SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

2013-2014

Surgical Careers Center
Skyline College
3300 College Drive
San Bruno, CA 94066

SKYLINE COLLEGE

SURGICAL TECHNOLOGY PROGRAM

Welcome to the world of Surgical Technology. This world is exciting, challenging, and rewarding. In this world, you are a perennial student, learning new procedures and techniques, and meeting new people every day. At worst, it can be stressful, both physically and emotionally. At best, it can be fun and a source of pride as you rise to meet the challenges you will face.

The Healthcare Profession needs people like you, people who are willing to work hard to care for others while braving the risks found in the operating room of today. There can be much satisfaction working in the Healing Arts. We, your instructors, wish to tell you how much we respect you for taking on the responsibilities of this new career.

This Handbook is designed to orient you to the program and to be a resource throughout the course. Please, study it carefully prior to the first day of instruction. Keep it handy; you never know when you might need the information it contains.

Alice Erskine, CST, RN, MSN, CNOR
Program Director and Instructor

Michael Wasilewski, CST
Clinical Instructor

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CALENDAR: 2014-2015

SURG 440: Basic Sciences for Surgical Technology

The ST Program starts one week early (June 9) to accommodate a large amount of material.

June 9, 2014	**First Day of Class**
August 7	**Final Exam**
August 8 to 18	**Semester Break**

SURG 441: Patient Care Concepts

August 18	**First Day of Class**
September 1	**Labor Day Holiday**
September 15 -19	**National Surgical Technologist Week**
October 7	**First Observation Day**
November 11	**Veterans' Day**
November 27	**Thanksgiving Day**
December 3	**Second Observation Day**
December 16	**Final Exam**

SURG 442 & 443

January 9, 2015	**First Day of SURG 442: Surgical Specialties**
January 12	**First Day of SURG 443: Clinical Practice**
January 19	**Martin Luther King's Birthday**
February 13	**Lincoln's Birthday (observed)**
February 16	**President's Birthday (Observed)**
March 15 – 22	**Spring Break**
May 15	**Last Day of Clinical**
May 20	**Final Exam- All Documents Due**
May 21	**ST Graduation**
May 22	**College Graduation**

PROGRAM OBJECTIVES

At completion of the Surgical Technology Program, the graduate shall, at the level of an Advanced-Beginner, be able to

1. Provide a safe, efficient, and supportive environment for the surgical patient.

2. Practice care that respects the patient's inherent right to privacy, dignity, and confidentiality.

3. Identify services provided by the surgeon in relation to the patient's restoration to health and return to the community.

4. Demonstrate teamwork, consideration and cooperation.

5. Function efficiently and in a professional manner in all aspects of surgical care.

6. Apply knowledge of normal and pathologic anatomy and physiology, and of actions of pharmacological agents as pertains to individual patients.

7. Apply principles of asepsis to each patient care event and environment for protection of patients and staff.

8. Demonstrate and describe the specific uses of all equipment and supplies used for surgical procedures.

9. Differentiate sterilization methods required for specific instruments and equipment.

10. Demonstrate knowledge of the step-by-step progress of specific surgical procedures and display dexterity in the use of the required instrumentation.

11. Anticipate the needs of the surgeon in order to expedite the procedure, thus minimizing the patient's exposure to anesthetic and surgical stress.

12. Develop and improve skills in the organization of work and assisting the surgeon by learning to use economy of time, motion, and materials.

13. Identify emergency situations and use sound judgment in implementing established procedures in response to emergencies in a calm and efficient manner.

14. Demonstrate initiative in expanding knowledge of new surgical procedures and subjects relating to the operating room and to the surgical patient.

15. Recognize the responsibility of each practitioner for his/her own actions.

16. Recall the legal and policy limitations of individual responsibility.

17. Relate surgical services to the total hospital environment.

PROGRAM
STUDENT LEARNING OUTCOMES

Upon completion of this Program, the student shall be able to

1. Demonstrate knowledge of surgical technology equal to an entry-level surgical technologist.
2. Demonstrate competence in clinical skills equal to an entry-level surgical technologist.
3. Demonstrate behavior appropriate for an entry-level surgical technologist.

ACCREDITATIONS

Skyline College is accredited by the Commission for Accreditation of Community and Junior Colleges, 3402 Mendocino Street, Santa Rosa, CA 95403. The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
312-553-9355

PROGRAM OUTLINE

SURG 440: Basic Sciences for Surgical Technology

I. Basic Sciences
- A. Anatomy and Physiology
- B. Pathophysiology
- C. Microbiology

II. Related Sciences
- A. Operating Room Pharmacology
- B. Medical Terminology

III. Biomedical Sciences
- A. Information Technology
- B. Electricity
- C. Conceptual Physics
- D. Robotics

SURG 441: Surgical Patient Care Concepts

I. Introduction to the Profession
- A. The Surgical Technologist and the Surgical Team
  - i. Roles and Responsibilities
  - ii. Scope of Practice
  - iii. Credentialing
- B. The Patient Care Environment
  - i. Administration of Perioperative Patient Care Services
  - ii. Healthcare Organizations
  - iii. Regulating Agencies
  - ii. The Operating Room Suite

II. The Preoperative Phase
- A. Patient Care
  - i. Biopsychosocial Needs of the Patient
  - ii. Preoperative Preparation Routines//Review of the Chart
  - iii. Patient's Rights/ Consents
  - iv. Body Mechanics
  - v. Transportation and Transfer
  - vi. Anesthesia
  - vii. Positioning
  - viii. Hazards and Risk Management

B. Case Management

i. Case Selection & Room Preparation
ii. Surgical Instruments
iii. Equipment
iv. Hazards and Risk Management
v. Surgical Sponges and Surgical Counts
vi. Asepsis and Sterile Technique
a. Attire
b. Hand hygiene, Surgical Scrub
c. Gowning & Gloving
d. Skin Preparation and Urinary Catheterization
e. Creating a Sterile Field and Draping

III. The Intraoperative Phase

A. Patient Care

i. Homeostasis
a. Temperature Regulation
b. Vital Signs
c. Hemodynamics
ii. Emergency Patient Procedures
iii. Hemostasis and Blood Loss Replacement
iv. Tissue Replacement Materials

B. Case Management

i. Basic Routines
ii. Variations
iii. Incisions and Exposure
iv. Wound Healing
v. Wound Closure
vi. Dressings
vii. Drains, Tubes and Catheters
viii. Specimen Care

IV. The Postoperative Phase

A. Patient Care

i. Postanesthesia Care
ii. Death and Dying

B. Case Management

i. Basic Routines
ii. Environmental Sanitation
iii. Decontamination
iv. Disinfection
v. Sterilization

V. Assistant Circulator Role
VI. Professional Practice
    A. Professionalism
        i. Professional Characteristics
        ii. Communication and teamwork
        iii. Ethical and Moral Issues
        iv. Legal issues, documentation and risk management
    B. Healthcare facility information
        i. Healthcare organization and management
        ii. Physical environment
        iii. Hazards to patients and personnel

SURG 442: Surgical Specialties (Didactic)

I. Content Format
    A. Anatomy
    B. Physiology
    C. Pathophysiology
    D. Diagnostic Interventions
    E. Surgical Intervention
        i. Special Considerations
        ii. Anesthesia
        iii. Position
        iv. Skin Prep
        v. Draping
        vi. Incision
        vii. Supplies and Equipment
        viii. Instrumentation
        ix. Procedural Steps
        x. Counts
        xi. Dressings
        xii. Specimen Care
    F. Prognosis
    G. Complications

II. Surgical Specialties
    A. Minimally Invasive Surgery
    B. General Surgery
    C. Obstetric and Gynecologic
    D. Genitourinary
    E. Otorhinolaryngology
    F. Plastic and Reconstructive
    G. Orthopedic
    H. Ophthalmic
    I. Peripheral Vascular

II. Surgical Specialties

J. Cardiothoracic

K. Neurosurgery

L. Oral & Maxillofacial

M. Transplant

SURG 443: Clinical Practice

I. Surgical Case Rotation Requirements

II. The Role of the Surgical Technologist in the Scrub Role

A. Second Scrub Role

B. First Scrub Role

III. Employability Skills

INSTRUCTORS' TEACHING PHILOSOPHY

In order to facilitate learning, the following concepts are in practice inside and outside the classroom:

- There is no such thing as a stupid question. Chances are, if you have a question, someone else may have the same one. So, ASK IT!

