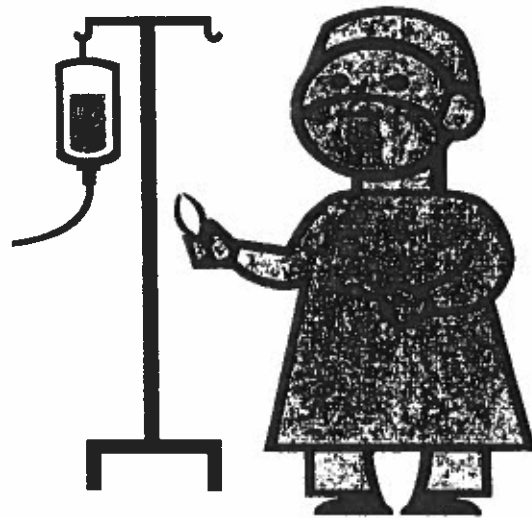


Surgical



Technology Handbook



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— CROSSVILLE —

Dear New Student,

It is my pleasure to welcome you to Tennessee College of Applied Technology Surgical Technology Program. Our program is designed to prepare you for a rewarding career in Surgical Technology!

It is my goal to assist in developing you into a Technologist capable of giving thorough, competent, supportive, and safe care to your patients. This is possible through the instruction and guidance of faculty, combined with your interest and enthusiasm. Together, we can accomplish major things working as a team.

Our student handbook and Surgical Technology objectives are designed to inform and explain the policies of the program more fully. I am here to assist you should you require assistance. I am happy to be available to you anytime.

Below I have listed my cell, and school telephone numbers for your convenience. Please feel free to call if you need help or would like further information.

My office number is (931)484-7502 ext 119 or toll free 1-877-811-7502 ext 119. A message can be left 24 hours a day. It is an automated system and can be accessed at any time. Anytime you must be absent or late, please call the office and leave a message.

Sincerely,

Melissa Pelfrey, AAS, CST, AHA-BLS Instructor

Melissa Pelfrey AAS, CST, AHA-BLS Instructor
Program Director- Surgical Technology Program
931-250-6928 cell

SURGICAL TECHNOLOGY HANDBOOK

MISSION STATEMENT

The Surgical Technology program serves as the premier supplier of workforce development through the state of Tennessee.

The ST program fulfills that mission by:

- *Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;*
- *Contributing to the economic and community development of the communities served by training and retraining employed workers;*
- *Ensuring that programs and services are economical and accessible to all residents of Tennessee; and*
- *Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.*

In accordance with ARC/STSA our mission also includes for the Surgical Technology Program to provide an educational experience designed to produce competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains that are successfully prepared to take the National Certification Exam.

- The program provides the qualified and motivated applicant with a learning opportunity in an environment that is supportive and responsive to their individual needs. Learning experiences are designed to help the student correlate theory with practice under the guidance of qualified faculty and/or preceptors.

HISTORY OF THE SURGICAL TECHNOLOGIST

A surgical technologist is a relatively new occupation within the operating room structure. About twenty years ago the organization was formed to unite on-the-job technicians. The idea was to promote the occupation and update education requirements. As a result, programs are now accredited by a national accreditation board thus assuring some uniformity in training preparation. Students who successfully complete the program are able to take a certification exam. This exam is recognized nationwide. This assures employers of the credibility of prospective employees.

Recently, a course curriculum was developed and made available by the association of schools. Tennessee College of Applied Technology - Crossville Surgical Technology Program will adhere to the Association of Surgical Technologists Core Curriculum to provide the three domains of learning to ensure graduates are upholding the standards of Surgical Technology. The association continues to provide continuing education and records continuing education of its members. Altogether, this is an effort to promote the status of the surgical technologist, maintain education, and assure the surgical technologist a continuing role in the operating room.

PROGRAM ACCREDITATION

All surgical technology programs under the Tennessee Board of Regents are accredited. Our surgical technology program is accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP). This

accreditation is provided in collaboration with the American College of Surgeons, and the Association of Surgical Technologists (AST). The program is reviewed annually by the Accreditation Review Committee for Surgical Technology and Surgical Assisting (ARC/STSA).

