date, will be required to retake all previously completed program specific course requirements.
5. All student health and clinical requirements (including current American Heart Association Basic Life Support for Healthcare Providers certification and any additional information required by the clinical site) must be up-to-date prior to registration for SRT 205 and the

requirements must be maintained through SRT 215. The background check and drug screening will be repeated within 45 days prior to assignment to a clinical affiliate.
6. The program reserves the right to assess the student's level of knowledge in order to ensure current competency (including lab, lecture and clinical content). Students returning to a clinical course must demonstrate proficiency prior to readmission.

Resources for Students

Academic Success Center (ASC)

Services include individual and small-group tutoring, academic study skills and college life skills workshops.

Location: Room A-106, on the lower level of the Learning Resource Center (Library)

For Information or to Schedule an Appointment: Call the ASC staff at 708-456-0300, extension 3341.

Center for Access and Accommodative Services (CAAS)

The CAAS can assess your needs as a student, make academic accommodations, coordinate access services and provide advocacy referral services. Students with medical, physical, sensory or learning disabilities who are participating in academic and continuing education programs at Triton College can benefit from these services.

Location: A-125 and A-141

For Information: Call the CAAS staff at 708-456-0300, extension 3854 or 3917

Counseling

Counselors assist students to identify interests and skills for the selection of major/career, to develop an academic plan to meet their educational goals, and to address personal concerns. Students are encouraged to contact their assigned counselor for an appointment.

Location: College Center (Welcome Desk)

For Information: Call the Welcome Desk 708-456-0300, extension 3130, come to the College Center during walk-in counseling hours, or e-mail at counsel@triton.edu.

Educational Technology Resource Center (ETRC)

Resources include computers for drafting/printing papers, color printers, MSOffice 2007 and internet access. Limited tutoring available, please contact the ETRC for more detailed information.

Location: A Building (Room A-100)

For Information: Call the ETRC staff at 708-456-0300, extension 3361.

Library/Learning Resource Center

Resources include over 75,000 books and other materials, 450 current periodicals, e-books, and online indexes to journal articles. LibGuides have been developed specifically for the surgical technology students. The surgical technology LibGuide may be accessed by clicking on the following link: http://libguides.triton.edu/surgicaltech. Computers and printers are available for research purposes. Also available are group study rooms and laptop computers (HP & Mac) free of charge with current Triton College and State ID.

Location: The northern end of the Learning Resource Building - A Building on the campus map.

For Information: Please call the library staff at 708-456-0300; Reference Desk: Extension 3698 or 3154; Circulation Desk: Extension 3215

Salary

Nationally – approximately $45,160 per year ($21.71 per hour); according to The Bureau of Labor Statistics http://www.bls.gov/ooh/healthcare/surgical-technologists.htm

Illinois –average of $20.93 per hour (Entry level $16-18 per hour); according to the Association of Surgical Technologists http://www.ast.org/uploadedFiles/Main_Site/Content/Members/AST_2018_SalaryMap.pdf

Scholarships

ARC/STSA

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is committed to advancing surgical technology and surgical assisting education for individuals entering and working within the professions. This ARC/STSA Scholarship Program is designed to assist AST or ASA student members pursuing their education in CAAHEP accredited surgical technology or surgical assisting programs. At least one scholarship of up to $1000 will be awarded annually. The program coordinator will provide the details.

Foundation for Surgical Technology

The Foundation for Surgical Technology funds need-based academic scholarships for surgical technology students and administers award programs funded by partner organizations. Click on the link below to learn about eligibility requirements and how to apply.

http://ffst.org/scholarship.aspx

Triton College

In addition to offering federal and state financial aid programs, Triton College awards over $750,000 in scholarships each year. Students are awarded scholarships for academic excellence, leadership, athletics, community service, and enrollment in specific academic programs. The

scholarships are offered by the Triton College Board of Trustees, Triton College Foundation, or by outside individuals/organizations exclusively for Triton College students. To view scholarship opportunities and complete an application click on the link below.

http://www.triton.edu/Scholarships/?terms=scholarship

School Supplies

The following school supplies are recommended:

- Calendar or organizer
- Pens (black ink)
- Pen (any color other than black, blue, or red)
- Large (recommend 3") binder with 15 dividers (per class)
- Lined paper
- Highlighters (at least two colors)
- Access to a computer with internet capability and a printer
- Minimum 8G portable USB storage device (shared between classes)
- 3" x 5" index cards (lots)

Selective Enrollment Process

Admission to the surgical technology program is selective and a point system that allows the most qualified applicants to be accepted is utilized. Points are accumulated by earning high grades during completion of program prerequisites and with documented related healthcare experiences.

