



STEC 0000 Surgical Technology Orientation

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Room: AHB 122

Classroom Hours: Monday - Thursday, 8:00 a.m. - 11:00 a.m. and 12:00 p.m. - 3:00 p.m.
(Classroom closed during lunch 11 a.m. - 12 p.m.)

Advisement Hours: Monday - Thursday, 3 p.m. - 4 p.m. by appointment

Introduction

Welcome to the Surgical Technology program at the Davis Technical College (a.k.a. Davis Tech or DTC)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructors or a Career and Academic Advisor.

You may also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services. The school's policies are fundamental, so each program adopts its own policies due to the nature of their program. Many of our program policies originated from direct feedback from our clinical sites that hire our students and our accreditors. If a program policy and school policy differ, students are required to follow the more strict of the two guidelines (speak with a surgical technology program instructor for more information).

Program Description

Students in the Surgical Technology program apply their skills to become allied health professionals who work in the surgical suite delivering patient care. Surgical technologists ensure the operating room environment is safe, the equipment functions properly, the operative procedure is conducted under conditions that maximize patient safety, assist surgeons, and anticipate the needs of the patient and surgeon during a surgical procedure. Surgical technologists are the surgical team's experts in aseptic technique.

After completion of required classroom and lab hours, the student is required to complete a non-paid clinical externship in an operating room. The Surgical Technology program is nationally

accredited by the Commission of the Council on Occupational Education (COE). Students completing this program are required to take the Tech in Surgery certification (TS-C) exam through the National Center for Competency Testing (NCCT).

Program Objectives

The Surgical Technology program is designed to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is achieved by a combination of didactic (classroom/textbook) learning, laboratory practice of skills used in the career, and 500 clock hours of actual clinical/externship in an operating room. Students will have the opportunity to learn and apply the following while enrolled in the Surgical Technology program:

- Demonstrate knowledge of and apply the concepts of human anatomy & physiology and microbiology to practices utilized in the operating room to prepare for surgical procedures and maintain sterile technique.
- Utilize communication skills necessary to effectively function as part of the surgical team.
- Recognize safety risks and implement practices that ensure a safe surgical environment for both the surgical patient and the surgical team members.
- Explain the purpose of medications commonly used in the operating room and demonstrate practices of safe medication administration.
- Recognize the names and uses of instruments and other equipment commonly used for specific surgical specialties.
- Correctly demonstrate all skills that are utilized during surgical procedures in order to provide safe, efficient surgical patient care.

General Information

You can access this orientation on the Davis Tech program website, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation

Learning Resources



Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, and media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Inclusive Access

Inclusive Access is a digital version of our textbooks that you can access online and is accessible through Canvas. Inclusive Access is included in your student fees for the course, and there is no "opt-out" option for this fee.

If you would like to, you are welcome to buy or rent a hard copy of the textbook from another source in addition to IA, but you will still be required to pay the IA fee.

IA is less expensive than physical copies of textbooks. If you re-enroll in a class, you should not have to pay the IA fee again. You will still have the ability to highlight text, create notes and flashcards with IA. There is even a read-aloud feature. When you pay for IA, you will have lifetime access to the digital textbook through their website, not just while in the course.

*If you are an IHC cohort, you must contact student services to pay for the IA line item out of pocket, so IHC is not billed for it. IHC will not pay for books.

Electronic Student Resources

Your Canvas courses contain electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom includes a first aid kit and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Instructor Response Time

Your instructors will respond to any question regarding the program, assignments, or assessments within 24 hours of the Davis Tech operational schedule.

Your instructors have different responsibilities to students in the classroom. Please see the breakdown of these responsibilities listed between their offices in the classroom.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here:
<http://www.davistech.edu/student-policies>.

Advisement

Instructor advisement is essential for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructors are available to meet with you during the advisement hours listed at the beginning



of this orientation. These meetings are used for you and the instructors to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System.
- Review students' performance and attendance.
- Define and clarify training and career goals.
- Select appropriate courses according to interest and aptitude.
- Select courses that achieve program completion requirements.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication.
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success.
- Discuss anything else not covered above that is relative to the program or concerns that will affect your performance in the program.

Alternate Documentation

Credit given to students who have taken Anatomy and Physiology and/or Microbiology at other institutions is determined by the instructors of the program. You will be asked to provide official transcripts. Many students are asked to retake these courses if their transcripts are not current. After your transcripts are reviewed and you have received approval from the instructor, you may take the Davis Tech proficiency exam once for that particular subject to demonstrate competency. The exam must be passed with a score of 85 percent or higher. Students not scoring at or above 85 percent will need to take the course and complete the material in the proficiency. Alternate documentation is not granted for other core courses in the Surgical Technology program.