(CAAHEP)

The Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

Phone: 727-210-2350

Fax: 727-210-2354

www.caahep.org

DEFINITION

The Surgical Technologist is a skilled person qualified by didactic, laboratory, and clinical training to provide services under the direct and continuous supervision of qualified Instructors, and professional nurses and physicians within hospital areas intimately concerned with the principles and practices of surgical asepsis, namely the operating room.

PURPOSE

A Surgical Technologist is a specially educated person who performs assigned duties in the operating room under the guidance of a Registered Nurse (R.N). The purpose of the technologist program is to provide learning experiences which will enable the graduates of the program to function in the operating room and to obtain certification.

COURSE PHILOSOPHY

We believe there is a need for the training of individuals to perform the duties of a surgical technologist in hospital areas where surgical and related nursing procedures are performed.

These individuals should have maturity, good health, and the necessary background to gain knowledge and develop the skills to perform efficiently as surgical technologists.

The training course includes basic theoretical information, lab skills development, and clinical experiences planned and presented in a logical sequence to give the trainee a sound, continuous program. The program should include guidance information to develop an awareness of the human dignity of man and his physical, emotional, and spiritual needs.

Student Work Policy

Tennessee College of Applied Technology - Crossville is able to provide an educational work experience in the clinical setting through contractual agreements with area hospitals. All clinical training is supervised by hospital preceptors at a 1:1 ratio. Program instructors follow all student progress throughout the clinical experience. Students are not paid a stipend for clinical hours. They are not to replace paid hospital staff.

PROGRAM GOAL

To provide training for individuals in the field of Surgical Technology according to CAAHEP standards and guidelines. Upon completion of the program, the student should demonstrate the competencies in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required for entry-level positions in any of a variety of settings for modern operating rooms.

(CAAHEP)

**The Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org**

PROGRAM OBJECTIVES TO MEET THE GOAL

1. Recognize, respect, and provide for a patient's right to dignity, and confidentiality.
2. Provide a safe, efficient, and supportive environment for the surgical patient including, but not limited to, following established guidelines and procedures regarding patient care (including surgical count procedures, patient positioning, etc.)
3. Function efficiently and in a professional manner in all aspects of surgical care, during both routine and special duties and procedures, including the use of appropriate medical terminology.
4. Demonstrate knowledge of basic microbiology as it relates to aseptic technique and the prevention of wound healing complication.
5. Understand the principles and rationale of aseptic techniques and be able to practice these techniques in the surgical suite.
6. Explain the methods and principles of sterilization and disinfection and be able to apply these to aseptic technique.
7. Demonstrate knowledge of the proper cleaning, care, and sterilization or disinfection techniques required for surgical instruments, supplies, and equipment.
8. Demonstrate knowledge of anatomy and physiology and see the relationship between theory and practice in the diagnosis and treatment of surgical patients.
9. Demonstrate knowledge of basic surgical procedures and techniques and be able to identify and handle instruments, drapes, sutures, sponges and other supplies or equipment as required in these procedures.
10. Understand the meaning of pharmacological weights, measures, symbols, and abbreviations and apply knowledge of the actions of pharmacological

agents in order to individualize patient care for the patient receiving anesthetic agents.

11. Be able to identify emergency situation and use sound judgment in instituting established procedures to respond to emergencies in a calm and efficient manner.
12. Demonstrate initiative in expanding knowledge of new surgical procedures and technologies relating to the operating room and the surgical patient.

ABOVE ALL WE WANT TO PROVIDE THE VERY BEST POSSIBLE PATIENT CARE!