- In the OR department, we work as a team. Each student learns differently and can serve as a resource for his/her fellow student. Therefore, we encourage the formation of study groups.

- Education is participatory. The responsibility for the learning experience belongs to the student as well as to the instructors.

- Learning will take place in an informal atmosphere. Feel free to stop the Instructor to ask questions or share information. However, we ask that you respect the rights of any person speaking, student or instructor, by raising your hand before you speak.

- Our office doors are always open. If it is not, please wait outside or leave a message on Voice Mail. We will get back to you.

- We are both your Instructors and your advisors. Let us know how we can help you meet the course objectives and your professional goals. If necessary, we can refer you to the appropriate office elsewhere at the College.

- At the end of the course, the student will have the opportunity to evaluate the instructors.

TEACHING METHODS

- Daily review/question period covering previous day's assigned reading.

- Self-Instruction modules

- Lectures, demonstration, audio-visuals

- Class exercises

- Clinical skills labs, clinical performance and evaluations

LEARNING METHODS

- Own the responsibility to learn - Participate!
- Take notes: use key words and follow the outline. Don't try to write every word - Summarize.
- LISTEN! Then, write.
- Check the Syllabus (course schedule) daily. Do all your reading and answer all assigned questions BEFORE the lecture so that any misconceptions can be cleared up during the lecture period.
- Start your own glossary. Write down words or abbreviations you don't know or circle them while reading. Look them up and add to your glossary. Practice using them when discussing the material with your peers.
- Review class notes every night. Remember: every time you READ ABOUT IT, WRITE ABOUT IT, TALK ABOUT IT, you increase your chances of LEARNING IT.
- Read the class objectives for each lecture. Apply class notes to see if the objectives were met. NOTE: Objectives are a clue as to what the exam questions will cover.
- If you are having a problem with course material, or your clinical performance, see an Instructor immediately.
- Utilize your classmates to help and support you. Remember, you are all in the same boat.
- When you start your Clinical Experience, try not to get frustrated if you do not learn a skill right away. Have patience; it will come.
- A student who makes use of every opportunity to learn impresses OR Managers. During free time, observe other Surgical Techs, pick cases, put away supplies, work in the instrument room or help out others in an operating room.

- Above all, Make Learning Fun!

REQUIRED TEXTS

SUMMER / SURG 440:

Understanding Anatomy & Physiology: A Visual, Auditory, Interactive Approach, Sloan Thompson, 2013, FA Davis
Any Medical Dictionary, textbook or software. Examples: Mosby's, Taber's, or Dorland's

FALL/ SURG 441:

Surgical Technology for the Surgical Technologist, Fourth Edition, AST, Inc., 2014, Delmar Cengage Learning
Differentiating Surgical Instruments, 2nd Edition, Rutherford, 2012, F.A.Davis Company
Skyline Surgical Tech Lab Manual, Wasliewski, 2013

SPRING/ SURG 442 & 443:

Alexander's Surgical Procedures, Rothrock & Alexander, 2012, Mosby

All books must be purchased prior to the first day of class. Failure to purchase these books will place the student's standing in the program in jeopardy. Textbooks and software are available at Skyline Bookstore one week before the first day of class, or on-line at www.amazon.com or other sites.

SUGGESTED TEXTS (Not Required!)
(Available at Amazon.com or www.ast.org)

Microbiology for Surgical Technologists, Price & Frey, 2003, Thomson Delmar Learning

Pharmacology for the Surgical Technologist, 2nd Edition, Snyder & Keegan, 2006, Saunders Elsevier

Instrumentation for the Operating Room, Eighth Edition, Tighe, 2012, Mosby

Surgical Instruments, 4th Edition, Wells & Bradley, 2010, Saunders

Pocket Guide to the Operating Room, 3rd Edition, Goldman, 2008, F.A.Davis

Ethics, Legal Issues, and Professionalism in Surgical Technology, Jackson, 2007, Thomson Delmar Learning

Suture and Surgical Hemostasis, Pienik, 2006, Saunders

SYLLABUS

The Syllabus (or Class Schedule) provides the student with the following information: the date, content of the day's lecture or clinical lab, tests, AV's, speaker, location, and required reading. The student is advised to keep the Syllabus at hand and to refer to it **daily**. Reading assigned for a class MUST BE READ PRIOR to that class.

RESOURCES

Allied Health Learning Center (Room 7211): Computers, Printer, Books, CDs, & Online resources are available for Surgical Technology students by permission

Skyline Library and Interlibrary Loan System (Building 5)

Skyline Learning Center: ***FREE!*** Tutoring in Math, English, Reading, Writing, Test-taking Skills, Study Skills (Building 5)

Skyline Business Computer Systems and Management: (Building 2)

www.ast.org: Association of Surgical Technologists has information and publications

www.aorn.org: Association of periOperative Registered Nurses

www.YouTube.com: Videos of Surgical Procedures

SUPPLIES

Required:

- Scrub Suit for Lab Practice (Available online or at any Uniform store)
- Lanyard for Skyline College Name Tag
- Walking Shoes with leather uppers (No Sandals or Clogs)

Recommended by Previous Students for Class:

- Three-Ring Binders, 3", several
- College-ruled paper, several packages
- 3" x 5" Index Cards
- Pocket Dividers for Handouts
- Lunch bag or Cooler

For Clinical:

- Lock for Locker at Clinical site
- Support Hose for Men or Women
- Pocket notebook, 4" x 5", for Clinical notes

DAY CARE

The Children's Center offers daycare to low income families from 7:30 am to 5:00 pm. Children must be 18 months or older and the parent must show proof of financial need. The Center is located behind the Loma Chica School, on the north side of the college campus. For more information, call 650-359-8637. Places fill up quickly, so call as soon as possible.

DISABLED STUDENTS

In coordination with the Disabled Students Program, reasonable accommodation shall be provided to any student deemed qualified by the DSP office. This includes learning disabilities as well as physical disabilities. If a student has special needs, s/he must see the Instructor on or before the first day of class to submit an accommodation letter and to discuss these needs. To obtain more information, the DSP office number is 650-738-4280.

COUNSELING

Students may find trying to balance work, school, and family a daunting task. The demands of vocational training can place stress on anyone. People seek counseling for a variety of issues: careers, class work, finances, anxiety, and problems with instructors.