Scheduling

Courses in this program have an open-start/defined-end schedule. Students in this program may start courses at any time. Following course enrollment, you will receive a schedule that shows the date by which you must complete the course. You will be required to pay your tuition for that course when you are scheduled into it. This type of scheduling is also referred to as course-based because you pay for one course at a time.

If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course. Students are expected to meet their end dates. You will be placed on a Student Improvement Plan for a re-enrollment or course extension. *Multiple Student Improvement Plans will result in further disciplinary action, up to termination in the program. Please read this syllabus from start to finish for more information and details. Disciplinary action may affect your ability to begin or remain in a lab group.

After you complete one course, you are expected to start your next course on the next school day you are normally scheduled. Students cannot take off more than one normally scheduled day in between courses without the instructor's approval. Taking a couple of days off in between courses can lead to disciplinary action (see "taking time off while in the program" section of this document). If you have questions about course-based scheduling, you can view the school's Frequently Asked Questions at www.davistech.edu/faq/course-based.



If you complete a course in the morning, you will need to stay for the rest of the scheduled period (even if you have completed all of your work for the course). If you don't want to return for the afternoon session of class because you completed the course, you will need to talk to your instructor to remove you from the scheduled afternoon session. If you leave early during a class session or take off the afternoon session without notifying the instructor, you will be marked absent because you are still populating on the class roll (you are either present or you are absent). Your course end date stops at the end of your last class session for the day (not in the middle of a class session). Instructors will give you the syllabus for the next course so you can begin working on it for the remainder of the period. After completing a course, you must enroll in your next course **BEFORE** you leave the school.

When you have progressed to the point of needing to schedule the lab to learn hands-on skills, you will be scheduled into a lab course in addition to the program core course (concurrent).

Students who are working in the skills lab will be required to attend during their assigned lab periods. You must be present, on time, and ready to begin lab at your assigned time. You are also required to stay for the entire lab session. Most students are scheduled in labs for 3-hour blocks two to three times a week. **Labs that you need may only be available on certain days; students are required to attend all scheduled class periods on lab days.**

Successful completion of the Surgical Technology Program requires a commitment of both time and effort to the program. Students accepted into the program after July 1, 2021, must be scheduled for a minimum of 24 hours per week (**4 full days per week**). Students accepted into the program before July 1, 2021, may continue at 18 hours per week. **Surgical Technology skills labs may be required on Fridays.*

Schedules are set in 3-hour blocks, morning (8:00 a.m. – 11:00 a.m.) and afternoon (12:00 p.m. – 3:00 p.m.). The class times for Surgical Technology core courses are only available Monday – Thursday. The classroom is closed to students for lunch (11am-12pm).

Students on a course extension are required by the program to attend class on regularly scheduled class days.

The clinical externship is the end portion of the program and requires full-time attendance during the week. Students working in the clinical setting will be required to work a minimum of 40 hours a week. The student also must be available before 7:00 a.m. and are expected to stay at least 8 hours each day (sometimes longer depending on the contract schedule).

You are required to provide your own transportation to and from the clinical site.

For patient safety, you will not be permitted to work a grave shift at your current job before working your clinical externship shift. A violation could result in being pulled from the clinical externship, up to termination. Sleep deprivation during your clinical externship is dangerous for patients!

Campus Technology

Each time you attend class, you will log in to and out of the Northstar Classroom Login Station using your student badge to scan in and out. We do not allow students in our classroom to clock in by using your 10-digit student number. You will use your student number to access the Student Portal. You were given this number when you completed the Davis Tech enrollment process.



**Student badges are obtained through Student Services.*

The Student Portal is an important resource to pay tuition and check progress and attendance in the program.

Canvas

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructors or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also provide you with information about Canvas access in your syllabus on your first day of class.

Students with Disabilities

If you have a disability that may require accommodations, contact, and work through the counseling service located in Student Services.

Performance Standards

Students are expected to complete course work according to a timeline in the course curriculum. The timeline shows the maximum number of classroom hours it should take you to complete each module of the course. If you are not able to maintain this progress, you should meet with your instructors or a College counselor.

The best way to keep your progress at 100 percent is to fill out your course timeline and stay on track. You can achieve this by studying your material, completing your assignments, and watching videos at home. Come to class prepared to complete assigned hands-on skills and pass tests. If you fall behind on your timeline, you will need to increase how much you do at home to stay on track.

Competency-Based Training

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated coursework. At the beginning of each course, you will receive course curriculum, which provides guided learning modules to follow. This includes the amount of time you should spend in the classroom on each learning activity. This will help you meet industry time standards and complete coursework in an appropriate amount of time.