CONDUCT AND DISCIPLINARY ACTION POLICY

- A. Health Occupations Education students are expected to conduct themselves as law-abiding members of the community.
- B. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:
 1. Conduct that is dangerous or hazardous to another person's health, safety, or personal well-being, including physical abuse or immediate threat of abuse.
 2. Disorderly conduct, including behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, argumentative, or inappropriate for the classroom or affiliating agency.
 3. Students are **not** allowed to refuse to scrub on any surgical procedure.
 4. Misuse of/ or damage to personal property of the school, affiliating agencies, instructors/teachers, patients, and their families.
 5. Giving false information or withholding necessary information on student admission or enrollment at the institution.

6. Any unauthorized possession, ignition, or detonation of explosives, fireworks, or flammable materials.
7. Any unauthorized or illegal possession of or use of firearms or lethal weapons of any kind.
8. The unlawful possession, use, or sale of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogen, or marijuana).
9. Under the influence of, possession of, or the consumption of alcoholic beverages on school grounds, in clinical agencies, or while acting in the capacity of a Health Occupations student.
10. Gambling resulting in legal incarceration.
11. Failure to meet financial responsibility to the institution promptly including, but not limited to, passing of worthless checks or money orders in payment of financial obligations to the institution.
12. Failure to cooperate with or violation of school or affiliating agencies' policies.
13. Violation of state and federal laws or regulations prescribing conduct or established offenses.
14. Failure to cooperate with the school's affiliating agencies' supervisors and/or instructors.
15. Plagiarism, cheating, or other forms of academic or clinical dishonesty.
16. Inefficiency, inability and/or gross or repeated negligence in performance of assigned clinical duties.
17. Abandoning or neglecting a patient requiring nursing care.
18. Altering, falsifying, or making a willful misstatement of facts on a patient's chart or record.
19. Leaving the school premises or affiliating agency without notifying instructor/clinical supervisor.

20. Tardiness or absences beyond the approved number as stipulated under attendance policy.
21. Receiving personal visitors in the classroom or clinical facility except in an EMERGENCY or prior approval of the instructor.
22. **ANY** student without good personal hygiene will be disciplined and or terminated.

CODE OF ETHICS

- A. See Tennessee College of Applied Technology - Crossville student handbook.
- B. The fundamental responsibility of the student is to conserve life, to alleviate suffering, and to promote health.
- C. The student provides services based on human needs, with respect for human dignity, unrestricted by consideration of nationality, race, religious creed, color, or status.
- D. The student does not use professional knowledge and skill in any enterprise detrimental to the public good.
- E. The student understands and upholds the laws, and as a professional person, has specific responsibilities to work with others in promoting efforts to meet health needs of the public.
- F. The student is encouraged to support a professional organization of his/her choice.
- G. The student demonstrates and upholds standards of professional practice and education.
- H. The student maintains professional competence and demonstrates concern for the competence of other members of their profession.
- I. The student assumes responsibility for individual professional actions and judgment, both dependent and independent functions, and knows and upholds the laws which affect the practice of their profession.

- J. The student is encouraged to participate in the study of and action on matters of legislation affecting the health services to the public.
- K. The student adheres to standards of personal ethics which reflect credit upon the professional.
- L. The student may contribute to research in relation to a commercial product or services, but does not lend professional status to advertising, promotion, or sales.
- M. Student, or groups or students, who advertise professional services, do so in conformity with the dignity of their profession.
- N. The student has an obligation to protect the public by performing only services within his/her established competency level.
- O. The student works harmoniously with associates, professionals, and other members of the health care team.
- P. The student refuses to participate in unethical procedures and assumes the responsibility to report through proper channels incompetence or unethical conduct in others to the appropriate authority.

ATTENDANCE POLICIES

Attendance is very important for those entering the health field. It is the first thing the employer asks when getting a reference from the school. Poor attendance will jeopardize the student passing the course due to points being deducted from grades.

Attendance can also be a reason for dismissal from a clinical facility.

ATTENDANCE POLICY FOR SURGICAL TECHNOLOGY

Class starts at 7:45 AM and ends at 2:15 PM. You are tardy if you come into class after the bell rings, at 7:46 AM. You are considered leaving early whenever you leave before

2:15 PM. Lab schedules are varied times, depending on the start time of the lab (early labs for surgical procedures). If you will be absent or know that you will be late, call the voice mail at school, ext. 119 and leave a message before 6:30 AM. You can reach voice mail 24 hours a day. There is no excuse for not leaving a message. **DO NOT** send a message by someone else or have someone else call for you. This is **YOUR** responsibility!

