



# Surgical Technology Program

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Student Handbook  
2019 - 2020

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



Skyline College  
Surgical Technology Program

I have received the student handbook in paper and/or digital format, read the policies and procedures, and accept that I am responsible for all the information set forth in the Skyline College Surgical Technology Student Handbook.

Student Name: \_\_\_\_\_

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

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



## Skyline College Surgical Technology Program

**Welcome** to the world of Surgical Technology. This is an exciting, challenging, and rewarding career. 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.

The Student Handbook is designed to orient you to the Surgical Technology 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, MSN, RN, CST, CNOR  
Program Director

Monica Franciosa, DSc, CST  
Clinical Coordinator

Mary McKay, CST, AS  
Laboratory Assistant

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# Program Calendar 2019 – 2020

## **Summer 2018**

MEDA 415: Law and Ethics for the Allied Health Professionals

SURG 440: Basic Sciences for Surgical Technology

June 3                      First Day of Class  
August 7                    Final Exam  
August 8 -13               Semester Break

## **Fall 2019**

SURG 441: Patient Care Concepts

SURG 451: Surgical Skills Lab

August 14                    First Day of Class  
September 2                Labor Day Holiday  
September 15 – 21        National Surgical Technologist Week  
October 9                    Flex Day (no Classes)  
November 11                Veterans' Day (no Classes)  
November 28 - 29        Thanksgiving Break  
December 12                Final Exam

## **Spring 2020**

SURG 442: Surgical Specialties

SURG 443: Clinical Practice for Surgical Technology

The ST Program begins early again due to a large amount of academic material.

January 8 & 9 First Days of Class (SURG 442)  
January 20                    Martin Luther King's Birthday  
January 13                    First Day of Clinical (SURG 443)  
February 14                   Lincoln's Birthday (Observed)  
February 17                   Presidents' Birthday  
Mar. 28 to Apr. 5            Spring Break  
May 15                        Last Day of Clinical  
May 18 to 22                CST Exam Prep Class  
May 26                        Final Exam  
May 29                        College Graduation  
June 1                         Surgical Technology Program Celebration

## **Summer 2020**

June 29                        Web-based Certification Exam

## Goal Statement

The Surgical Technology Program's goals are to

1. Prepare the student in the psychomotor skills and techniques necessary to perform the role of the Surgical Technologist.
2. Offer guidance and model behavior to the student to enhance the affective domain of learning.
3. Provide information about Surgical Technology and to stimulate critical thinking.

## 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](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33768  
312-553-9355

## Philosophy

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 and answer period covering the previous day's assigned reading
- Self-instruction modules, written and on computer
- Lectures, demonstration, audio-visuals, and class exercises
- Clinical skills labs, clinical performance and evaluations

## LEARNING METHODS

- Own the responsibility to learn - Participate!
- Be prepared, check the syllabus and course schedule. Read the outline and assigned readings **BEFORE** the lecture so misconceptions can be cleared up during the lecture. Read each learning objective and check if each one were met. HINT: Objectives are clues to what the exams will cover.
- LISTEN FIRST! Then, take notes: use key words. Avoid writing every word – Summarize.
- 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.
- Utilize your classmates for support. Remember, you are all in the same boat.
- 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.
- If you are having a problem with the course material, or your clinical performance, see the instructor immediately.
- Above all, make learning FUN!





## Objectives

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

1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to the roles and responsibilities of a Surgical Technologist.
2. Recognize the actions and applications of medications used in the perioperative setting.
3. Identify commonly-used equipment and supplies used in the perioperative setting.
4. Apply principles of asepsis to any perioperative event.
5. Demonstrate safe practices according to the standards of professional healthcare organizations with regards to the patient and members of the Surgical Team.
6. Perform competently the skills of a Surgical Technologist.
7. Apply the knowledge and skills of a Surgical Technologist to address the psychosocial needs of a surgical patient.
8. Use legal, moral and ethical principles to evaluate the care of a surgical patient.
9. Acknowledge and value the characteristics of diverse communities.
10. Demonstrate professional attributes of a Surgical Technologist.

## Student Learning Outcomes

Upon completion of the 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.

# Admission 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 8 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/without glasses or contacts
- Effective verbal communication in English without visual clues



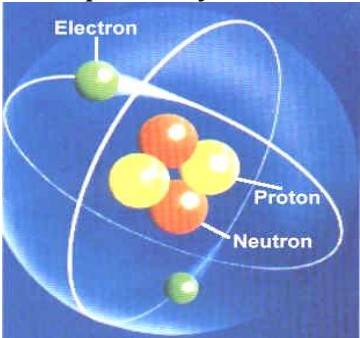
## TRANSPORTATION

Reliable transportation to and from the college, clinical site, and field trip assignment is **mandatory**. Examples of reliable transportation include automobile, motorcycle or scooter. Hospital sites can range from a few blocks to 80 miles away from your home depending on the availability. Requests for specific clinical placement will be taken into consideration; however, there is **no guarantee** this will be possible.

## COMPUTER SKILLS

- Able to access WebSMART, CANVAS, and other websites/applications
- Use of a computer, laptop, tablet, and/or smartphone with a reliable internet connection
- Use of MS Word, MS Excel, and MS PowerPoint
- **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.