Grading

Each course has specific requirements in the course curriculum. However, for all courses, you are required to achieve 85 percent or higher to pass all written exams and assignments. Lab skill competencies must be passed off without error (at 100 percent).

If you do not pass any given written exams, assignments, or skill competencies, you will be required to retake or rework it. If you are unable to meet the required competency level in a given course or module, you will not receive credit for having completed it.

You will receive a grade for each course. The assignments and activities that will be used to calculate your grade will vary according to the course. The specific details for each course can be



found in the course curriculum.

**Canvas does not accurately reflect your grades in the courses; it is used as an informational and testing platform. Northstar will accurately reflect your grades in courses.*

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	84 – 86%	B-	80 – 83%
C+	77 – 79%	C	74 – 76%	C-	70 – 73%

Progress

The Surgical Technology program requires 85 percent minimum progress. Progress is calculated using the number of scheduled hours in a course divided by the number of hours of completed work. However, you are expected to complete coursework according to the timeline in the course curriculum. The timeline shows the maximum number of classroom hours it should take you to complete each module of the course.

Completing the course by the end date will result in 100 percent progress. **The best way to keep your progress at 100% is to do homework and study material at home.** Come to class prepared to take tests and turn in assignments. If you are unable to maintain this progress, you should meet with your instructors or a Davis Tech counselor before the end of the course.

If you are unable to complete a course by the end date or meet program performance standards, you will be placed on a Student Improvement Plan. The plan will include details of the unsatisfactory performance, outline and timeframe for improvement, and describe the process that will be used to monitor and evaluate future performance. You and your instructors will sign this plan. This Student Improvement Plan will be submitted to Student Services to become part of your student record.

Probation and Termination

Students who are either unwilling or unable to meet program standards regarding attendance, punctuality, progress, program policies, hands-on skills, patient safety, or professional behavior may be placed on probation, suspension, or terminated from the program.

Students who are placed on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements, Department of Education requirements, or the independent sponsor's requirements.

Under most circumstances, any concerns will be discussed with you privately by your instructors.

Being on multiple student improvement plans will lead to probation. If the terms of the contract are not met, then the student may be suspended. If there are any additional issues or offenses after that, the student may be dismissed from the program. Depending on the nature and severity of any particular issue, a student may be terminated immediately from the program.

The following are reasons that students may be written up or placed on a Student Improvement Plan, probation, suspension, or terminated from the Surgical Technology Program:



- *Not meeting course end dates*
 - *Re-enrolling in courses (or using course extensions)*
 - *More than one re-enrollment (or course extensions) will result in further disciplinary action such as probation, suspension, and termination in the program.*
- *Excessive tardiness (more than one tardy a month or more than six tardies in a year)*
- *Exceeding allowed time off in the program*
 - *Students may be allowed up to one week off, twice while in the program (upon instructor approval)*
- *"No Call/ No Show" (not notifying instructors about an absence)*
- *Violating any program rules or policies*
- *Cheating or academic dishonesty in any form*
- *Displays of behavior that are considered harassment, sexual or otherwise*
- *Insubordination, misconduct, or insolence*
- *Unsafe actions in the lab or clinical site that place you, other students, surgical staff, or the patient at risk for injury*
- *Breach of confidentiality (HIPPA)*
- *Positive drug screening or questionable background check*
- *Failure to:*
 - *Maintain attendance of at least 90 percent attendance (or accumulating more than 12 absences in a year).*
 - *Call or text the program instructors when you are absent or running late (leave a voicemail if no answer).*
 - *Not contacting instructors about an absence is considered a No Call/No Show.*
 - *Notify or seek preapproval from program instructors for time off from school, even if it is in between courses*
 - *Maintain progress of at least 85 percent*
 - *Comply with appropriate use of campus internet and copyrighted material*
 - *Acquire competency in required laboratory/clinical skills*
 - *Follow CDC Standard Precautions during clinical/externship*
 - *Complete clinical rotations due to lack of professionalism, safety, absenteeism, and/or skill. *If you are asked to leave a clinical site due to the behaviors listed above, you will be removed from the program.*

Additional violations of policies or offenses for a student already on an improvement plan will escalate into probation, suspension, or termination from the Surgical Technology Program.

Academic dishonesty includes, but is not limited to:

- Discussing information related to test questions with fellow students
- Using unauthorized assistance
- Using unauthorized sources
- Acquiring unauthorized materials
- Falsification
- Plagiarism
- Substituting another person's work as your own (or you substituting for another student).



Any student caught cheating will be permanently dismissed from the program.

Students are expected to report any of the above behaviors to instructors, and you will remain anonymous.