Smart People Ask for Help
Be Smart
Call: 650-738-4459

PROGRAM POLICIES

LOCATION

Most lectures are held in the Surgical Careers Center, Building 7, Room 205 on the Skyline College campus, 3300 College Drive in San Bruno unless otherwise noted on the Syllabus. The *wise student* checks the Syllabus daily for the location of the classes and for reading assignments. Various hospitals are used for Clinical Experience sites such as Seton, Peninsula, Stanford, Kaisers, Santa Clara Valley, SF General and others.

CLASSROOM

Please be aware that other programs use the classroom: Perioperative Nurse, Central Service Technician, & Respiratory Therapy. Every Operating Room is kept spotless, and so it is expected that the classroom and lab will be kept clean also. For everyone's safety and in courtesy to the speaker, there is to be no eating during lectures and labs. Drinks are allowed if they are kept in sealed containers such as a travel coffee mug or water bottles. The microwave oven, coffeemaker, and refrigerator are used and kept clean by the staff and students.

HOURS

Summer: SURG 440: Mon., Tues., Wed., Thur. **8:00 – 11:30 am**

Hospital Work Shifts start on the hour, so class does, too!

Fall:

*SURG 441: Mon., Tues., Wed., Thur. **8:00 – 2:00 pm**

***** Note the hours posted in the College Catalog reads: "Plus 3 hours per week by arrangement". These hours have been added to the Class and Lab times. There is a 15 minute break in the morning and a 15 minute break in the afternoon. Lunch is 30 minutes.

Spring:

SURG 442: Wednesday's Class **8:00 – 2:00 p.m.**

These hours include two 15-minute breaks and ½ hour for lunch.

SURG 443: M/T/Th/F By arrangement with Clinical Site (Usually **7:00 a.m. – 3:30 p.m**.)

The daily hours include two 15-minute breaks and ½ hour for lunch.

FEES

Fees are subject to change per the California State Assembly*

Skyline Enrollment Fee ($46 per unit) x 30 units total =. . . . . ….. . . . . $ 1380.00
(Enrollment fees are paid each semester)
>Non-Resident Fee ($258 per unit) . . . . . ….... . . . . $7740.00
Parking, Health Services, Student Body, Student Union, etc. .. . .$~146.00
Physical Exam & Immunization Verification (Skyline / Own MD)….. .. . .$110/$240
Professional Assoc. Membership and Certification Exam Fees. . . . . ….... . . . . .$ 237.00
Background Check, Drug Screening & CPR Card, ……. . . . . $~ 198.00
Textbooks and Misc. Supplies. .. .. …..... . . . . …$~350.00
TOTAL Resident Fees *. . . . . ….~ $2550.00
Non-Resident Fees ……~$8800.00

POLICIES

PROFESSIONAL AFFILIATION

The student is expected to join the professional organization: Association of Surgical Technologists, Inc. Student membership fee is usually $45.00. Benefits of membership include

- The Surgical Technologist journal
- Lower registration for the national Certification Exam
- lower registration fees for the national conference
- low-cost malpractice insurance
- a voice in the national and local policies affecting the Surg. Tech. Profession

*Students will be asked to purchase the **Gold Student Bundle** for **$247.00** which includes the membership fee, the National Certification Exam fee, and the Exam Study Guide.*

BACKGROUND CHECKS/ DRUG SCREENING

Due to increased security at hospitals across the nation, the program requires all candidates for this program to submit to a Background Check and Drug Screen. Applications for this service are mailed to the program candidates who must assume the fee of $138.00.

Note: This service requires the student to submit his/ her Social Security number. If a candidate cannot obtain clearance, the case will be reviewed by the Instructor and the Dean of Math/ Science/ Technology Department to determine the candidate's status.

Be advised that the ingestion of controlled substances such as mood regulators, muscle relaxants, and narcotic analgesics place the student and his or her patient at risk of injury. If a student must take any of these medications for health reasons, they will not be allowed to train in the hospital until they can pass a new Drug Screening.

The Background Check and Drug Screening must be completed prior to admission to the first day of SURG 440 in June. If this is not completed by the deadline, the first person on the Waiting List will be accepted into the program.

INSURANCE

The San Mateo Community College District maintains **professional liability** coverage for students participating in the Allied Health occupation programs. In case of injury due to on the job training, the student is also considered an "Employee" of the College District and is, therefore, entitled to **Workers' Compensation** benefits.

SMOKING

Skyline College is a NON-SMOKING campus. Smoking is prohibited inside healthcare buildings (hospitals and clinics).

OFFICE FACILITIES

The office tools and kitchen appliances are available for student use. The VCR, LCD projector, and printer may be used by permission only. There are computers and a printer specifically for the use of the Surgical Technology Students located in **The Allied Health Learning Center, Room 7211. There are also computers available in Building 6 and in the College Library in building 5.**

POLICIES

CHANGE OF ADDRESS

It is the responsibility of the student to notify Skyline College and the S.T. Program Director, in writing, of a change of address, telephone number or email address.

COMMUNICATION DEVICES

Cell phones are to be TURNED OFF in the classroom. The student may answer the cell phone only during a Break. **Electronic devices are NOT to be used during testing. If a cell phone goes off during a lecture or lab, the student responsible will be required to pay a small fee to the Surgical Technology Club.** The school is not responsible for the loss of or damage to laptops or other electronic devices.

DRESS CODE

Students are expected to appear neat and professional at all times in class as well as at the Clinical sites. Each Clinical site could be a future site of employment or a source for a letter of reference. Students are advised to dress accordingly.

- **In Labs**, students are to purchase and wear scrub tops and bottoms.
- **In the OR Suite**, the student shall wear a hospital-provided scrub suit according to the policy of the institution.
- The student is to wear the Skyline College Nametag on the scrub suit while on the hospital premises.
- For the safety of the student, jewelry and valuables are to be left at home. No jewelry is to be worn in the OR.
- Contact lenses may be worn. For surgical procedures where hazardous fumes may affect contact lenses, regular glasses must be worn.
- Protective eyewear must be worn while the student is scrubbed.
- No nail polish or artificial nails shall be worn.
- Walking shoes shall be worn in the OR. Clogs, sandals, and backless shoes are considered unsafe and should not be worn.
- Students (both male and female) are encouraged to wear some type of support hose under scrubs to decrease discomfort and increase endurance.

PROGRAM REQUIREMENTS

PREREQUISITES:

Math 110 (Elementary College Algebra)
Biology 250 (Human Anatomy with Lab)
HSCI 484 or BUS 485 (Medical Terminology)
Eligibility for English 846 (Writing Development)

PHYSICAL ABILITIES:

Able to stand or sit for 6 hours per day.
Able to lift and carry 50 lbs for 20 feet.
Hands and arms free of skin disease.
Able to manipulate suture as fine as a human hair either with or without glasses or contacts.
Able to communicate without visual clues.