## ACADEMIC REQUIREMENTS

| Course Name   | Graded Work  | Non-Graded Work   |
|---|--|---|
| <b>MEDA 415:<br/>Law and<br/>Ethics for the<br/>Allied Health<br/>Professionals</b> | I. Written Assignments<br>II. Weekly Quizzes<br>III. Projects<br>IV. Final Exam  |   |
| <b>SURG 440:<br/>Basic<br/>Sciences</b>   | I. Written Assignments <ol style="list-style-type: none"> <li>1. Medical Terminology – Translate a section of a surgical textbook into lay terms.</li> <li>2. Pharmacology – Research and report on an ophthalmic medication using the internet.</li> </ol> II. Weekly Quizzes (~2 per week)<br>III. Final Exam<br>IV. Professionalism (see <a href="#">page 20</a> for the Attendance Policy) | Self-learning modules on:<br><b>OR Pharmacology</b>  |
|   | <p><b>Note: the student must successfully complete both classes prior to entering the fall classes.</b></p>  | <b>Microbiology</b>                                 |
|   |  | <b>Conceptual Physics</b>                          |
| <b>SURG 441:<br/>Patient Care<br/>Concepts</b>                                      | I. Weekly Quizzes (~2 per week)<br>II. Final Exam (comprehensive, including SURG 440, 441, and 451)  |   |
| <b>SURG 451:<br/>Surgical<br/>Skills Lab</b>  | I. Assignments and Quizzes<br>II. Skills Evaluations (x4)<br>III. Projects <ol style="list-style-type: none"> <li>1. Oral Presentation</li> </ol>  | Additional lab practice time (3 hours per week)<br>Skills checklist   |

| <b>Course Name</b>   | <b>Graded Work</b>  | <b>Non-Graded Work</b>  |
|--|---|---|
|  | 2. Video of Skills Project<br>IV. Final Skills Evaluation   |   |
|  | <b>Note: the student must successfully complete both classes prior to entering the Spring classes</b> |   |
| <b>SURG 442:<br/>Surgical<br/>Specialties</b>                              | I. Weekly Quizzes<br>II. Final Exam (comprehensive including SURG 440, 441, 451, 442, and 443)        |   |
| <b>SURG 443:<br/>Clinical<br/>Practice for<br/>Surgical<br/>Technology</b> | Final Clinical Evaluations (one for each rotation)  | <ol style="list-style-type: none"> <li>1. <u>Weekly clinical evaluations</u> from the preceptor</li> <li>2. <u>Surgical case logs</u> – documentation of various surgical procedures the student has experience</li> <li>3. <u>OR skills checklist</u> – a record of clinical skills acquired by the student and verified by the preceptor</li> <li>4. <u>Clinical journals</u> – daily reports of the student's clinical experience<br/>Note: Clinical evaluations, journals, and time cards must be submitted every Wednesday.</li> </ol> |
| <b>SURG 455:<br/>CST Exam<br/>Prep</b>                                     | I. Assignments<br>II. Quizzes<br>III. Final Practice Exam   | 1. National Board of Surgical Technologist and Surgical Assistants Certification Exam   |

# Program Requirements

## REQUIRED TEXTS

**All textbooks 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 the Skyline Bookstore one week before the first day of class, or on-line at [www.amazon.com](http://www.amazon.com) or other sites.**

### SUMMER / SURG 440:

Legal and Ethical Issues for Health Professionals, 4<sup>th</sup> Ed. Pozgar, G., 2014, J & B Learning.  
Understanding Anatomy & Physiology: A Visual, Auditory, Interactive Approach, 2<sup>nd</sup> Edition, Sloan Thompson, 2015, FA Davis  
Any Medical Dictionary, textbook or software. Examples: Mosby's, Taber's, or Dorland's

### FALL/ SURG 441 & 451:

Surgical Technology for the Surgical Technologist, Fifth Edition, AST, Inc., 2016, Delmar Cengage Learning  
Differentiating Surgical Instruments, 2nd Edition, Rutherford, 2012, F.A.Davis Company  
Surgical Technology Laboratory Manual, Olivares, 2017

### SPRING/ SURG 442,443, 455:

Alexander's Surgical Procedures, Rothrock & Alexander, 2012, Mosby  
Surgical Technology Certification Exam Review, Assoc. of Surgical Technologists, 2019

## RECOMMENDED TEXTS

(Available at Amazon.com or [www.ast.org](http://www.ast.org))

Microbiology for Surgical Technologists, Price & Frey, 2003, Thomson Delmar Learning  
Pharmacology for the Surgical Technologist, 4th Edition, Snyder & Keegan, 2016, Saunders  
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, & Professionalism in Surgical Technology, Jackson, 2007, Thomson Delmar Learning  
Suture and Surgical Hemostasis, Pienik, 2006, Saunders  
Differentiating Surgical Equipment and Supplies, Rutherford, 2010, F.A.Davis.

## SUPPLIES

### Required:

1. Skyline Scrub Suit (top, pants, hat and patch) for Lab Practice
2. Skyline I.D. Badge (For Spring, 2020)
3. Closed Toe Walking Shoes with Leather Uppers (No Sandals or Clogs)

### Recommended:

1. Three-Ring Binders, 3", several
2. College-ruled paper, several packages
3. 3" x 5" Index Cards (For flashcards)
4. Pocket Dividers for Handouts
5. Lunch bag or Cooler

### For Clinical:

1. Combination Lock for Locker at Clinical site
2. Support Hose for Men or Women (Available at most drug stores)
3. Pocket notebook, 4" x 5", for Clinical notes