An attendance book located in the classroom is to be signed in and out on a daily basis. Only **YOU** can sign yourself in and out. The instructor will also take attendance. The time increments are as follows:

- .1 Hour = 1-6 Minutes
- .2 Hour = 7-12 Minutes
- .3 Hour =13-18 Minutes
- .4 Hour =19-24 Minutes
- .5 Hour =25-30 Minutes
- .6 Hour =31-36 Minutes
- .7 Hour =37-42 Minutes
- .8 Hour =43-48 Minutes
- .9 Hour =49-54 Minutes
- 1 Hour = 55-60 Minutes

There are **NO excused absences**. If you miss more than **42 hours** a trimester, you will be suspended. However, if you have documented evidence that these absences are legitimate excuses, you may appeal to the faculty student review committee and you could be reinstated after careful examination of your documents. This includes court appearance with documentation, serious illness or death in immediate family (father, husband, wife, children, brother, or sister), and personal illness with a doctor's excuse.

Clinical starts at 6:30 or 7:00 AM in the time zone your hospital facility is located in, and ends at 1:30 or 3:30 PM. You should be dressed and ready to go to work at those times. The attendance book, located in your facility has a form for you to sign in and out. You **MUST** sign yourself in and out. These times **MUST** be documented by full signatures of designated staff members. You **MUST** state 6:30 or 7:00 AM and 1:00 or 1:30 PM except if you come in earlier or stay later. If you are late (tardy) or leave early, document the correct time and have your form signed. These forms will be picked up on a weekly basis by your instructor. If you will be absent or know that you will be late, call the voice mail at school ext. 119 and leave a message before 6:30 AM. You can reach voice mail 24 hours a day. There is no excuse for not leaving a message. You **MUST** call your hospital facility (nursing supervisor) before 6:30 AM to let them know if you are going to

be absent or late and leave a message. They are available 24 hours a day. There is no excuse for not leaving a message. The supervisor will deliver the message to the surgery department. **DO NOT** send a message by someone else or have someone else call for you. **This is YOUR responsibility.**

Before leaving the surgery department, for any reason, (such as lunch, breaks, library, another floor or department), let the person in charge know your whereabouts.

First offense – warning
Second offense – probation
Third offense – termination

Inclement Weather Operation

Please follow the inclement weather policy stated by the Tennessee College of Applied Technology Student Handbook **unless situations of extreme weather** make travel to the SCHOOL hazardous. If the school is open **on time or delayed** you may report to your clinical facility, it is extremely important that you use your own judgment in these situations as to the route for your safety.

You must call the school and leave a message should you travel to your clinical facility, if you are tardy or cannot be in attendance.

THIS POLICY IS EXTREMELY IMPORTANT AND WILL BE FOLLOWED TO THE LETTER!

Points for work ethics will be deducted if this policy is not followed. See document on work ethics characteristics.

All students will observe the following attendance rules:

- A full-time student enrolled for a full trimester that has been absent more than 24 hours will be referred to student services for counseling. Students enrolled part-time or for less than a full trimester will be referred for counseling at the appropriate prorated number of hours.
- When a full-time student enrolled for a full trimester has absences exceeding 42 hours during that trimester, the student will be suspended. An appropriate number of prorated hours will be the limit of absences for part-time students or students enrolled for less than a full trimester.
- Notice of absences must be reported each day of absence to the assigned clinical facility and the school instructor at least 30 minutes prior to duty start time. A doctor's excuse must be provided upon request. Students may call the instructor on the night prior to the proposed absence if possible.
- After three consecutive days of illnesses, the student must provide a statement from a doctor indicating that they are well enough to return to class and/or clinical.
- Tardiness is defined as not being in the appropriate place at the appropriate time. Tardiness is considered not only when arriving in the morning but also when returning from a break, or lunch in class or clinical area.