POLICIES
ACADEMIC REQUIREMENTS

NOTE: *Due to revisions to the Core Curriculum by the Association of Surgical Technologists, the student must be able to demonstrate computer skills in order to pass the national Certification Exam.*

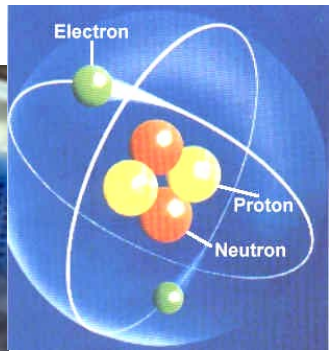
SURG 440: Basic Sciences

Graded Work: (A Student's lowest score will be dropped before averaging)

- Weekly quizzes (about 2 per week)
- Final Exam
- Professionalism (see Page 25 and Attendance policy on Pages 14 & 15)
- Written Assignments:
  - Medical Terminology- Translate a section from a surgical textbook into lay terms.
  - Pharmacology- Research and report on an Ophthalmic medication using the Internet

Non-Graded Work:

- Self-Learning Modules for
  O.R. Pharmacology Microbiology Conceptual Physics



SURG 441: Surgical Patient Care Concepts

Graded Work:

- Weekly Quizzes (about 2 per week)
- Lab Skills (See Appendix A)
- Final Exam
- Written Assignment:
  - Reports on 2 O.R. Observation Days (See page 23)

SURG 442: Surgical Specialties

Graded Work: Weekly Quizzes
Final Exam (Final is comprehensive, covering SURG 440, 441, 442, 443)

ACADEMIC REQUIREMENTS

SURG 443: Clinical Practice

Graded Work: One Final Clinical Evaluation for each of 2 Rotations (See Appendix B).
Non-Graded Work but MANDATORY:

- Weekly Clinical Evaluations completed by the Preceptor
- Surgical Case Log- student's documentation of the various types of surgical procedures with which the student has experience
- O.R. Skills Checklist- a record of clinical skills acquired by the student and verified by the Preceptor.
- Clinical Journals- Daily reports of the student's clinical experience. NOTE- Weekly Clinical Evaluations, Clinical Journals and time Cards are turned in every Wednesday. The grade from the weekly quiz will be zero (0) until ALL of these documents have been submitted.

GRADES

GRADE SCALE: **Passing is 78%**

A = 93 – 100%
B = 85 – 92%
C = 78 – 84%
D = 70 – 77%
F = 69 and below

Please note: These grade levels were set by the Surgical Technology Program Advisory Board. The Board is comprised of a Student ST, a Certified Surgical Technologist, an O.R. Nurse Educator, a surgeon, the Instructors and the Dean of Science, Math, & Technology. The guiding principle of the Board is that **every patient deserves a surgical technologist who is at least Average or above.** Therefore, a student with a "D" GPA will not graduate from this program.

GRADE VALUES/ GRADE WEIGHTS:

For each semester, the student achieves points from quizzes, assignments and the Final Exam. **SURG 440**: There are 13 quizzes and assignments worth 100 points each. The quiz with the lowest score is automatically dropped. Total points possible for Quizzes and Assignments per semester = 1200. This is used to obtain an average. For example, 1080 points divided by 12 quizzes and assignments = 90% grade average. Multiply this by the WEIGHT of the Quizzes and Assignments (50% of the semester grade) and the student has earned 45 points. If the student scored a 90% on the Final Exam, this is multiplied by the WEIGHT of the Final (50% of the semester grade) or 45 points. 45 + 45 = 90%, the student's grade for the semester

Please note: Surgical Technology students are expected to behave in a professional manner. This means using effective communication, meeting deadlines and due dates, treating others with respect, and maintaining an excellent attendance record. To reinforce this behavior, points are subtracted from the student's grades if unprofessional behavior is exhibited. **Therefore**, **for every violation of any of the policies regarding behavior or attendance published in this handbook, the student shall lose five (5) points from the semester total**. For further discussion of Professionalism, see Page **25.**

POLICIES

GRADE VALUES

SURG 440 : Basic Sciences for Surgical Technology	**% of Grade**
* Quizzes & Assignments	50%
* Final Exam	50%
	100 %

SURG 441: Surgical Patient Care Concepts	
* Quizzes & Assignments	50%
* Final Exam	50%
* Clinical Skills	Pass/Fail
	100 %

SURG 442: Surgical Specialties	
* Quizzes	60%
* Final Exam (covers SURG 440,441, 442)	40%
	100%

SURG 443: Clinical Practice	
* Clinical Performance	Pass/ Fail (Credit/ No Credit)
* Professionalism	Pass/ Fail

QUIZZES AND FINAL EXAMS

Quizzes and final exams are worth **100 points each**. Students use a **Scantron form and a #2 pencil.** All tests are timed. No one may enter the classroom once a test has begun. After the quiz has been corrected, the Scantron is returned to the student for a review. The scores for the tests and assignments are averaged together. The lowest score is automatically dropped. Then, the total points are divided by the number of potential scores minus one. The points earned are obtained by multiplying the semester average by the percentage value for Quizzes and Assignments as stated above. If a test exam has been missed for any reason, the student must make arrangements with the Instructor to take the quiz **within 5 class days after his/her return** or s/he will forfeit the grade The Final Exams are comprehensive covering all subject areas for the semester.

WRITTEN and other ASSIGNMENTS (SURG 440 & 441)

Assignments are worth **100 points each**. Papers must be typed, with correct spelling and in the student's own words. Assignments submitted after their due date will **be marked down 5 points each day they are overdue**.

1. Pharmacology: Student is to prepare a report on an assigned Medication. The written report is submitted to the Instructor and presented to class.
2. Medical Terminology: Student is to translate into laymen's terms an assigned excerpt from a nursing textbook. Submitted and presented to class.
3. Structured Observation Days: Each student will have two (2) opportunities to observe surgical procedures at 2 different hospitals. Each hospital is a site for Clinical Rotations in SURG 443.The student will submit a written report.

COURSE DESCRIPTIONS

CLINICAL SKILLS (SURG 441)

During SURG 441, the student is expected to acquire some clinical skills at the level of a Beginner. The student will receive a Skills Checklist (**Appendix A**). Once a skill has been demonstrated, the student is expected to practice in class labs and independently to prepare for the Clinical Skills Check-off at the end of the semester. The student MUST pass the Skills Check-off to progress to SURG 443: Clinical Training.

The Lab Instructor inspecting a practice set-up.

SURGICAL SPECIALTIES (SURG 442)

This course is a series of lectures and demonstrations of the various surgical specialties. The primary lecturer is the Program Instructor. Guest lecturers include surgical technologists, Perioperative nurses, surgeons, and surgical equipment vendors. Course work includes study questions from the text and weekly quizzes. The Final Exam is 200 multiple-choice questions covering SURG 440, 441, 442 and is graded by Scantron. **The student must achieve a grade of 78% or better to pass the Surgical Technology Program.**

CLINICAL EXTERNSHIP (SURG 443)

Most students will have one 9-week Clinical Rotation at each of two (2) different hospitals selected by the Instructor. The site selection will be based in part on proximity to the student's home and the student's compatibility with the O.R. environment. **To pass this course, the student must 1) complete a minimum of 500 hours and, 2) achieve skills in surgical technology at the level of an Advance Beginner (See Final Evaluation, Appendix C). They must also achieve the Standard Level of Case Requirements (Appendix D).**

The student is to be assigned to appropriate learning opportunities while in Clinical. A Preceptor must always be immediately available to scrub-in with the student. Sometimes, a Hospital may be short of O.R. staff and may ask the student to "fill-in". A student **may not** be assigned in place of a trained employee. This policy is in place to protect the patient from harm, and the student and the hospital from legal liability.