# Program Outline

## MEDA 415: Law and Ethics for the Allied Health Professionals

- I. Overview of Medical Law, Ethics, and Bioethics
- II. The U.S. Legal System
  - A. Legal Terminology
  - B. Legal Concepts and Doctrines
  - C. Classifications of Law
- III. Legal System for Healthcare Professionals
  - A. Medical and Nursing Practice Acts
  - B. Standard of Care
  - C. Negligence
  - D. Scope of Practice
- IV. Professionalism, Communication, and Teamwork
  - A. Professional Organizations and Credentialing
  - B. Licensure and Certification
  - C. Employability Skills
  - D. Effective Communication
  - E. Conflict Resolution
- V. Professional Liability and Medical Malpractice
  - A. Standards of Conduct
  - B. Res Ipsa Loquitur
  - C. Malpractice Prevention
  - D. Law of Agency
- VI. Workplace Law and Ethics
  - A. Codes of Ethics
  - B. Diversity and Cultural Considerations
  - C. Health and Safety Regulations
  - D. Workplace Privacy and Discrimination
- VII. Patient Medical Record
  - A. Electronic Medical Record
  - B. Confidentiality and HIPAA
  - C. Patient Rights
- VIII. Relevant Ethical and Bioethical Issues in Healthcare
  - A. Genetic Engineering
  - B. Organ Transplantation
  - C. Contraception, Artificial Insemination, Surrogacy
  - D. Death and Dying

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

## SURG 441: 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
    - iv. The Operating Room Suite
- II. The Preoperative Phase
  - A. Patient Care
    - i. Biopsychosocial Needs of the Patient
    - ii. Preoperative Preparation Routines and Review of the Chart
    - iii. Patient's Rights and 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. Surgical Attire
  - b. Hand hygiene
  - c. Surgical Scrub
  - d. Gowning & Gloving
  - e. Skin Preparation and Urinary Catheterization
  - f. 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. Post-anesthesia Care
    - ii. Death and Dying
  - B. Case Management
    - i. Basic Routine
    - 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

- B. Healthcare facility information
  - i. Healthcare organization and management
  - ii. Physical environment
  - iii. Hazards to patients and personnel

SURG 451: Surgical Skills Lab

- I. The Operating Room
  - A. Structure and Function
  - B. Furniture and Equipment
  - C. Traffic Patterns
- II. Operating Room Attire
- III. Operating Room Routine
- IV. Surgical Instruments
  - A. Identifying Types and Function
  - B. Care and Safe Handling
  - C. Passing of Instruments
  - D. Disinfection, Assembly, and Sterilization
- V. Operating Room Supplies and Equipment
- VI. Aseptic Technique
  - A. Hand Hygiene
  - B. Surgical Hand Scrub
  - C. Gowning and Gloving
  - D. Setting Up a Sterile Field
  - E. Opening Sterile Supplies
  - F. Draping the Patient
  - G. Preserving the Sterile Field
  - H. Troubleshooting
- VII. Patient Care
  - A. Transportation and Positioning of the Surgical Patient
  - B. Skin Preparation
  - C. Assisting with Hemostasis
  - D. Assisting with Wound Closure
  - E. Professionalism
  - F. Communication Skills
  - G. Troubleshooting
- VIII. Mock Surgery
  - A. General Surgery
  - B. Minimal-Invasive Surgery (MIS)
    - i. Diagnostic Laparoscopy
    - ii. Laparoscopic Appendectomy

- iii. Laparoscopic Cholecystectomy
- C. Tonsillectomy and Adenoidectomy (T&A)
- D. Dilatation and Curettage (D&C)
- E. Minor Hand and Plastic Procedures
  - i. Removal of Mass
  - ii. Lumpectomy
  - iii. Breast Biopsies

**SURG 442: Surgical Specialties**

- 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
  - H. Minimally Invasive Surgery
  - I. General Surgery
  - J. Obstetric and Gynecologic
  - K. Genitourinary
  - L. Otorhinolaryngology
  - M. Plastic and Reconstructive
  - N. Orthopedic
  - O. Ophthalmic
  - P. Peripheral Vascular
  - Q. Cardiothoracic

- R. Neurosurgery
- S. Oral & Maxillofacial
- T. Transplant

### III. Employability Skills

#### SURG 443: Clinical Practice for Surgical Technology

- I. Surgical Case Rotation Requirements
- II. The Role of the Surgical Technologist in the Scrub Role
  - a. First Scrub Role
  - b. Second Scrub Role

#### SURG 455: Certification Surgical Technologist Exam Preparation

- I. Introduction
  - a. Importance of Certification
  - b. Exam Content Outline
  - c. Recommended Resources
- II. Study Seminar
  - a. Reading Methods
  - b. Study Habits
  - c. Test Taking Strategies
- III. Surgical Case Management
  - a. Preoperative Case Management
  - b. Intraoperative Case Management
  - c. Postoperative Case Management
- IV. Surgical Specialties
- V. Practice Exam

### Resources

Surgical Careers Center: Textbooks, Journals, CDs.

Skyline Library and Interlibrary Loan System (Building 5)

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

Association of Surgical Technologists: scholarships, professional development, and publications ([www.ast.org](http://www.ast.org))

Association of periOperative Registered Nurses: ([www.aorn.org](http://www.aorn.org))

**“The best resources in the universe can only help if you utilize them”**

### **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**

## **Policies and Procedures**

### **ACADEMIC INTEGRITY**

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. The work you submit must be your own. The Skyline College Student Handbook has a complete statement defining cheating and plagiarism. If you are caught cheating, you will receive a zero on the test and must report to the Supervisor of the Allied Health Programs. If there is a second incident, you will be subject to disciplinary action including possible suspension or dismissal from the Program.