The "I didn't know" excuse will still result in disciplinary action. **It is the student's responsibility to ask an instructor for clarification.**

Probation and/or disciplinary action may affect a student's option for starting in a skills lab group or clinical externship.

Problem Resolution

The strict nature of this program is meant to prepare you for a career in the Operating Room. The program policies come from the Operating Room clinical sites, employers, programmatic accreditation (CAAHEP), and the Surgical Technology Occupational Advisory Committee (the people who hire and employ our Surgical Techs). If you are not satisfied for any reason with classroom management, grading, or academic disciplinary actions taken, discuss your concerns with an instructor in your program. If you need further resolution, talk to the lead faculty member. If this does not resolve your concerns, then please contact Student Services.

Attendance & Tardiness

Attendance is calculated by the number of scheduled hours versus the number of hours you are present in the classroom. Attendance requirements may be higher depending on sponsorship or financial aid stipulations.

You are responsible for signing in and out of Northstar at the beginning and the end of each class period. Problems signing in must be reported to an instructor as soon as possible.

Forgetting to clock-in or clock-out (with your badge) for a class session may be marked as tardy. It is treated the same as forgetting a timecard punch in industry, which many facilities mark as tardy. You must clock in and out yourself; you cannot clock in/out for another student.

Program policy requires that you maintain an attendance of at least 90 percent. There are no excused absences, you are here, or you are not. Plan to be in school for the entire scheduled time. Leaving early will be noted and reported as an absence or tardy in Northstar. Dropping below this standard will result in disciplinary action.

- Plan ahead for traffic, construction, and weather.
- Make alternative plans for transportation, childcare, etc.

If you are going to be late or absent in the core of the program, **you are expected to call or text the program instructors.** If there is no answer, leave a voicemail message. To avoid problems, please save the program numbers into your cell phone.

- Not notifying the program instructors of an absence is considered a "no call/no show."
- Running late without notifying instructors may fall under a "no call/no show" as well.
- There is disciplinary action for no call/no shows.



Plan to arrive in class early to ensure you are on time. If you arrive 1 minute late to class, you will be marked tardy. If you leave up to 20 minutes before the class session has ended, you will be marked tardy. If you arrive for class 20 minutes or more after the scheduled class start time or leave 20 minutes or more before the scheduled end time, you will be marked absent. Prompt return from breaks and lunch is also necessary.

Tardiness is not calculated into your attendance, so you will only be allowed a set number of tardies (six tardies while in the program). Excessive tardiness will be addressed in the same manner as absenteeism.

Please understand that if you cannot maintain an attendance percentage of 90 percent or higher and keep tardiness to a minimum, you will have difficulty staying employed as a surgical technologist. The first question a prospective employer asks during a reference call is about attendance and punctuality. An employee who can be counted on to show up to work when scheduled and be there on time is essential for this career field.

Taking Time Off While In The Program

Taking a leave of absence for a week for vacation or other reasons in between courses is allowed if done once or twice in the program. Students must get approval and sometimes preapproval from the program instructors (see instructors for details).

Re-enrolling in a course is not "in-between" courses, and time off during a re-enrollment will not be permitted.

Please do not plan vacations or other time off during scheduled skills lab time or clinical externship. If you are absent from more than two skills labs, you will be removed from the group and put with a future group. **It may be six weeks to four months before another lab group will start.*

There are no weekdays off allowed during clinical externships in this program, the only exception being certain holidays. Other students may be waiting for you to complete your time at a clinical site so they can begin their rotations. Missing three days in your clinical externship is automatic probation in the program. Further violations will result in dismissal from the program.

Please be aware that students may need to be remediated in labs or have to wait for a clinical site to become available, so planning vacations when you "think" you will be done in the program is not advised.

There is **no time off between STEC 1055, 1075, 2016, 2021, and 2026**. You will be progressing as a group (lock-step); there are no breaks in between courses.

After you complete the program, you will have to take the mandatory national certification test within 30 days of completion (or you cannot certify at all). When the test date is scheduled and coordinated for the group, you **must** be there. If you miss the test date, it is unlikely we will be able to reschedule the test within the necessary window, and you may not be able to certify.

If you experience a catastrophic event that will require you to be absent more than just a day or two, such as a major illness, accident, or family tragedy, please notify your program instructors to discuss if you qualify for a catastrophic extension or if taking a leave of absence temporarily from



the program would be the best choice. These options will keep your time away from school from adversely affecting your attendance and progress. A leave of absence must be approved and documented by program instructors.