Simulation Lab Skill Assessments

- All skill assessments must be passed with a grade of "C" or higher.
- Students will only be allowed three attempts to pass a skill (remediation and supervised practice are available by appointment).
- The score on a repeated skill assessment may not exceed 70%.
- Failure to pass a skill will result in failure of the course.
- Skill assessments will not be accepted after 3 days (including Fridays but excluding Saturdays, Sundays, and holidays) from the due date. Skill assessments must be passed to move to the next assigned skill assessment.

Social Media

When participating in online social networking, the lines between public and private, personal and professional can become blurred. Identifying yourself as a representative of the Triton College

surgical technology program or as a representative of a clinical agency, you are creating perceptions about the school, clinical agency, and your expertise. Students must recognize that they are contributing to the global image of the surgical technology profession when posting to social networking sites. Even when students intend for social media postings to be "private", the concept of privacy does not exist in social networking. Anything posted to a social media site is potentially open to public viewing creating potential unintended outcomes and simply deleting content never removes the material from potential internet access. Surgical technology students must maintain strict adherence to standards of professionalism when posting to social media sites.

Additionally, students must maintain strict adherence to privacy and confidentiality standards and should be familiar with the Health Insurance Portability and Accountability Act (HIPAA). Students have a duty to report any breach of confidentiality or privacy, either of their own volition or by others, to the appropriate department faculty member. Inadvertent or intentional breaches of confidentiality can occur through comments about patients and/or patient family members, posting stories about what happened in clinical or classroom experiences. Posting a comment to another person's post that may identify a patient, clinical agency or family member is also a potential breach, so while someone else may be originator of the post, your comment links you to the violation as well. Students found to be in violation of the HIPAA Privacy Rule are subject to immediate dismissal from the program according to the guidelines found in the Triton College Student Handbook, and are subject to fines and imprisonment from governmental regulatory authorities.

Student Identification

The Triton College identification badge must be worn as part of the program uniform at all times while on campus, traveling to and from the clinical sites, and when representing Triton College off campus. Students must also comply with any additional identification requirements imposed by the clinical affiliate.

Study Skills and Time Management

For every one credit hour in which you are enrolled, you should plan to spend approximately two to three hours outside of class studying. The surgical technology program is rigorous and effective time management skills are essential.

Technical Standards for Admission and Retention

Surgical Technologists must be able to meet the following standards. Please review the occupational qualifications to ensure that you are able to meet all requirements prior to entering the program/profession.

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
2. Able to lift a minimum of 20 pounds.

3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses.
5. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
6. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet.
7. Hear activation/warning signals on equipment.
8. Able to detect odors sufficient to maintain environmental safety and patient needs.
9. Manipulate instruments, supplies and equipment with speed, dexterity, and good eye-hand coordination.
10. Ambulate/move around without assistive devices.
11. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
12. Communicate and understand fluent English both verbally and in writing.
13. Be free of reportable communicable diseases and chemical abuse.
14. Able to demonstrate immunity (natural or artificial) to Rubella, Rubeola, Tuberculosis, Hepatitis B, Varicella and Mumps, or be vaccinated against these diseases, or willing to sign a waiver of release of liability regarding these diseases.
15. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.
16. Able to make appropriate judgment decisions.
17. Demonstrate the use of positive coping skills under stress.
18. Demonstrate calm and effective responses, especially in emergency situations.
19. Exhibit positive interpersonal skills during patient, staff, and faculty interactions.
20. Able to close a wrap-around gown with no gapping; available gown sizes range from small to xxx-large.

Textbooks

The Textbook Listing is below. Textbooks are available in the Triton Bookstore, but may be purchased anywhere. It is recommended that you purchase rather than rent the textbooks. Please bring all books to class with you on the first day.