## ASSIGNMENT OF CLINICAL SITE

- The clinical coordinator will assign students according to each student's academic performance (attendance, grades, and professional demeanor). **The location of the facility, time of shifts, and personnel assigned are not guaranteed.** Negotiations of assignments are prohibited. A clinical assignment may be rescinded or modified at any time. The clinical coordinator will make an effort to obtain a placement within a 50-mile radius of the student's home.
- Negotiations of assignments are prohibited and refusal of an assignment will result in the loss of priority placement.
- A clinical assignment may be rescinded or modified at any time as result of changes in clinical placement availability.
- A student who refuses an assignment and/or fails to demonstrate competency by the end of the Spring semester, will receive a grade of "No Pass" and will be required to re-register for the course the next time it is offered.
- If a clinical assignment is not completed by the end of the Spring semester due to clinical site placement delay, the student will receive a grade of "Incomplete" and will be offered an opportunity in the Summer semester provided site placements and personnel are available to supervise as clinical instructors.
- A student who is unable to complete their training by the end of the Summer, due to clinical site placement delay, will receive a grade of "Incomplete" and will have to return the following year the course is offered.

Delays in starting the clinical training may occur due to illness/injury, or unforeseen events. If a student is delayed more than two weeks, he or she must participate in a supervised lab at least once per week. This is to ensure the student maintains an acceptable skill level and is ready to start training in the O.R.

## ATTENDANCE

Attendance is **mandatory**. This includes arriving to class and the clinical site on the scheduled time, in appropriate attire, and prepared to report for duty. Regular attendance in class and clinical is an obligation assumed by every student at the time of registration.

### ABSENCES

Tardiness x3 = 1 absence

Absences x3 = verbal warning

Absences x5 = verbal warning, written warning, deduction of points from grade

Absences x7 = disciplinary action including but not limited to being dropped from the course and dismissal from the program.

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."

|  |   |
|--|---|
| Summer   | Three (3) absences are allowed.                       |
| Fall   | Five (5) absences are allowed.                        |
| Spring   | Three (3) absences per clinical rotation are allowed. |
| ***For every day absent over the limit, the student will have five (5) PERCENTAGE POINTS subtracted from the Final grade for the semester. |   |

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.

### 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 is 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 Time Card that will be signed daily by the Operating Room Nurse Manager or Charge Nurse. Time cards are turned into the Instructor on a weekly basis. Three (3) occurrences of tardiness is an equivalent of one (1) absence.

NOTE: For excessive tardiness and/or failure to notify the Program office BEFORE the start time of Class or Clinical days, the student will have five (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 fail the program.

NOTE: O.R. managers routinely review a student's attendance record before a student is considered for clinical placement.

#### NOTIFICATION PROCEDURE

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

1. Keep office/cell numbers of the Instructors and Clinical sites with him/her at all times.
2. Call the office phone or cell 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 several days' notice prior to the absence in writing. Do NOT email the office the day of the absence. O.R. Nurse Managers do not have time to check the email for absent workers. Neither does the Instructor.

#### LEAVE OF ABSENCE

For leave of absence (LOA) 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 the physician verifying that the student still meets the physical requirements for training in this program. Leaves are granted according to the following and must meet **all** of the following requirements:

- 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.

Note: 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.

### **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 Screening. Applications for this service are mailed to the program candidates who must assume the fee of \$98.00. (Note: This service requires the student to submit his/ her Social Security number.) Should there be any criminal history or a positive drug screen, the Program Director, Allied Health Director, the Division Dean and the Vice Chancellor of Human Resources will review the results. The student will be advised as to his or her status in the program. 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.

### **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.

### **COURSE 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 class schedule may be subject to change with a 24-hour verbal/written notice. Therefore, it is the student's responsibility to keep the Syllabus at hand and refer to it daily. Readings assigned for a class must be read PRIOR to that class.

### **DISMISSAL POLICY**

Violation of any policies set forth in the Surgical Technology Student Handbook and/or Skyline College Catalog will first result in a verbal counseling. If a second counseling is required, the Student and the Instructor will meet with the Supervisor of Allied Health Programs to determine disciplinary action. A written contract of expected behavior or performance may 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 may be cause for dismissal. The student will be informed in person and in writing of the reasons for his/her dismissal.

### **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. As representatives of the college and ST program, students are advised to dress accordingly.

- In lab, students are required to wear the Skyline scrub suit uniform (top, pants, and hat)
- In the clinical site, the student shall wear a hospital-provided scrub suit according to the policy of the institution.
- The student is to wear the Skyline College ID badge 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 in addition to eyeglasses.
- 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.
- Any scented lotions and strong perfumes should be avoided due to sensitivity and allergies of other patients and staff.
- At the Clinical site, student cell phones and other electronics are not allowed in the O.R.

#### HOURS & LOCATION

##### Summer:

MEDA 415: Mon, Wed. 12:30 pm – 2:15 pm

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

**Class starts on the hour, just like in the O.R. These hours include a 15-minute break.**

##### Fall:

SURG 441: Mon., Tues., Wed., Thur. 8:00 – 11:30 am\*

SURG 451: Mon., Tues, Wed., Thur. 12:00 – 2:00 pm

\* There is one 15-minute break in the a.m. and one in the p.m. Lunch is 30-minutes.

\*\* Note the hours posted in the College Catalog reads: “Plus 3 hours per week by arrangement.” These are additional **required** hours to practice skills during open lab.

##### Spring:

SURG 442: Wed. 8:00 – 2:00 pm \*

SURG 443: Mon., Tues., Thurs., Fri. Hours may be between 7:00 and 4:30 pm. (the most common Day Shift hours are 7 am to 3:30 pm) \*\*

\* These hours include two 15-minute breaks and a 30-minute lunch.

\*\* These hours are arranged by the clinical coordinator and facility; they are also subject to change.

SURG 455: Third week in May. M, T, Th, Fr 8:00 am to 2:00 pm

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. An off-campus field trip assignment may be required and located in one of our Bay Area hospital affiliates. The wise student checks the Syllabus daily for the location of the classes and for reading assignments. Various hospital sites across the San Francisco Bay Area (and beyond) are utilized for Clinical Experience such as Seton, Peninsula, Stanford, Kaisers, Santa Clara Valley, SF General and others. Therefore, reliable transportation is **mandatory**.