Students wishing to take time off for vacation or other reasons may not schedule out of a course they are currently enrolled in. Time off that won't affect your progress or attendance must be scheduled at the end of a course. In other words, you complete one course, take your week or so vacation, and then are scheduled into the next course. It is encouraged that you do this in between courses so it will not negatively affect your progress or attendance. *You may be subject to a re-enrollment fee from Student Services for going seven days without a schedule. If you take time off during a course, it may still be approved by an instructor, but you will accumulate the absences since there are no "excused absences" in the program.

If you must be absent from school during a currently scheduled course, you will still be expected to complete the course by your scheduled end date. Since the number of student slots in this program is limited, you are expected to progress through the courses in a timely manner, so the time you take off from school is limited.

Time off between courses that exceeds a day must have prior approval and be documented by the Surgical Technology program instructors.

Students who take excessive time off from school may be placed on disciplinary action or lose their program slot to other waiting students.

Withdrawals

If the necessity exists for you to withdraw from the program, you must discuss the situation with the program instructors. Depending on the reason for withdrawal and the amount of time taken off, you may lose your slot in the program and will need to reapply if you decide to come back. It is critical that you are in good standing in the program if you would like to return in the future.

If you do not notify the instructors of your intent to withdraw and fail to attend class, you will be withdrawn for lack of attendance/progress, which will jeopardize the possibility of future enrollment in the Surgical Technology program at Davis Tech.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructors. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.



Program Safety

You will be introduced to industrial safety standards and guidelines in STEC 1031 Introduction to Surgical Technology and WSKS 1400 Workplace Relations. Safety guidelines specific to each classroom course, lab course, and clinical externship are listed in the course curriculum.

Physical Interaction

Students may be required to come into physical contact with their instructors and peers for instructional purposes throughout this program. This may include instances where hands-on assistance from an instructor is needed to demonstrate the proper technique. Please be advised that student safety is a top priority at Davis Technical College. If you have questions about this policy, feel free to contact your instructor or student advisor.

Pregnancy

Please be advised that exposure to radiation, certain anesthetic gasses, and other agents common in the operating room may pose a risk to an unborn baby. Should you become pregnant during the course of this program, please consider consulting with your care provider to make an informed decision about how you should proceed. Your instructors can advise you on arranging your externship or pausing your program, if desired.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your instructors. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. The results of the actual survey are anonymous. Instructors use your feedback for program improvement and professional development.

Program Specific Student Organization

The Association of Surgical Technologists (AST)

You are encouraged to join the Association of Surgical Technologists (AST), which is the professional organization for Surgical Technologists. As a student, you receive a one-time, reduced membership fee of \$45. More information about AST and how to become a member can be found on their website www.ast.org.

Work-Based Learning

You become eligible for clinical externship placement by a combination of completing the required core courses and acquiring competency in skills in the classroom laboratory. You must have completed STEC 1071 Surgical Procedures I, STEC 1075 Surgical Technology Lab II, and be considered proficient in all required clinical skill check-offs before you are eligible to be placed in a clinical site.

Please understand that you ***will not*** be scheduled to begin a clinical experience until the program instructors feel that you are comfortable and competent in the skills and knowledge expected of clinical students. If you are unable to achieve a level of competence in the required skills after continued practice in the lab, you will not progress to a clinical site. ***The safety of the patient is the primary concern and quality of care will not be compromised by an unsafe or incompetent student.***



The clinical externship component of the Surgical Technology Program consists of 500 actual clock hours of experience. This is scheduled at facilities that meet accreditation criteria and have a contractual agreement with Davis Tech to provide this portion of Surgical Technology training.

Clinical sites offer a limited number of student slots due to personnel availability, student load from other programs, and patient safety concerns. There is a possibility that a clinical slot may not initially be available for you as soon as you are ready for that component of the program. You will be able to enter the clinical externship as soon as a clinical slot becomes available.

Any student withdrawing from the program during the clinical rotation may have to be placed at the end of a waiting list for a clinical slot if other students are also waiting to be placed. If you are withdrawn from clinicals for an extended length of time, you will be required to complete "refresher labs" at the school, prior to being placed in a new clinical rotation.

While every effort will be made to assign students to clinical sites that they prefer, it is not always possible. Clinical sites are spread geographically throughout the valley and a student eligible for the next available site may need to travel a bit to take that site. You may refuse an offered clinical site, but you may have to wait an additional period of time for a more desirable site to be available. It's just a simple fact; there are more clinical sites available in the southern end of the valley than in the northern. Students are not guaranteed specific clinical sites.

**Depending on the student's skill level, some clinical sites may not be an option.*

Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students are in a "learning role," not an "employee role." Students will not be substituted for a trained employee within the clinical institution in the capacity of a competent surgical technologist.