SURG 443: Clinical Practice for Surgical Technology is graded as Credit/No Credit (pass/fail)**.** If for any reason the student is not able to complete a clinical rotation, whether due to lack of proficiency in skills or unprofessional behaviors, or due to the Site-requested removal of the student from the Clinical Site, s/he will receive a No Credit (fail) for that class.

To complete the program, the student MUST PASS SURG 443

POLICIES

CLINICAL TRAINING (SURG 443): Documentation

Prior to beginning Clinical Training, the student will receive the Clinical Handbook. The Handbook contains Clinical Objectives for every week to guide the student and his or her Preceptor in the training. The objectives are used by the Preceptor to evaluate the student's weekly performance. These Weekly Clinical Evaluations are **due every Wednesday**. At the end of the First Rotation, the Preceptors will be asked to complete a **Final Evaluation**. (**See Appendix B**). The First Rotation Evaluation is graded to give feedback to the student and identify areas where the student needs improvement. The Final Clinical Evaluation is graded as Pass/Fail. **To pass the Surgical Technologist Program, the student MUST satisfactorily meet the Clinical Objectives by receiving a Passing grade on the Final Clinical Evaluation (see Appendix C).**

Documentation: Clinical Journal

During the First Clinical Rotation, the student is expected to submit a report of a surgical procedure for every day of training during the previous week. The report is to follow a specific format. It is submitted for review by the Instructor every Wednesday. These reports are used as a learning tool to record the Clinical experience and as an evaluation tool for the Instructor. In addition, this has been proven helpful in reducing stress when the student uses it to vent his/her feelings about Clinical. The contents of these reports are kept in strictest confidence. While the reports are only required for the First Clinical Rotation, the student is encouraged to keep documenting his/ her experiences throughout both rotations.

Documentation: Surgical Case Tracking Log

The student is expected to document proficiency on a number of selected types of surgical procedures. The student will be given a disc with the Case Tracking program that allows the student to track these procedures. A summary is submitted to the Instructor at the end of the semester. **(See Appendix D).** **To pass this course, the student must document a minimum of 125 of selected types of surgical procedures s/he is capable of performing independent of the Preceptor.**

Documentation: Clinical Skills Checklist

The student is also expected to acquire a minimum number of selected skills. It is the student's responsibilities to seek out opportunities to learn these skills and document them on the Clinical Skills Checklist (**See Sample in Appendix B**). The Checklist will be collected at the close of each rotation and reviewed by the Instructor. **To pass this course, the student must acquire the required minimum number of selected skills.**

POLICIES

ATTENDANCE

TARDINESS:

Frequent tardiness is seen by O.R. managers as **unprofessional** and can cost a Surgical Technologist his/her job. Therefore, every class day, the student will be expected to sign in on the **Attendance sheet by 8:00 a.m**. Every clinical day, the student will be expected to document their hours on a **Student Time Card** that will be signed daily by the Operating Room Nurse Manager or Charge Nurse. Time cards are turned into the Instructors on a weekly basis.

NOTE: For excessive tardiness and/or for failure to notify the Program office BEFORE the start time of Class or Clinical days, the student will have 5 PERCENTAGE POINTS SUBTRACTED from the next class test. As with any unprofessional behavior**,** the student will be counseled. If the pattern continues, the student may be dismissed from the program.

ABSENCES:

Regular attendance in class and clinical is an obligation assumed by every student at the time of registration. College policy states: "**When repeated absences place the probability of the student's success in doubt, the professor may drop such a student from the course.**" Absence means non-attendance **for any reason**. This is an intensive vocational training program in which information regarding the care of human lives is offered at every class. **Any** absence may put the student's chance of success at risk. **"It is the prerogative of the professor to determine when absences are excessive."**
For every day absent over the limit, the student will have five (5) PERCENTAGE POINTS subtracted from the Final grade for the semester.
Summer: Three (3) absent days are allowed.
Fall: Five (5) absent days are allowed.
Spring: Three (3) absent days per Clinical Rotation are allowed. NOTE: If the hospital management finds the absenteeism of the student to be excessive, they may request that the student be removed from training. There is no assurance that another clinical site can be obtained for the student. Therefore, the student may be subjected to disciplinary action including possible dismissal from the program.

NOTIFICATION PROCEDURE

If, for any reason, the student finds that s/he will be **late or absent** from class or clinical site, said student is expected to

1. Keep phone numbers of the Instructors and Clinical sites with him/her at all times.
2. **Call** the phone number of the Instructors and the Clinical site BEFORE the start of class or the Clinical day and leave a message.
3. Whenever possible, give prior notice in writing.

POLICIES

LEAVE-OF-ABSENCE

For an absence of greater than a week, the student must request a Leave-of-Absence in writing from the Program Director. Personal Leaves are granted on a case-by-case basis. For Medical Leaves-of-Absence, a letter from the student's physician must accompany the request. The letter must describe the malady and the estimated length of time the student is unable to attend school. Prior to his/her return from a Medical Leave-of-Absence, the student must submit a statement from a physician verifying that the student still meets the physical requirements for training in this program. Leaves are granted if and only if the

1) Student's academic standing and clinical performance are acceptable and the
2) Leave will not place the student's standing at risk and the
3) Malady does not pose a long-term risk to the student working in the O.R.

If the request is made during SURG 440 & 441 the Instructor may exercise the policy for Excessive Absences (See "Attendance") and withdraw the student. If the request is made during SURG 443, the Instructor may require the student to make up the time with Extended Training at the Clinical Site or at another site at a later date. The student will receive an Incomplete on his or her records until such time as the required hours are completed.

INCOMPLETES

A grade of Incomplete is given only if and only if the student has not completed his or her SURG 443 Clinical Hours. It is granted on a case-by-case basis according to the rules as stated in the Leave of Absence policy above (See conditions 1, 2 & 3). Completion of Extended Training is not to exceed one semester past the graduation date of the class. The Instructor must receive in writing an agreement from the Clinical site verifying their permission to allow the student to extend his/her training. Upon completion of the Extended Training, the Instructor will submit a Change-of-Grade request with Admissions and Records to remove the Incomplete. The graduate will then receive his/ her Certificate of Completion.

JURY DUTY

If a student receives a summons for Jury Duty from a Municipal or Superior Court, that student may be excused due to the fact s/he is in a Vocational Training Program. Please see the Instructor for a letter asking for a delay in the assignment until after graduation.

HEALTH POLICIES

.**APPOINTMENTS:**

Doctor, dental or other appointments should be made after class or clinical hours. If, under extenuating circumstances, the student must attend an appointment during class hours, the student is expected to notify the Instructor, **in writing**, **prior to making the appointment**.

NOTE: The student will be training in a Healthcare facility. Therefore, if the student presents with contagious symptoms, s/he is strongly advised to stay home and rest.

Examples of contagious symptoms include:

Fever greater than 100° F;
Excessive cold symptoms (drippy nose and eyes, sneezing); OR
Skin eruptions, or recent and/or draining wounds on hands or arms.

If the student is experiencing pain for which over-the-counter medications are ineffective, the student must see a physician and report to the Instructor. The student may NOT train at the Clinical site if he or she must take a controlled substance for pain relief.