### Grading Policy

#### Grading Scale

| Percentage  | Letter Grade** | Pass or No Pass* |
|-------------|----------------|------------------|
| 93 – 100%   | A              | P                |
| 84 – 92%    | B              | P                |
| 75 – 83%    | C              | P                |
| 70 – 74%    | D              | NP               |
| 69% or less | F              | NP               |

\* Only SURG 451, SURG 443 and SURG 880 can be taken for a grade of P/NP.

\*\*This scale was set by the Surgical Technology Program Advisory Board. 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

| COURSE REQUIREMENTS   | % OF GRADE |
|---|------------|
| <b>MEDA 415: LAW AND ETHICS FOR THE ALLIED HEALTH PROFESSIONALS</b> |            |
| <b>WRITING ASSIGNMENTS</b>  | 25%        |
| <b>PROJECTS</b>   | 25%        |
| <b>MIDTERM AND FINAL EXAMS</b>                                      | <u>50%</u> |
|   | 100%       |
| <b>SURG 440: BASIC SCIENCES FOR ST</b>                              |            |

|   |                 |
|---|-----------------|
| <b>QUIZZES AND ASSIGNMENTS</b>            | 60%             |
| <b>FINAL EXAM</b>                         | <u>40%</u>      |
|   | 100%            |
| <b>SURG 441: PATIENT CARE CONCEPTS</b>    |                 |
| <b>QUIZZES AND ASSIGNMENTS</b>            | 60%             |
| <b>FINAL EXAM</b>                         | <u>40%</u>      |
|   | 100%            |
| <b>SURG 451: SURGICAL SKILLS LAB</b>      | PASS or NO PASS |
| <b>FINAL SKILLS EVALUATION</b>            | PASS or NO PASS |
| <b>SURG 442: SURGICAL SPECIALTIES</b>     |                 |
| <b>QUIZZES</b>                            | 60%             |
| <b>FINAL EXAM</b>                         | <u>40%</u>      |
|   | 100%            |
| <b>SURG 443: CLINICAL PRACTICE FOR ST</b> |                 |
| <b>CLINICAL PERFORMANCE</b>               | PASS or NO PASS |
| <b>PROFESSIONALISM</b>                    | PASS or NO PASS |
|   |                 |
| <b>SURG 455: CST EXAM PREP</b>            | PASS or NO PASS |
|   |                 |
|   |                 |

Each semester, the student achieves points from quizzes, assignments and the Final Exam. For Example: **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 (60% of the semester grade) and the student has earned 54 points. If the student scored an 85% on the Final Exam, this is multiplied by the WEIGHT of the Final (40% of the semester grade) or 34 points. Thus 54 + 34 = Final grade of 88%.

*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 35](#).

#### INCOMPLETES

A grade of Incomplete is given 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 stated in the Leave of Absence policy (See [Page 21](#)). 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.

#### QUIZZES AND FINAL EXAMS (Note special circumstances below in \***BOLD**)

Quizzes and final exams are worth 100 points each. Quizzes as well as PowerPoint slides and Objectives for course material are found on the CANVAS website. The quizzes are timed and the student has two (2) opportunities to take the exam. \*There will be at least two (2) quizzes that each have a lab practical component to them. Therefore, these will be given in the classroom using a Scantron Sheet and #2 pencils. **If a student fails to sign in on the day this type of quiz is given, the student shall receive a zero (0) for the grade.**

The Final Exams are comprehensive covering all subject areas for the semester. The students take Final Exams in the classroom, using Scantron sheets and #2 pencils. The exams are timed.

#### WRITING ASSIGNMENTS (MEDA 415, SURG 440, SURG 441, SURG 455)

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.

## **GRADUATION**

A student who completes the General Education Requirements to obtain an Associate's Degree or a Certificate of Completion in Surgical Technology is invited to the College Graduation Ceremonies. Students who wish to obtain an Associate's Degree should see a Counselor in the Fall semester.

### **SURGICAL TECHNOLOGY PROGRAM COMPLETION CEREMONY**

The graduating surgical technologists may choose to celebrate COMPLETION 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 from the Admissions and Records Department, and a Letter of Recommendation from the Program Director. 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.

## **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 and the Supervisor of Allied Health Programs 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 Math/ Science and Technology 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).

## **HEALTH POLICY**

### **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)
- 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.

Conditions that prevent the student from training at the Clinical Site:

1. An injury that leaves an open or draining wound
2. Pain that must be treated by a Controlled substance (ex: Vicodin, Demerol, etc) The student may return to training when the wound has formed a scab or the pain medication is no longer needed. A Dr.'s clearance will be required before the student is allowed to return to training. (See Attendance Policy)



## HEALTH SCREENINGS

Prior to entry into SURG 443, every student must pass a Physical Exam and Immunization Screening. Required screenings include proof of immunity to **all** of the following:

- Hepatitis B  Varicella
- Measles, Mumps, Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (TDAP)

NOTE: “Proof” means a blood test (titer) showing immunity.

2. Tuberculosis (TB) clearance by either Two PPD Tests results or QuantiFERON, or chest X-ray. AND 3. Documented Seasonal Influenza vaccination

## 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 (or test) 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.