3 Tardies/– Student referred counseling

5 Tardies/– Referred for counseling

7 Tardies/– Suspension/ Meeting with Director Young

Time in tardiness will be computed as actual time missed or rounded off to the nearest fractional hour.

Holidays will be observed in accordance with Tennessee College of Applied Technology at Crossville's calendar

CLINICAL SIGN IN FORMS:

- Student must report to charge person at arrival in clinical site.
- Student must sign in and out on clinical sign in form and have a clinical employee to put their signature upon sign in and sign out form.
- Student **MUST** never falsify clinical attendance form! This action will be grounds for **IMMEDIATE** dismissal.
- In the event of pregnancy, the student must have verification from an authorized health care provider stating eligibility to continue in the program. This statement must indicate whether or not the student can safely perform all duties necessary for her training program without limitations or danger to her personal health or that of the patient.
- Students on Financial Aid should refer to the handbook of the Tennessee College of Applied Technology - Crossville.
- If a student appears ill or unable to perform duties as assigned, whether in the classroom or in the clinical area, it is at the instructor's discretion to allow the student to remain in the class/clinical area. If the instructor is unavailable, the Director of Surgery will decide if the student is to remain in the clinical area. The instructor will make the decision to allow an ill student to remain in the classroom. Dismissal may occur as a result of, but not limited to:
 1. Excessive sleepiness
 2. Possible contagious illness
 3. Undue influence of prescription medications
 4. Failure to follow surgical technology and/or affiliating agencies policy
- **Procedure to follow for student ill in clinical are**
If you are scheduled for clinical and you are febrile 101 degrees Fahrenheit or greater or have any communicable disease (ex: pink eye, open lesions, herpes zoster etc.) You must report to the OR supervisor (or instructor if available) to have your temperature checked. If the student has a temperature 101 or greater they should go home, go to a medical doctor, and then call the school and leave a message on the surgical technology voice mail as to what time the individual left his/her clinical site. If a student is too ill to attend clinical and perform his/her duties, they must leave the

clinical site. Student should text or call an Instructor as to what time they left the clinical site.

TESTING POLICY

- All material will be removed from the desktop unless otherwise specified by the instructor.
- Students will receive answer sheets or be given permission to write on the test.
- If a student requires assistance during the test, he/she should approach the instructor at the front of the room. The instructor will answer the question on an individual basis.

RETAKES

- Students may retake a failed test per one block of study. The student assumes the responsibility to request the retake. The request must be made within 72 hours after the initial exam was failed. The failed exam and the retaken exam are averaged together and the average will be recorded as the grade for that exam. **The final exam cannot be retaken!!!**
- Any test missed because of absence can be taken after 2:30 p.m.; and provided the student requests a make up test upon return to class.
- Academic dishonesty is a breach of the code of ethics and is cause for probation or termination

GRADING SYSTEM

The Surgical Technology grading scale is:

A = 94-100

B = 87-93

C = 81-86

F = 80 and below

Skill Proficiency = 50%

Related Information = 25%

Work Ethics = 25%

Students must maintain a satisfactory average of eighty-one (81) on each unit of study in the curriculum in order to remain in the program. Students' receiving a grade of less than 81 in any one unit of study fails the program. They may re-enter according to the withdrawal-re-entry policy.

Each student is required to take an exit exam at the end of the program. Students must score a 70 or above to pass the exit exam, which they must do in order to pass the program.

WITHDRAWAL POLICY

An official withdrawal requires:

1. Immediate notification to the instructor or program supervisor.
 2. Written confirmation stating the reason for withdrawal.
 3. Each student is required to have a pre-exit interview with a counselor or program supervisor on the last day of enrollment.
- Failure to comply with this policy will influence any request for readmission.