HEALTH SCREENINGS

Prior to entry into SURG 443, every student must pass a Physical Exam and Immunization Screening. Required screenings include

1. Proof of Immunity to
   Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus, Diphtheria, Pertussis, and Seasonal Influenza.
2. Tuberculosis clearance by either the Two-Step process or Quanteferon, or chest X-ray

SEASONAL INFLUENZA VACCINE

Every year a different version of the Influenza ("Flu") Virus emerges resulting in time lost from work or school, and even some deaths. It is imperative that every ST student obtain this annual vaccine. Vaccinations are available FREE at the Skyline Health Center.

To meet these requirements, the Student may use the services of his or her own personal physician or use the services offered at the ***Skyline College Health Center****. (See below)*

Skyline College Health Center Services
Building 2, Room 2209
650-738-4270

Services:	Nurse Practitioner/ Physician Assistant Health Screenings	$30
	Blood Work (tests for Immunity)	For Cost
	TB tests x 2	$10/ each
	Measles, Mumps, Rubella Shots	$10
	Varicella	$10
	Tetanus (Tdap)	$10
	Hepatitis B series	$30
	Seasonal Flu shot	FREE

HEALTH POLICIES

HEPATITIS B VACCINATION

The Hep B immunization series consists of one shot followed in one month by the second shot, followed by the third shot six months later. The student must then obtain a titer to determine if s/he is "seropositive" (immune). If, after receiving the vaccine series, the student fails to seroconvert from negative to positive, s/he must receive a "booster" and have another titer drawn. If, after the booster, s/he is still not considered immune, the student shall receive counseling by the Instructor about his/her risks working in an O.R. If the student accepts these risks, s/he will be asked to complete a waiver form. A copy shall be placed in the student's record and a copy is given to the student.

LATEX ALLERGY

Be advised that a large number of products used in the Operating Room contain latex and that working in this environment places the person sensitive to latex at great risk.
If it is found that a student is sensitive to latex products, the student must be evaluated by an allergist familiar with the protocols of the Centers for Disease Control. The student shall be counseled by the Instructors and provided with a list of products containing latex and their alternatives. The nurse manager of the student's Clinical site shall be notified and accommodations shall be made to prevent the student's exposure to these products. If accommodations cannot be reasonably made, upon the allergist's recommendation, the student shall be dismissed from the program for his/her protection. Documentation of the allergy is the student's and Instructor's responsibility. Copies shall be placed in the student's record and given to the student. Studies show that persons with allergies to the following foods are at risk of developing sensitivity to latex: bananas, kiwi, avocado, stone fruits, raw potato, papaya, chestnuts, and tomato.

NOTE: A student who has sustained an injury that leaves an open or draining wound **may not scrub** on a surgical procedure until the wound has closed or formed a scab that is not easily opened by repeated scrubbings of the hands and arms.
If the student has pain that must be treated by a controlled substance, he or she is excused from Clinical until medication is no longer needed. (See Attendance and Leave of Absence Policies)
(See the Policies regarding injury or illness in the Classroom or Clinical Site, next page)

POLICY AND PROCEDURE
FOR STUDENTS INJURED AT THE COLLEGE

If a student becomes ill or is injured while in class s/he should

1. Report the incident to the Instructor of the Surgical Technology Program.
2. Obtain treatment at the Health Center.
3. File an **Incident Report** with the Instructor within 24 hours of the incident.

POLICY AND PROCEDURE
FOR STUDENTS INJURED, OR EXPOSED TO BODY SUBSTANCES
AT CLINICAL ROTATION SITE

Definitions: "Body Substances" include tissue and/or body fluids, especially blood and fluids contaminated with blood. "Exposure" means the substance contacted bare or broken skin and/or mucous membranes. The student should

- Immediately report accident, injury, needle stick, splash, or other exposure to body substances. Report to the Instructor of the Surgical Technologist program and the O.R. Nurse Manager or Charge Nurse.
- Follow the Hospital's protocol for employees regarding accidents or body substance exposures.

a. Obtain treatment.
b. Complete all mandatory hospital forms (except Worker's Comp)
c. Keep copies for your records
d. Complete the Surgical Technology Program's Incident Report
e. Complete Skyline's Workers' Compensation form
f. Submit all forms to the Program Instructor ASAP

WORKERS' COMPENSATION

If the Chancellor's Office of the San Mateo Community College District accepts the Workers' Compensation claim forms, a copy will be sent to the student. If not, the student is obligated to pay the fees for treatment rendered. The student is advised to keep these forms and any correspondence in a safe place for up to four (4) years. If the healthcare facility where treatment was obtained bills the student, he or she should submit a copy of the Workers' Compensation forms to the hospital billing office.

See Appendix E for a sample of the Incident Report.

POLICIES

STRESS AND THE SURGICAL TECHNOLOGY STUDENT

This course is extremely stressful mentally, physically, and emotionally. Stress has been known to lead to illness and injury. To reduce or prevent the effects of stress, the student is strongly encouraged to adopt the following recommendations:

REST - 6 to 8 hours a night. Stress places an increased demand on the energy reserve.

EXERCISE - 20 minutes of aerobic activity 3 times a week. This helps in three ways:1) relieves nervous tension; 2) increases strength and endurance needed in the O.R.; and 3) promotes a restful sleep pattern. Simple walking is an aerobic activity.

DRUGS - Alcohol, caffeine, nicotine and others stress the body and interfere with a restful sleeping pattern. Avoid them.

NUTRITION – 3 healthful meals a day, especially Breakfast, to replenish the energy stores tapped by stress. Actuarial research shows that 75% of all industrial accidents happen to people who do not eat breakfast!

The student will be practicing in a HIGH RISK ENVIRONMENT, caring for HUMAN LIVES. The Surgical Technology student is, therefore, obligated to obtain adequate rest and nutrition to meet the demands of their practice. Failure to do so is considered Unprofessional Conduct and may be subject to disciplinary action.

PROFESSIONAL CONDUCT

A student in this program is under constant observation by healthcare professionals, patients, and visitors both at the College and at the Clinical site. Failure to comply with the following rules of behavior may be grounds for dismissal from the program.
The student is expected to

- abide by the policies of the program as defined in this handbook.
- attend all classes and clinical days.
- be prompt to all learning sites, class and clinical.
- keep the Instructors and the Clinical Site managers informed as to absence/ tardiness
- arrive at each learning site prepared to learn, which means the assigned reading is completed, the student has materials for taking notes, and the student is dressed appropriately.
- submit assigned course work or required documentation on its due date.
- treat all persons and property with respect.
- observe the privacy and confidentiality of all persons.
- participate in class discussions and in team projects.
- accept constructive criticism to improve skills
- attend In-services and Morning Report at the Clinical Site

POLICIES

UNPROFESSIONAL CONDUCT

Be Advised: Hospitals may fire an employee who exhibits any of the behaviors listed below. A student shall be subject to disciplinary action including dismissal for these same behaviors:

1. Frequent absences.
2. Frequent tardiness.
3. Failure to submit documentation on time, or falsifying documentation.
4. Abusive, lewd, foul, or threatening behavior to patients, other students, faculty, or clinical staff members
5. Student was observed to be under the influence of drugs or alcohol.
*6. Student was observed committing plagiarism, or cheating, or stealing.**
7. Student is observed deliberately damaging College or Hospital property.

* Plagiarism is defined as copying another's work, or taking text from another source and passing it off as one's own work. Cheating is defined as copying answers from another student's test or obtaining answers from another resource during a test, or changing answers after the grading of a test.