## SEASONAL INFLUENZA VACCINE

Every year a different version of the Influenza (“Flu”) Virus is identified for which Healthcare providers must be immunized. 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.

| <b>Skyline College Health Center Services</b><br><b>Building 2, Room 2209, 650-738-4270</b> |                  |
|---|------------------|
| Nurse Practitioner/ Physician Assistant Health Screenings                                   | \$30             |
| Blood Work (Test for Immunity)  | At Cost per Test |
| TB Test x2  | \$10/each        |
| Measles, Mumps, Rubella (MMR) Shots   | \$10             |
| Varicella   | \$10             |
| Tetatus, Diptheria, and Pertussis (TDAP)  | \$10             |
| Hepatitis B (Series)  | \$30             |
| Seasonal Flu Shot   | FREE             |

**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.

**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. Additional services are available through the Counseling Department.

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. 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.

**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.

## **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 and Prevention. The student shall be counseled by the Instructors and provided with a list of products containing latex and their alternatives. A Clinical Site must be found that can make accommodations such that the student's health would not be at risk while training. If a site cannot be found that can accommodate the latex-allergic student, she or he will not be able to complete the program.

## **NATIONAL CERTIFICATION EXAM**

There are two 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 said 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**

SURG 455 is an intensive review and prep course offered online at the end of the program to prepare the class for the National Certification Exam. The class includes 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.

## **RESOURCES FOR PREPARATION**

- Appleton & Lange's Review for the Surgical Technology Certification Exam, Allmers & Verderame, 5<sup>th</sup> Edition, Appleton & Lange
- \*Surgical Technology Exam Review, 3<sup>rd</sup> Edition, Rogers, Boegli, & LaRue, 2013, Pearson

**\*This resource is provided as part of the Gold Student Membership Bundle from the Association of Surgical Technologists. (See [Page 36](#))**

### **OFFICE FACILITIES**

The office tools and kitchen appliances are available for student use. The CD Player and LCD projector may be used by permission only. There are computers specifically for the use of students located in the classroom. There are also computers available in Building 6 and in the College Library in building 5.

### **PROFESSIONALISM**

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

1. Abide by the policies of the program as defined in this handbook.
2. Attend all classes and clinical days.
3. Be prompt and prepared to all learning sites, class and clinical.
4. Keep the Instructors and the Clinical Site managers informed as to absence/ tardiness
5. Arrive at each learning site prepared to learn, assigned reading is completed, the student has materials for taking notes, and the student is dressed appropriately.
6. Submit assigned course work or required documentation on its due date.
7. Treat all persons and property with respect.
8. Observe the privacy and confidentiality of all persons.
9. Participate in class discussions and in team projects.
10. Accept constructive criticism to improve skills

The following is a list of behaviors that are considered unprofessional and disruptive. Be Advised: Hospitals may fire an employee who exhibits any of the behaviors listed below. A student shall be subject to disciplinary action including possible dismissal for any of these behaviors including but not limited to:

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

### **PROFESSIONAL AFFILIATION**

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

- The Surgical Technologist journal (12-month subscription)
- 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 cost of the Exam Study Guide.*

### **RETURNING STUDENTS**

A student who is unsuccessful due to academic or nonacademic reasons and wishes to return to the program will be considered for re-entry on the basis of following merits:

1. The student's academic standing, attendance, clinical skills, attitude and behaviors during his or her involvement with the program.
2. Clear reasoning for the student leaving the program including academic, finances, job schedule, home, and family issues.
3. Resolution or the potential for resolution of the reason(s) for leaving the program.
4. Development of a Student Success Plan in order for the student to be considered for re-admission. Resources to help develop this plan may include but are not limited to, academic

support, financial aid, academic or personal Counseling, or consultation with the Disability Resource Center as it is applied case by case basis.

5. The faculty and clinical instructor's judgment on the student's potential to successfully complete the classroom and clinical phase of the training.
6. The availability of space and resources in the program.

The decision to allow the student to re-enter the Program shall be at the discretion of the Program Director after consultation with the Director of the Allied Health Programs and the Dean of Math, Science and Technology Division.

The Student Success Plan will be developed in collaboration with program faculty and academic counselor. The student will be notified once the decision has been made and the process for re- entry will be discussed. This will include:

- Review of deficiencies in student performance to stop out within program
- Student success plan strategies including resources to support successful completion
- Point of re-entry and specific preparation and/or academic/skills demonstrations
- Student responsibilities in carrying out plan

Student will notify Program Director of intention to re-enter program during open application period for subsequent cohort (January 15-April 1). Student will be notified of official re-entry following normal admissions procedures. Student will be expected to attend new cohort orientation and resubmit/update any requested admissions requirements (background check, drug test, physical, and immunization documentation).

The student is responsible for meeting expectations of the plan and will make regular contact with the academic counselor. The Program Director is responsible for monitoring the plan and to assist the student with resources to promote success. If at any given time the Student is non-compliant with the plan, an early alert will be sent activating further student support systems available at Skyline College.

### **SURGICAL TECHNOLOGY CLUB**

The ST Club is one of several clubs on the college campus. The purpose of the club is to promote collegiality among the members and support their goals of learning. 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), provide funds for members who wish to attend the AST national conference, and for the Endo-Year celebration.

### **SMOKING**

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

### **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.

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!

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

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.