Professional Certification

The Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) requires that all graduates of a CAAHEP accredited Surgical Technology Programs (graduating by 7/1/2022) are required to take the National Certification Exam (CST) that is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students graduating after July 1, 2022, will be required to take the National Certification Exam (TS-C) that is administered by the National Center for Competency Testing (NCCT). Students graduating after July 1, 2022, will not be eligible to take the CST through the NBSTSA.

These national certification exams are provided via web-based testing here at Davis Tech for our program graduates. Data collected from pass/fail scores of the CST are reported to the ARC-STSA annually in order to meet program accreditation requirements.

- The cost of the CST exam is \$190 (with AST membership), which must be paid at the time the application packet is completed. Students must be a member of the Association of Surgical Technologists when they complete their test application to take the CST exam at a reduced price of \$190.
- The cost of the TS-C exam is \$155, which must be paid at the time the application packet is



completed.

For a student to complete the program and already be Nationally Certified is a tremendous benefit to both you and the employers and helps to promote professionalism for Surgical Technologists in this area.

Health Requirements

Immunization requirements are set through our affiliation agreements with our clinical externship sites. For our program to remain in compliance with these agreements, students must receive all required immunizations. Provide your instructor with copies of your shot records to be kept on file at the beginning of the program. The required immunizations are as follows:

- **2-step TB** skin test (or Quantiferon or T-Spot blood test) within the past 12 months showing negative results.
 - You will need to get an additional TB PPD skin test (or Quantiferon blood test) every year while in the program.
 - If your TB skin test is positive, you will need to get a chest x-ray and a physician's letter stating that you do not have active Tuberculosis.
 - If it is recommended that you take antibiotics for TB exposure, you will also have to provide documentation of that.
- Completion of a 3-dose series of Hepatitis B vaccine **and** titer test showing immunity
- Proof of 2 MMR (Measles-Mumps-Rubella) immunizations; **or** a positive antibody titer
- Tdap vaccine (Whooping Cough) within the last eight years
- Varicella (Chickenpox) proof of 2 immunizations after age 13 or positive antibody titer proving immunity from having the disease
- Annual Influenza vaccination. Must be repeated annually while in the program (October - May).

If you have not already done so, you will need to obtain your **physical** exam. Use the form that your instructors sent to you when you were accepted into the program.

CPR certification needs to be from a BLS (Basic Life Support) course and must stay current through the duration of the program.

Before you are enrolled in STEC 1031 (Introduction to Surgical Technology), you will need to have proof of TB 2 step skin test, a physical exam by a physician, current CPR certification, and vaccines (listed above).

Failure to provide documentation for any of the criteria listed above when enrolling in STEC 1031 will result in a formal write-up and suspension for noncompliance.

If you have any questions regarding the immunization or other requirements, please discuss them with your instructors.

Student Conduct

Professionalism

The focus of our educational programs is to prepare students for employment as a Surgical Technologist. It means that we instill good employability practices and promote a strong work ethic



as well as instruct students on particular job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, and attitude than your academic achievement scores.

We hold students to many of the same standards required in the Operating Room. In the classroom, labs, and clinical externships, practices that demonstrate good work ethics are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and to stay at work for their entire shift.
- **Punctuality:** Employers want workers to show up on time, ready to work, and to return from breaks and lunch promptly.
- **Responsibility/Accountability:** Employers want workers who take responsibility for doing a job correctly, completely, efficiently, staying on schedule, and asking for assistance when necessary.
- **Honesty/Integrity:** A good surgical conscience requires that workers possess personal integrity and can admit to mistakes. Even a small error in the surgical setting can be fatal.
- **Ability to accept constructive criticism:** Employers want workers who are open to feedback without taking offense. It takes 1-2 years to be a well-rounded and confident scrub tech. There will be much constructive criticism as a student and for at least the first six months working as a scrub tech. You need to not take this personally and understand that people are trying to help teach you to be safe, knowledgeable, and efficient in the operating room.
- **Positive attitude:** Surgery can be stressful and make you anxious when it doesn't go as planned. Some surgical cases are more complicated than others and can turn critical in an instant. Working past your shift, getting called in, and feeling in over your head can be frustrating, but you need to keep a positive attitude and push through it. Employers want workers who stay positive regardless of the situation delt. Everyone in the operating room understands they cannot change certain situations. No one likes a negative person bringing down the morale of the entire OR team. Many problems will be out of your control, so you will need to be able to keep a positive attitude regardless of what is happening around you. Your job is to help the patient.
- **Initiative:** Employers want workers who make an effort to go over and above the minimally acceptable standard and show pride in their careers.
- **Cooperation:** Employers want workers who can work with other people in all types of situations. It is essential in health care careers where each member must remain focused on the patient regardless of the situation's stressfulness.
- **Communication:** Employers want workers who can communicate needs or concerns clearly in a surgical case. It is essential that you pick up on times to be quiet and when it is critical to speak up. You always need to speak up for patient safety, even if it may upset someone else. An important skill to have in the OR is the ability to "read the room."
- **Dedication:** Employers want workers who are dedicated to their profession, their place of employment, to continue learning new skills, and most importantly, to the patient who has placed their life in their hands.
-

You will be evaluated in your clinical externship by your preceptors in the area of work ethics, which is part of the clinical grading tool.