RE-ENTRY

- A. Students withdrawing from the Surgical Technology program, either voluntarily or because of grades, suspension, or termination must initiate the application process including retaking the Entrance Test, make a passing score, completing a new application for enrollment, submitting new documentation, and interviewing again. The student shall also take a written exam (Self Assessment Test) for surgical technology and a practical exam for skills assessment. The self assessment exam along with the practical exam will determine where in the curriculum the student needs to re-enter.
- B. Under special circumstances, the school director may consider students for immediate readmission. The criteria in considering readmission includes:
 1. Assessment of the candidates willingness to address those deficiencies that contributed to the suspension.
 2. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

TRANSFER POLICY FOR SURGICAL TECHNOLOGY

The Surgical Technology program will evaluate transfer students on an individual basis. The prospective student shall meet with student services and initiate an interview with the instructor of the Surgical Technology program. A decision will be made about acceptance into the program after student services and Instructor interviews are complete. The student will be informed of the decision.

DRESS CODE

1. Each student will follow specific requirements of their clinical facility, with the exception that a mask will be worn in the operating room **AT ALL TIMES!** Violation of this policy will result in probation and a zero (0) for the clinical day.
2. Neat, clean scrub suits will be worn Monday through Friday. During clinical students will change from their scrub uniforms to the facility uniform and must abide by the dress code for their facility. During clinical rotation you **MUST** wear scrub suits Monday through Friday!
3. Duty shoes will be neat, clean, and white leather. They may be nursing shoes or tennis shoes as long as the decorations are not extreme. This will be at the Instructor's discretion. **NO CANVAS SHOES ARE ALLOWED IN CLINICAL AREA!!!!!!!!!!!!** However, they will be allowed in the classroom.
4. Shorts will be allowed **IF** the student can place arms to the side and **NOT** touch skin. The instructor will inform the students of any casual dress days. Inappropriate dress includes halter-tops and any revealing attire.
5. Full-length white lab coat will be worn over operating room attire when leaving the operating room suite. The lab coat must be closed. All masks, shoe covers, hats, **MUST** be removed when leaving the operating room suite and will be replaced upon return.

6. **NO JEWELRY WILL BE ALLOWED IN THE CLASS ROOM!** No necklaces, watches, rings, belly rings, tongue rings, etc.
7. **NO NAIL POLISH OF ANY KIND OR COLOR** will be allowed. Nails must be short and clean. No artificial nails, or sealant will be allowed.
8. Lab coat, 3 sets of scrub uniforms, and duty shoes will be purchased. Scrub suits will be worn Monday through Friday. This rule is effective for class and clinical attendance.
9. **NO PERFUME IS ALLOWED IN CLINICAL!!**
10. **NO GUM CHEWING ALLOWED IN CLINICAL AREA!!**
11. Smoking is permitted only in designated areas and **IF** your preceptor goes with you and you are being relieved for a break/lunch. **If your clinical facility is a “smoke free environment”, you must abide by hospital policy!**
12. Hair is to be worn neat, clean, and no extreme hair fashions or color will be allowed in the clinical facility. No extreme hair ornaments are allowed. While in surgical attire, hair is to be completely concealed underneath the surgical cap.

LIABILITY INSURANCE

Student surgical technologists are covered under a blanket plan that is the individual's responsibility to purchase prior to clinical rotation. This plan will be with an independent agent that will provide adequate coverage for the student. Students are NOT eligible for workmen's compensation insurance coverage from the clinical facility or the school. **All students must provide coverage for medical services resulting in injury from sustained clinical rotation.**

CONTRACTUAL AGREEMENT/CLINICAL EXPERIENCE FOR STUDENTS

There shall be a written agreement between the school and the facility providing clinical experience for students. This agreement shall be signed by the administrative authorities of the school system and the clinical facility.

The contractual agreement will define the responsibilities and authority of both the Tennessee College of Applied Technology - Crossville and the clinical facility and shall consist of the following:

1. Responsibility of the school.
2. The kind and amount of learning experience to be provided by the clinical facility.
3. The emergency care to be provided to any student in the event of an accidental injury in the clinical facility at the student's expense (or by medical coverage). Each Health Occupations program will establish contracts that are adaptable to the Tennessee College of Applied Technology and each clinical facility.
4. Students entering the program will have completed a background check online,

as well as give the Instructors a code number or a printout stating they are legally cleared by the agency performing the background check this must be complete and brought to the school prior to (due dates are given in the group interview) first day of class.