PROBATION/ DISMISSAL POLICY

Violation of policies will result in verbal counseling. A report of the counseling will be placed in the student's records. If a second counseling is required, a contract of expected behavior or performance will be drawn up and signed by the student. A copy will be placed in the student's records and a copy will be given to the student. The student shall be placed on probation until the performance criteria, as written in the contract, have been met. Failure to meet the written behavior or performance criteria shall be cause for dismissal. The student will be informed in person and in writing of the reasons for his/her dismissal.

If the student demonstrates behavior described in points numbered 4 through 7 above, s/he will meet with the Instructors and receive a written dismissal notice. The student will then meet with the Dean of Math, Science and Technology to confirm the dismissal.

GRIEVANCE PROCEDURE

Should a student disagree with any policy or decision regarding his/her status in the program, s/he may initiate the following procedure for filing a grievance:

Step 1: The grievance shall be presented in writing to the Instructor within thirty (30) calendar days after the date on which it arises. The Instructor shall reply in writing within seven (7) calendar days after receipt of the grievance.

Step 2: If the grievance is not resolved at Step 1, the student must then submit the written grievance to the Dean of the Math, Science and Technology Department within seven (7) calendar days after the presentation of the Instructor's reply. The dispute is then handled by the college's grievance procedure. (**See the Skyline College Student Handbook**).

ADDITIONAL INFORMATION

SURGICAL TECHNOLOGY CLUB

The ST Club is one of several clubs on the college campus. Each Club is required to create and abide by a constitution, elect officers, and create and administer a budget. The ST Club has no dues, but monies are available through the Skyline Organization and Club Council (S.O.C.C.) part of the Student Activities Office. The club members may also engage in fundraising activities according to rules of the S.O.C.C. Monies can be used to fund club outings, activities to honor Surgical Technologist Week (September), and for the Graduation ceremony.

JOB PLACEMENT/ JOB FAIR

Annually, the job market in the Greater Bay Area is surveyed to assess the need for the Surgical Technology Program. This information is shared with the students. At the end of the Final semester, the Program sponsors a **Job Fair.** At the **Job Fair**, the students are introduced to recruiters from interested hospitals. Student attendance is mandatory.

A few weeks before the **Job Fair**, the students will attend a class on Interviewing Skills and Resume Writing taught by a Career Counselor. The class also advises on dressing for success. Additional services are available through the Counseling Department.

GRADUATION

A student who completes the General Education Requirements to obtain an Associate's Degree in Surgical Technology is invited to the College Graduation Ceremonies. Advice on obtaining an Associate's Degree will be made available to the student in the Fall semester. At any time, the student may make an appointment with a college counselor.

The graduating surgical technologists may choose to celebrate GRADUATION on the college campus in a manner in keeping with the college rules and in respect for the profession of surgical technologists. This may include a semi-formal ceremony with a presentation of certificates. Another option is an informal luncheon off campus. Arrangements for the graduation will be discussed at meetings of the Surgical Technology Club.

CERTIFICATES OF COMPLETION

Upon graduation, the student will receive a Certificate of Completion and a Letter of Recommendation. It is suggested the graduate bring these documents, along with the Final Clinical Evaluation, the Skills Checklist and the Case Tracking Log to any job interview. Job Placement services may be offered through the Counseling Department.

NATIONAL CERTIFICATION EXAM

There are three agencies that offer national credentials for the Surgical Technologist. However, the Association of Surgical Technologists recognizes only the National Board for Surgical Technologists and Surgical Assistants (NBSTSA). The NBSTSA has very strict rules for eligibility: The applicant must have graduated from a formal program which includes many hours of hands-on training, and the program must be accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP is affiliated with and supervised by the American Medical Association.

The Skyline College Surgical Technology Program has been accredited by CAAHEP since 2000.

PREPARATION FOR CERTIFICATION EXAM

If there is enough interest, the Instructor will arrange for a class to assist the grads to prepare for the National Certification Exam. The Class will include a discussion of the cost, application to and eligibility for the exam. The class will also cover test-taking techniques, and assessments. Several noted Preparation texts will be reviewed. (See examples next page)

RESOURCES FOR PREPARATION

Appleton & Lange's Review for the Surgical Technology Certification Exam, Allmers & Verderame, 5th Edition, Appleton & Lange

Surgical Technology Exam Review, 3rd Edition, Rogers, Boegli, & LaRue, 2013, Pearson

***Surgical Technologist Certifying Exam Study Guide, 2nd Ed., 2007, Association of Surgical Technologists, Inc.**

Surgical Technology Review, Chambers & Roche, 2010, F.A. Davis Co.

***This resource is provided as part of the Gold Student Membership Bundle from the Association of Surgical Technologists. (See Page 14)**

DIRECTORY

Skyline College

Math, Science & Technology Department…… 650-738-4221
Fax: 650-738-4299
Dean, Ray Hernandez, MS…….. 650-738-4354
Director, Allied Health Programs, Ijaz Ahmed …… 650-738-4457
Surgical Technology Program Director ……..…… 650-738-4470
Alice Erskine, CST, RN, MSN, CNOR……e-mail erskine@smccd.edu
Fax: 650-738-4299
For Emergencies Only! ***Cell: 510-427-9148***

Clinical Instructor:
Michael Wasilewski, CST, CRCST……. Office: 650-738-4416
Cell: 650-438-9310
e-mail: wasilewskim@smccd.edu

Please, make every effort to discuss your concerns during regular office hours (0800-1700).
KEEP the phone numbers of the Instructor handy in case of an emergency.

Alice's Cell phone number is for Emergencies Only!

APPENDIX A: Required Clinical Skills For SURG 441

SURGICAL TECHNOLOGY PROGRAM
CLINICAL LABORATORY SKILLS
Check-off Sheet

STUDENT NAME:_____

To pass, the student must be able to perform each skill accurately and safely. Student must be able to recognize an error without prompting. The error must be corrected immediately and appropriately.

PASSING INSTRUMENTS

	Error	Correction	Pass/Fail	Comment
Hand-held Retractor				
Self-retaining Retractor				
Mount Blade and Pass Scalpel				
Forceps				
Needle Holder w/ Suture				
Hypodermic syringe				
Tie-on-a-Passer				

ASEPTIC TECHNIQUE

	Error	Correction	Pass/Fail	Comment
Opening Supplies				
Creating Sterile Field				
Hand Scrub				
Gowning & Gloving				
Gloving Surgeon				
Sterile Boundaries				
Draping Mayo Stand				

SUTURES

	Error	Correction	Pass/Fail	Comment
Threading Eye Needles				
Mounting Atraumatic Suture				
Passing Free Tie				
Mounting Tie-on-a-Passer				

COUNTS

	Error	Correction	Pass/Fail	Comment
Sponge				
Sharps				

Evaluator:_____ **Date:**_____

APPENDIX B: SURG 443 SKILLS LIST (Sample)

NAME _____

STUDENT SKILLS CHECK LIST (*Sample)*

Student: Ask a nurse or surgical tech at your Clinical Site to **initial** your ability to perform these skills. Then, have them **sign next to their initials** at the end of this form.
Evaluator: Please observe the student for competency in the following skills. Verify by signing at the end of this form. Thank you