Qualities Required of the Profession

Due to the nature of the Surgical Technologist's responsibilities when caring for patients requiring surgical procedures, the following physical and emotional qualifications must be met. These qualities are set by the US Department of Occupational Titles and approved by the Association of Surgical Technologists (AST). They are upheld by the Davis Technical College Surgical Technology program.

You must be able to:

- Stand, bend, stoop, and/or sit for long periods of time in one location with minimal or no breaks
- Lift a minimum of 50 pounds
- Refrain from nourishment or restroom breaks for periods up to 6 hours
- Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needle holders with/without corrective lenses and while wearing safety glasses
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet
- Hear activation/warning signals on equipment
- Detect odors sufficient to maintain environmental safety and patient needs
- Manipulate instruments, supplies and equipment with speed, dexterity, and good eye-hand coordination
- Ambulate and/or move around without assistive devices
- Assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices
- Communicate and understand fluent English both verbally and in writing
- Be free of reportable communicable diseases and chemical abuse
- Demonstrate immunity (natural or artificial) to Rubella, Rubeola, Mumps, Chicken pox, Pertussis, and Hepatitis B, or be vaccinated against these diseases.
- 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
- Make appropriate judgment decisions
- Demonstrate the use of positive coping skills under stress
- Demonstrate calm and effective responses, especially in emergency situations
- Exhibit positive interpersonal skills during patient, staff, and faculty interactions

Confidentiality

The maintenance of patient confidentiality is of the utmost importance. Students may not share information about any patient outside of the educational realm of this program.

- Surgical schedules with patient information may not be taken from any clinical site.
- Students must have completed HIPAA training prior to clinical experience.
- Pictures of patients or patient information are not permitted in clinical externships

Dress Code and Grooming

You need to obtain a picture ID badge specific for Surgical Technology in Student Services at the beginning of the program and wear it to class.



You are required to wear scrub attire to class, which includes both a black scrub top and black scrub pants, and appropriate footwear to class. Lab participation requires much practice in scrubbing, gowning, and gloving, and you will need to be wearing scrubs to accomplish this.

- Black is the designated Surgical Technology Program color for scrub attire.
- You may purchase black scrubs from the school bookstore or anywhere you choose. We do not require a particular brand.
- Scrubs should be clean and not excessively wrinkled.
- Exposed underwear or buttocks are inappropriate.
- Good hygiene and grooming are essential components of professionalism in the health care field and are also essential to help prevent the spread of infection. You are expected to come to class each day adhering to the same standards that are expected of you in the operating room, in other words, clean and neat.
- Students must bathe daily and use deodorant/antiperspirant.
- Students must be free of offensive odors caused by excessive perfume/cologne use, cigarette smoke, or body odor.
- Hair must be clean and neat.
- Male students are expected to be clean-shaven or have neatly trimmed facial hair.

Not allowed in skills labs or clinical externships:

- False eyelashes or eyelash extensions
- Artificial, acrylic, or polished nails
- Facial piercing jewelry that cannot be covered by a surgical mask.

Non-Productive Classroom Time

You will be marked "Unproductive" in Northstar if you do the following in class:

- Sleep
- Enter and exit the classroom excessively (leaving three or more times in a class period is considered excessive)
- Leave the classroom due to excessive phone calls and texts
- Leave the classroom to visit with friends, family, or significant others that attend classes or work at Davis Tech
- Take long breaks (breaks should not exceed 10 minutes)
- Found working on or watching material not related to the program

Food and Drink Policy

- Food and beverages are allowed in the classroom area as long as you clean up after yourself.
- Food and beverages are not allowed in the Surgical Technology lab.

Children/Visitors in the Classroom

Due to the graphic nature of some audio/visual material viewed in the classroom as a part of this program, children are not allowed in the classroom. Students enrolled in other programs, as well as your friends and acquaintances, are not allowed to "visit" with you in the classroom during class time.

Cell Phone Use

Cell phones are not allowed to be used in the classroom (including text messaging). *The only exception is uploading a lab pass-off sheet to submit into Canvas.



- If you need to use your phone, please step outside of the classroom.
- If you have an extenuating circumstance, please discuss this with your instructors.