POLICIES OF COOPERATING AGENCY

The student shall conform to and be subject to all policies of the clinical training facility.

EMERGENCY HEALTH CARE POLICY

First aid and supportive treatment will be provided in the event of an accidental injury of sudden illness while in the clinical facility. Each student will be responsible for his/her medial expenses for services rendered.

STANDARDS OF CONTINUATION IN THE PROGRAM LEADING TO GRADUATION

1. Successful completion of the course is determined by the character of the student, daily work, and the results of an evaluation. Evaluation may be written, oral, or practical.
2. Consideration for the health and comfort of the patient shall be the primary concern of all students and shall be a criterion for continuation in the program.
3. Students will be evaluated at least every six (6) weeks and when deemed necessary. The student will receive written notification of unsatisfactory performance. **Lack of student interest at the clinical site will also be a factor.** If satisfactory progress is not made within the probation period, the student will be automatically dropped.
4. Students must maintain a theory grade average of **eighty-one** to successfully complete the program. Students may retake a test only once in each unit when necessary; except in the case of the final exam. The student assumes the responsibility of requesting the test. Request must be made within seventy-two hours after failure.

5. Students must meet the attendance and dress requirements of his/her area of training.

PROMOTION AND GRADUATION

- a. Students will be evaluated on a continuing basis. The student must maintain a theory cumulative average of eighty-one.
- b. Graduation shall depend upon satisfactory completion of total requirements of the program.
- c. Eligibility for writing National Board Examination will require completing necessary forms. This is the student's responsibility. Student must join organization (AST-to get the reduced student rate) then request exam form, complete and return to the examination board.
- d. Upon graduation a diploma will be issued.

STUDENT AGREEMENT

I UNDERSTAND FULLY ALL OF THE POLICIES AS STATED IN THE TENNESSEE TECHNOLOGY CENTER AT CROSSVILLE AND HEALTH OCCUPATIONS SURGICAL TECHNOLOGY HANDBOOK, AND WILL ABIDE BY THESE RULES OF CONDUCT WHILE ON OR OFF TRAINING. FURTHERMORE, I UNDERSTAND THAT BECAUSE MY TRAINING REQUIRES THAT I SPEND TIME IN AFFILIATING AGENCIES, I AM SUBJECT TO ALL THE POLICIES OF THE PARTICULAR AGENCY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE POLICY AND TO ABIDE BY IT UNLESS IT EXPRESSLY INTERFERES WITH OTHER POLICIES SET BY THE HEALTH OCCUPATIONS PROGRAMS. A COPY OF THESE RULES HAS BEEN SUPPLIED TO ME.

DATE _____

SIGNED _____

HEALTH AND HOSPITALIZATION CARRIED BY: _____

POLICY NUMBER _____

***Please also read, sign and date the attached confidentiality form.**

- Please **read and sign the attached Drug Policy** for the Surgical Technology Program at Tennessee College of Applied Technology - Crossville.
- Please read and sign the **authorization for release of information**.
- Please read and initial the **protected health information** sheet.
- Please read and sign the **inclement weather form**.
- Please read and sign the **clinical placement form**.
- Explanation of Work Ethics Evaluation Form
- Student Agreement Form
- Healthcare coverage



CONFIDENTIALITY AGREEMENT

I understand and have been told the policy on patient confidentiality by my instructor and that disciplinary action and possible legal action will be taken if I do not comply with this policy.

I understand that the performance of my duties at all hospital facilities that this school is affiliated with require that I have access to patient care data and understand that I am required to maintain the confidentiality of the data at all times.

ETHICS AND CONFIDENTIALITY

All of us work in the hospital, share the responsibility of observing a strict code of ethics and confidentiality. In the process of performing our work, it is possible to over hear many items regarding patients' confidential information.