## TUITION

| Fees *   | Amount           |
|--|------------------|
| <b>Skyline Enrollment Fee (\$46 per unit) x 33.5 units total**</b>       | \$1,541          |
| <b>Non-Resident Fee (\$258 per unit) x 33.5 units total</b>              | \$8,643          |
| <b>Parking, Health Center, Student Body, Student Union, etc.</b>         | ~\$146           |
| <b>Physical Examination and Immunizations (Skyline/Own MD)</b>           | \$110/\$240      |
| <b>Professional Association Membership and Certification Examination</b> | \$247            |
| <b>Background Check, Drug Screening, and CPR Card</b>                    | ~\$198           |
| <b>Textbooks an Misc. Supplies</b>                                       | \$650            |
| <b>Total Resident Fees</b>   | <b>~\$3,000</b>  |
| <b>Total Non-Resident Fees</b>   | <b>~\$10,100</b> |

\*Fees are subject to change per the California State Assembly

\*\*Enrollment fees are paid each semester

### Third Party Payments

When signing up for classes, a student can update information on WebSMART to indicate that his/ her fees are paid for by a third party. Documentation will be required. The college will also assist in identifying those students whose fees are paid for by third parties and not drop those students for non-payment. The student should check with the Cashiers Office to make sure they know the fees are paid for by a third party (e.g. Veteran's Administration, Department of Rehabilitation, etc.) Be aware that some third party payers only pay enrollment fees. The student is responsible for the other fees that are assessed students (e.g. health fee, student body fee, student representation fee, student union fee, instructional materials fees, etc.)



**WAVER RELEASE**



**Photo and Video Release Form**

I, the undersigned, give my permission to Skyline College to use my likeness (in still photography and/or video) in college promotional materials and commercials. I do not expect to be paid or compensated in any way for my role in the photography and I release all future rights to the images.

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

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent Signature (if model is under 18):**

\_\_\_\_\_

**Parent Name:** \_\_\_\_\_

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

*Please return this form to the office of Development, Marketing and Public Relations located in Building 4, Room 4329. For more information, please call: 650-738-4346.*

## **WORKER'S COMPENSATION**

### **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 FOR INJURIES 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:

1. 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.
2. 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

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.

## COURSE DESCRIPTIONS

### **MEDA 415: LAW AND ETHICS FOR ALLIED HEALTH PROFESSIONALS**

Legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bio-ethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services for the allied health professional.

### **SURG 440: BASIC SCIENCES FOR SURGICAL TECHNOLOGY**

Review of human anatomy for surgical procedures and common disease states requiring surgical intervention. The course also covers microbiology and operating room medications pertinent to the surgical technologist.

### **SURG 441: PATIENT CARE CONCEPTS**

This course provides the student with a theoretical and practical understanding of the technology and practices used in caring for a patient undergoing a surgical procedure.

### **SURG 451: SURGICAL SKILLS LAB**

During SURG 451, the student is expected to acquire and develop clinical skills at the level of a beginner. The student will receive a skills checklist (Appendix A). Every week, additional hours must be documented to practice skills. The skills must be demonstrated at an “acceptable” level to the instructor. The student is expected to practice these skills independently (without supervision) and in groups. The student will prepare for the final skills evaluation at the end of the semester. The final skills evaluation is cumulative and will be performed in a simulated mock surgery. This class is a **mandatory** requirement and the student must receive a grade of “pass” to progress to SURG 443: Clinical Practice.

### **SURG 442: SURGICAL SPECIALTIES**

Covers the most common procedures and equipment utilized by the surgical technologist during specialty surgery. These surgeries include neurological, cardiac and pediatric procedures. Prepares the student for the national certification examination. This course is a

series of lectures, demonstrations and online videos of the various surgical specialties. Course work includes study questions from the text and weekly quizzes. The Final Exam is 200 multiple-choice questions covering MEDA 415, SURG 440, 441, 442 and is graded by Scantron. The student must achieve a grade of 75% or better to pass the Surgical Technology Program.

### **SURG 443: CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY**

Most students will have one 8-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 512 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.

#### **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: Time Card

The hours that the student has spent in the Clinical Training must be verified by the Student Time Card. This is to be signed DAILY by the Charge Nurse or Nurse Manager. Each week, the student submits the Time Card along with the other required documents. (See below). To pass this course, the student must train for a minimum of 512 hours and remain in training until the completion of the Spring semester.

#### 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 responsibility 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.

### **SURG 455: CERTIFICATION EXAM PREP COURSE**

This course is a preparation and review for the Certified Surgical Technologist (CST) examination offered by the National Board of Surgical Technology and Surgical Assisting. To pass this course, the student must take the National Certification Exam. During the Fall semester, the student will be asked to submit a fee for the Gold Bundle which will cover the costs of the exam plus membership in the Association of Surgical Technologists.

## DIRECTORY

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

## APPENDIX A: SKILLS LAB FINAL EVALUATION

*(SAMPLE PAGE)*

To be modified, Fall, 2019



|                              | 4  | 3  | 2   | 1   |
|------------------------------|--|--|---|---|
| 1. Proper OR Attire          | Dressed in proper OR attire  | Missing article  | Missing two or more articles                              | Missing three or more articles                            |
| 2. Verification of Sterility | Sterility of all instruments and supplies were verified                    | One item unverified  | Two or more items unverified                              | Three or more items unverified                            |
| 3. Opening Sterile Field     | Sterile field was opened accordingly                                       | 1 field was opened inappropriately   | 2 or more fields were opened inappropriately              | 3 or more fields were opened inappropriately              |
| 4. Opening Sterile Supplies  | All supplies were opened appropriately                                     | 1 item was opened inappropriately  | 2 or more supplies were opened inappropriately            | 3 or more supplies were opened inappropriately            |
| 5. Hand Scrub                | Covered all surfaces   | Missing 1 surface  | Missing 2 or more surfaces                                | Missing 3 or more surfaces                                |
| 6. Hand Drying               | Hand drying correctly  | Hand towel touched scrubs but was changed                                    | Hand towel touched scrubs and was ignored                 | Hand Drying inappropriately                               |
| 7. Gowning                   | Gowning appropriately  | N/A  | N/A   | Gowning inappropriately                                   |
| 8. Gloving                   | Gloving according to close glove technique                                 | N/A  | N/A   | Gloving incorrectly                                       |
| 9. Sharps Safety             | All sharps were secured and accounts for                                   | 1 sharp unsecured or unaccounted for   | 2 or more sharps unsecured or unaccounted for             | 3 or more sharps unsecured or unaccounted for             |
| 10. Surgical Counts          | All counts were performed appropriately                                    | 1 count was missed or performed inappropriately                              | 2 or more counts were missed or performed inappropriately | 3 or more counts were missed or performed inappropriately |
| 11. Draping Mayo Stand       | Mayo stand draped correctly  | N/A  | N/A   | Mayo stand draped incorrectly                             |
| 12. Time Out                 | Time out performed <b>before</b> surgery start; participated appropriately | Time out performed <b>before</b> surgery start; participated inappropriately | Time out performed after surgery start                    | Time out not performed                                    |
| 13. Initial Counts           | Counts were performed appropriately  | 1 item was unaccounted for   | 2 or more items were unaccounted for                      | 3 or more items were unaccounted for                      |