	PASS	FAIL	NO.EXP
1. TRANSPORTING PATIENTS TO O.R.			
a. stretcher	_____	_____	_____(Initial)
b. bed	_____	_____	_____
c. crib	_____	_____	_____
d. wheelchair	_____	_____	_____
2. SECOND CIRCULATING DUTIES			
a. preparation of patient for anesthesia			
1. transfer patient from stretcher to O.R. table	_____	_____	_____
2. secures patient, use of arm-boards	_____	_____	_____
3. Position for spinal/epidural	_____	_____	_____
b. positioning of patient on O.R. table			
1. supine	_____	_____	_____
2. jackknife	_____	_____	_____
3. lithotomy	_____	_____	_____
4. fracture table	_____	_____	_____
5. supine for hand	_____	_____	_____
6. supine for knee arthroscopy	_____	_____	_____
7. lateral for chest/kidney	_____	_____	_____
8. head and neck	_____	_____	_____
9. lateral for total hip	_____	_____	_____
10. prone	_____	_____	_____

(Sample Last Page)

CHECK LIST (continued)	**PASS**	**FAIL**	**NO.EXP**
c. Set-up Endoscopy Equipment	_____	_____	_____
d. Set up Hypo/Hyperthermia Blanket	_____	_____	_____
e. Set up Uterine Evacuator	_____	_____	_____
f. Set up Liposuction machine	_____	_____	_____
g. Set up Headlights	_____	_____	_____
h. weekly cleaning/outdating	_____	_____	_____
i. picking cases	_____	_____	_____
j. Labor & Delivery			
1. Scrubbing on C-Section	_____	_____	_____
2. Assist w/ vaginal delivery	_____	_____	_____

Initial	**Signature**	**Initial**	**Signature**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPENDIX C: Final Clinical Evaluation
(Sample)

SURG 443: Clinical Practice for Surgical Technology
FINAL EVALUATION

Student: _____Date_____

Evaluator(s): _____

Evaluator: To pass this course, the student's technical and professional skills must be at the level of an Advanced Beginner. This is defined as a professional capable of making choices an demonstrating independent practice more than 90% of the time on cases for which s/he has experience. S/he must be independent on at least 5 different surgical procedures covering a variety of surgical specialties. Thank you.

Criteria/ Category

1. Student scrubs independently on at least 5 different procedures. (Please list these procedures) — PASS FAIL

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____

   COMMENT:

2. Student makes effort to obtain assignment; prepares by obtaining information re Dr's preference card, procedure, A & P. — PASS FAIL

   COMMENT:

3. Student follows principles of asepsis consistently. — PASS FAIL

   COMMENT:

4. Student consistently identifies when aseptic technique is broken. — PASS FAIL

   COMMENT:

5. Student makes appropriate correction when breaks occur. — PASS FAIL

   COMMENT:

6. On routine cases, student sets up Mayo stand and back table in an organized and efficient manner. COMMENT:	PASS	FAIL
7. Student demonstrates knowledge of instrumentation in at least four (4) surgical specialties. COMMENT:	PASS	FAIL
8. Student correctly identifies sutures and their appropriate usage. COMMENT:	PASS	FAIL
9. Student correctly identifies meds, their uses and actions. COMMENT:	PASS	FAIL
10. Student accurately labels meds; student provides info to surgeon, anesthesiologist & circulator re name and quantity of meds used. COMMENT:	PASS	FAIL
11. Student initiates sponge and sharps counts; student performs counts accurately and in a timely and efficient manner. COMMENT:	PASS	FAIL
12. Student demonstrates increasing speed in passing instruments and sutures in a safe manner. COMMENT:	PASS	FAIL
13. Student demonstrates increasing ability to anticipate surgeon's needs. COMMENT:	PASS	FAIL
15. Student responds to constructive criticism professionally. COMMENT:	PASS	FAIL
14. Student communicates with team members in an appropriate and effective manner. COMMENT:	PASS	FAIL

15. Student is punctual. COMMENT:	PASS	FAIL
16. Student uses free time effectively; e.g./ cleaning, picking cases, assisting other O.R. teams. COMMEMT:	PASS	FAIL
17. Student demonstrates principles of cost containment. COMMENT:	PASS	FAIL
18. Student demonstrates characteristics and skills of a surgical technologist at the level of an Advanced Beginner and is employable. COMMENT:	PASS	FAIL

Evaluator's Signature: _____

Student's Comments:

Student's Signature: _____

APPENDIX D: Surgical Case Requirements
Sample of Case Tracking Log

INSTRUCTIONS ON USING YOUR CLINICAL CASE TRACKING LOG (Version 2.0 - 2007)

1. Welcome to the 2007 version of the Clinical Case Tracking Log (CCTL). This software has been updated from previous v
should be compatible on most current Microsoft Windows© based operating systems.

2. To get started, insert the CD-R disc into your computer's CD drive. This will be the D-drive on most computers.

3. If the CD does not Run immediately, click the Start button and then click My Computer. You will now see an icon named
Drive (D:). Click this icon to Run the CD in your drive.

4. The MS-EXCEL© icon will appear, with the CCTL tag, on your desktop. You must now Save and re-name this file. To do
your Tool Bar and then click Save As. Re-name your file and move it to a File location of your choice. It may be very handy
file on your Desktop.

5. IMPORTANT: This program runs MS-EXCEL© in the background. Because there is no auto-save feature bui
EXEL©, **YOU MUST SAVE YOUR DATA FREQUENTLY,** or you may loose all or part of your work.

6. There are 19 weeks shown for each case activity. Check the dates and correct them as needed.

7. The Index of Cases was set up for you so that you can enter and track important course and personal data as ne

8. The totals boxes will automatically tally as you enter your completed cases on each of the work sheets. The ov
automatically tally on the Program Totals for your overall case summaries.

9. When you have successfully copied the CCTL program to your computer, please return the CD to your profess

10. You are now ready to get started and best of luck to you from the entire CCTL team.

A sample f the Final Summary of this Excel Spreadsheet is on the next page. This program will be available on WebAccess or directly from the Instructor.

ATTENTION: DO NOT EDIT THIS PAGE

CLINICAL CASE LOG SUMMARY PAGE

NAME:

	GEN. SUR.	GENITO.	OB. GYN.	ORTHO.	CORE-ENDO.	SP-ENDO.	PLASTICS	ORAL. MAX.	OPHTHAL.	PERI VAS	CARDIO	NEURO	OTORHIN	TOTALS
TOTAL CORE INDEPENDENT LEVEL-1	0	0	0	0										0
TOTAL CORE INDEPENDENT LEVEL-2	0	0	0	0										0
TOTAL CORE INDEPENDENT LEVEL-3	0	0	0	0										0
TOTAL CORE INDEPENDENT NO LEVEL					0									0
TOTAL NUMBER OF INDEPENDENT CORE CASES	0	0	0	0	0									0
TOTAL SPECIALTY INDEPENDENT LEVEL-1							0	0	0	0	0	0	0	0
TOTAL SPECIALTY INDEPENDENT LEVEL-2							0	0	0	0	0	0	0	0
TOTAL SPECIALTY INDEPENDENT LEVEL-3							0	0	0	0	0	0	0	0
TOTAL SPECIALTY INDEPENDENT NO LEVEL						0								0
TOTAL NUMBER OF SPECIALTY INDEPENDENT CASES						0	0	0	0	0	0	0	0	0
TOTAL NUMBER OF ALL CASES SCRUBBED (SP & SI)	1	0	0	0	0	0	0	0	0	1	0	0	0	2

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