Author	Title	Publisher	ISBN Number	Edition
Required Cengage MindTap (2 Year Access) Association of Surgical Technologists	Surgical Technology for the Surgical Technologist: A Positive Care Approach	Cengage	9781337755603 (Bundle pricing includes Textbooks, Study Guide, and MindTap)	5th

Association of Surgical Technologists Junge	Study Guide and Lab Manual for Surgical Technology for the Surgical Technologist: A Positive Care Approach Practical Pharmacology for the Surgical Technologist			5th 1st
Required Nemitz	Surgical Instrumentation: An Interactive Approach	Elsevier	9780323523707	3rd
Required Rutherford	Differentiating Surgical Equipment & Supplies	F.A. Davis	978-0-8036-4571-4	2nd
Required Goldman	Pocket Guide to the Operating Room	F.A. Davis	978-0-8036-1226-6	3rd
Optional N/A	Taber's Cyclopedic Medical Dictionary	F.A. Davis	978-0-80365-904-9	23rd

Uniform Policy

The Triton College Surgical Technology Program Uniform Policy is below. Uniforms and shoes are available in the Triton Bookstore, but may be purchased anywhere. Consider investing in high quality shoes because you will be on your feet for several hours during your lab classes and your clinical experiences. The Triton College Surgical Technology patches are only available in the Triton Bookstore. It is recommended that you purchase at least four full sets of scrubs because you will be wearing them every day; starting with the first day of class.

Appearance is a first step toward becoming a professional. The uniform requirement is designed to help you prepare for professional dress standards in the surgical environment. Uniforms will be worn at all times while on campus or traveling to and from the clinical site. Students who do not comply with the uniform requirement face point loss.

Only the following approved clothing items may be worn during surgical technology courses.

Shirts

- Navy blue scrub top: plain, pullover, unisex variety. Top to be tucked. The Triton College Surgical Technology patch must be sewn onto the left sleeve of all uniform shirts.
- Visible undershirts or other garments may not be worn under the scrub top.
- Students may wear optional navy blue basic warm up jackets over their uniform tops. Patches are not required on warm up jackets.

Pants

- Navy blue scrub pants: plain, unisex variety.
- Pants must be worn at the natural waist and within a standard fit.

Shoes

- Plain, all black (solid uppers) leather or vinyl nursing or athletic shoes with rubber sole worn with black socks.
- No canvas or cloth shoes; no "Crocs"; no open toe/open heel shoes.

General Appearance Items

- Uniforms must be neat, clean, and in good repair, and must be worn at all times.
- Triton name badge must be worn with the uniform.
- Hair must be neat, clean, and worn away from the face. If the hair is collar length or longer, it must be tied back; not touching the scrub top. Hair must be of a natural color.
- Mustaches and beards should be neatly trimmed.
- Nail length must not extend beyond the fingertips. Acrylic/artificial nails or nail polish of any kind is not allowed.
- Students will not wear jewelry of any kind in the labs or at the clinical sites.
- Outerwear (coats, jackets, hats, gloves, etc.) are not allowed to be worn in the surgical technology classroom/lab.
- Any attire or adornment that is deemed unprofessional (examples – clothing that fits poorly or is in poor condition, "grills", etc.) will not be allowed. You will be asked to cover body markings (examples – hickeys, tattoos).

- Good personal hygiene habits such as frequent bathing, using unscented deodorant, and daily oral care are required. Use of scented hair and skin care products, perfume, and cologne is not allowed.

Withdrawal

If you wish to withdraw from a class after regular registration, you must withdraw officially by submitting a withdrawal form to the Welcome Desk in B-building prior to the withdrawal deadline. A student who does not withdraw officially from a class is subject to an "F" grade. Remember, if you are not attending a class, it is your responsibility to drop the class. Your teacher cannot and will not automatically drop you. Refund and withdrawal dates are based on the percentage of completion of class calendar days: 100% refund=5.5%; 50% refund=5.6%-8%; withdrawal with grade of "W"=75%. Please consult your class schedule in the "My Triton" portal for specific dates.

Work Policy

The student may not act as a substitute for paid staff and all clinical time must be served without monetary compensation.