Classroom Computers and Video Material

Internet accessible laptop computers are available in the classroom for your use. They are located in the classroom charging cart. You may use them to access your Canvas site, complete course-assigned internet research, or write and print assigned research papers. However, classroom computers cannot be taken out of the classroom and must return the laptop at the end of the day. You will need to plug them in when you return them to the charging cart. Classroom laptops are not to be used for personal use, such as accessing personal email accounts or social media.

Please be aware that some computers are only designated for module tests and final exams. These laptops are labeled.

All required videos for the courses are accessible in Canvas. In the event that Canvas is not working, DVDs are available in the classroom and may be viewed on laptop computers. However, DVDs may not be removed from the classroom or downloaded onto your personal computer. These DVDs are copyrighted and Federal law prohibits them from being copied in any fashion.



Surgical Technology Program Student Awareness Form

After you have read the program orientation concerning the policies and rules of this program, the instructors will answer any questions or concerns you may have. Please read this form, initial each statement, then complete the required signatures. Return the form to your instructors.

1. (____) I understand that I am responsible for the full amount of tuition for each course at the time I am scheduled into that course.
2. (____) I understand that I must pay the Inclusive Access fee for all courses that use it and cannot opt-out of this fee.
3. (____) I have read and understand the minimum hours and schedule requirements of this program and agree to comply.
4. (____) I have read and understand that if I complete a core course early, I will need to stay until the period is over.
5. (____) I have read and understand that if I complete a course early and want to leave for the afternoon period, I will need to meet with my instructors to schedule into the next class and remove me from the schedule in the afternoon (so I do not accumulate an absence)
6. (____) I have read and understand the current testing policies and agree to comply (including future revisions).
7. (____) I understand cheating and any form of academic dishonesty or unethical behavior is grounds for dismissal from the Surgical Technology Program.
8. (____) I have read and understand the work ethics and professionalism policy of this program and agree to comply.
9. (____) I have read and understand the dress code and grooming policy of this program and agree to comply.
10. (____) I have read and understand the attendance, tardiness, and progress policies of this program and agree to comply.
11. (____) I have read and understand the confidentiality statement and agree to comply.
12. (____) I have read and understand the withdrawal and termination policies.
13. (____) I have read the rules of conduct and agree to comply.
14. (____) I have read and understand that I am responsible for knowing the standards and policies of the program that are provided.
15. (____) I have read and understand all of the reasons I may be put on disciplinary action as listed in the Surgical Technology Program Orientation syllabus (STEC 0000).
16. (____) I have read and understand that I am expected to complete courses by my end dates and if I need more time beyond my end date, I will be placed on a Student Improvement Plan.
17. (____) I have read and understand that multiple course extensions, re-enrollments, and Student Improvement Plans lead to further disciplinary action, such as academic probation, suspension and dismissal from the Surgical Technology program.
18. (____) I understand that I need **approval** from my Surgical Tech program instructors to take **time off** that **exceeds one day** in between courses.
19. (____) I have no physical limitations which would limit my ability to lift, stand for extended periods of time, or perform other physical skills required of the profession. As found in the Surgical Technology Program Orientation syllabus (STEC 0000).
20. (____) I understand that if I cannot perform the qualities required by the profession set by the US Department of Occupational Titles and approved by the Association of Surgical



Technologists (AST), I will not be allowed to continue in the program.

21. (_____) I understand that I must turn in proof of a negative 2-step TB test, required vaccinations, current CPR, and have the physical exam form completed by my physician prior to enrollment into STEC 1031 Introduction to Surgical Technology. As found in the Surgical Technology Program Oreintation syllabus (STEC 0000).
22. (_____) I understand that I must maintain a current BLS CPR certification status throughout the duration of this program. As found in the Surgical Technology Program Oreintation syllabus (STEC 0000).
23. (_____) I have read and understand the information regarding pregnancy. As found in the Surgical Technology Program Oreintation syllabus (STEC 0000).
24. (_____) I understand that I may be remediated in skills labs if I am not safe, efficient, or competent and that will push back my clinical externship and completion in the program.
25. (_____) I understand that if I am not safe, efficient, or competent in skills labs after a remediation, I will not be able to continue in the program.
26. (_____) I understand that a clinical extern slot may not be immediately available and may necessitate a short waiting period.
27. (_____) I understand that I may not get a clinical site that I request.
28. (_____) I will not schedule vacations during my clinical externship or before my national certification test.
29. (_____) I understand that I am responsible for the cost of the CST Certification Exam, which will be administered at the end of the program.
30. (_____) My Surgical Technology instructors have answered any questions regarding the program at this time.

Student Signature: _____ **Student Number:** _____

Print Name _____ **Date** _____