NOTE: SURG 451 can only be taken with a grade of P/NP. To pass the class, the student must achieve a minimum grade of 75 points out of 100, or 75% on the final skills evaluation. A **second** and **FINAL** attempt will be given for students who do not meet the minimum grade. A grade of 74% or less on the second and final attempt will result in a grade of N/P for the course. This form is a sample and subject to change.

APPENDIX B: SURG 443: CLINICAL SKILLS CHECKLIST

*(Sample Page)*

Student: Ask a nurse or surgical tech at your 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 the O.R.           |      |      |         |
| a. Stretcher                                   |      |      |         |
| b. Bed   |      |      |         |
| c. Crib  |      |      |         |
| d. Wheelchair                                  |      |      |         |
| 2. Second Circulator Duties                    |      |      |         |
| a. Preparation of Patient for Anesthesia       |      |      |         |
| 1. Transfer patient from stretcher to OR table |      |      |         |
| 2. Secure patient, use of arm-boards           |      |      |         |
| 3. Position patient for spinal/epidural        |      |      |         |
| b. Positioning the Patient                     |      |      |         |
| 1. Supine                                      |      |      |         |
| 2. Jackknife                                   |      |      |         |
| 3. Lithotomy                                   |      |      |         |
| 4. Fracture Table                              |      |      |         |
| 5. Supine for Hand                             |      |      |         |
| 6. Supine for Knee Arthroscopy                 |      |      |         |
| 7. Lateral for Thoracic/Urology                |      |      |         |
| 8. Head and Neck                               |      |      |         |
| 9. Lateral for Hip                             |      |      |         |
| 10. Prone                                      |      |      |         |
| c. Set-up for Endoscopy                        |      |      |         |
| d. Set-up Hypothermia Blanket                  |      |      |         |
| e. Set-up Liposuction machine                  |      |      |         |
| f. Set-up Headlights                           |      |      |         |
| g. Cleaning/Outdating/Putting Away Go-backs    |      |      |         |
| h. Picking Cases                               |      |      |         |
| i. Labor and Delivery                          |      |      |         |
| i. Scrubbing in a C-Section                    |      |      |         |
| ii. Assist w/ Vaginal Delivery                 |      |      |         |

## APPENDIX C: FINAL CLINICAL SKILLS EVALUATION

**SURG 443: Clinical Practice for Surgical Technology**  
**EVALUATION Rotation #2**

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

| Students must demonstrate independent practice at the level of an advanced-beginner with more than 90% of the clinical decision making. The student has now completed 16-weeks in the operating room. What is their level of proficiency?  | Good –<br>Excellent        | Fair –<br>Acceptable  | Needs<br>Improvement   |
|--|----------------------------|-----------------------|------------------------|
| <b>Knowledge of Surgical Procedures</b> – list at least 5 different procedures the student can scrub independently. Additional comments from preceptors:   | 1.<br>2.<br>3.<br>4.<br>5. |                       |                        |
| <b>Aseptic Technique</b> – consistently practice the principles of asepsis. Can identify and any breaks in technique. Able to problem solve and make corrections appropriately.  | Independent                | Minimal<br>Assistance | Needs<br>Improvement   |
| <b>Safety</b> – accurately labels all medications, and reports to the team the name and quantity of medications used. Passes sharps and sutures in a safe manner.  | Independent                | Minimal<br>Assistance | Needs<br>Improvement   |
| <b>Preoperative Activities</b> – able to set up for a routine case in an organized and efficient manner. Practices efficient time management by assisting others, cleaning, and/or picking cases. Seeks new or additional learning opportunities.  | Independent                | Minimal<br>Assistance | Needs<br>Improvement   |
| <b>Intra/Postoperative Activities</b> – able to identify the correct suture, medications, and instruments, per application. Initiates the sponge/sharps counts and performs in a timely, efficient manner. Able to anticipate the surgeon’s needs.   | Independent                | Minimal<br>Assistance | Needs<br>Improvement   |
| <b>Professionalism</b> – demonstrates initiative by trying to find learning opportunities and shows an effort to prepare for assignments in regards to A&P, procedure, and preference cards. Responds to constructive criticism appropriately. Reports to morning meetings and returns from breaks in a punctual manner. | Independent                | Minimal<br>Assistance | Needs<br>Improvement   |
| <b>Employability</b> – Does the student demonstrate characteristics and skills of a surgical technologist at the level of an advanced beginner and is <b>employable</b> ?  | Yes                        | No                    | Needs More<br>Practice |
| Preceptor Name/s: _____<br><br>Reviewed by: _____<br><br>Student Signature: _____  | Student Comments:          |                       |                        |