This information is not to be discussed outside the hospital or with other hospital personnel. No information, records, or material concerning patients or hospital business may be used, released, or discussed with anyone outside the hospital or with other hospital employees without authorization.

Never discuss any information about a patient in elevators, corridors, or anywhere you may be heard by others.

Physicians alone have the professional and legal right to diagnose and treat illness or injury.

DISCIPLINARY ACTION

Disclosing confidential information- IMMEDIATE DISMISSAL FROM SCHOOL

Student Signature

Date

Instructor Signature

Date

TENNESSEE TECHNOLOGY CENTER @ CROSSVILLE SURGICAL TECHNOLOGY PROGRAM POLICY ON USE AND/OR ABUSE OF DRUGS AND/OR ALCOHOL

The Surgical Technology program at the Tennessee Technology Center in Crossville must maintain a safe, efficient, and academic environment for students, and must provide for the safe and effective care of patients while students are in a clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of surgical technology students in this setting, poses an unacceptable risk for patients, colleagues, the institution and the health care agency. Therefore, the unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or "over-the-counter" drugs, or being under the influence of such substances while engaged in any portion of the clinical surgical technology experience poses an unacceptable risk for patients, colleagues, the institution and the health care agency, and is strictly prohibited. For purposes of this policy, "being under the influence" is defined as meaning that the student's judgment or motor coordination is impaired due to the presence or use of any one of the substances mentioned above.

Drug and Alcohol Testing

I. Testing prior to the clinical experience

Clinical facilities, with which Tennessee Technology Center (TTC) contract, require successful completion of a drug/alcohol screening prior to participation in clinical training. Testing positive will result in denial of the student's participation in the clinical experience and continuation in the program. If a student leaves the school premises, on the day of drug testing, without completing the drug test, that student will be considered as a refusal to submit to testing. Any student refusing to submit to drug testing, will be considered as a positive result and termination will be implemented.

II. Reasonable suspicion testing

Surgical Technology students engaged in clinical activity may be requested to undergo a breathalyzer test or blood/urine screening for drugs and alcohol if reasonable suspicion exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Reasonable suspicion requires some specific, objective basis that the student is then using or is under the influence of drugs or alcohol prior to requiring testing. Reasonable suspicion may include:

- *observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestation of being under the influence of such; or
- *abnormal conduct or erratic behavior

When a supervisor (faculty or agency personnel responsible for the student or client care) has basis to believe reasonable suspicion exists, that supervisor must contact another

supervisor to corroborate his/her observation. In situations in which it is believed the student may endanger the safety of patients, employees or self, the student's supervisor will immediately remove the student from the clinical situation before taking further action. If reasonable suspicion is corroborated, the student should be confronted with the observations and asked to undergo screening as soon as possible. School personnel will accompany the student to the testing site. A student who refuses to undergo testing may be subject to disciplinary action up to dismissal from the program. Leaving the premises where the drug testing is being done, without completing the drug test, is considered a refusal to test.

Detailed documentation of the basis for reasonable suspicion and the subsequent steps taken should be made as soon after the event as possible. Please follow the "Suggested Information to Include When Reporting Reasonable Suspicion of Drug/Alcohol Use" format (attached). The documentation should include the date; time and persons involved, and should be signed by the supervisors involved, along with the other information listed on the following page.

III. READMITTANCE

Re-admittance to the program will require the student to show proof of completion from a drug/alcohol rehabilitation program approved by the Director of TTC and a drug test must be done at the Surgical Technology Program Director's discretion. It must be a clean test result for consideration of re-admission.

The cost of drug/alcohol testing for re-admittance to the Surgical Technology program is strictly the expense of the student.

In addition to passing a re-admission drug/alcohol test, a student returning to school following re-admission will be subject to drug /alcohol testing each trimester. The Surgical Technology Program Director of Tennessee Technology Center will determine when the testing will occur.

A positive drug test after re-admittance will result in termination without the possibility of return to the program.

STATEMENT OF UNDERSTANDING
AND
CONSENT TO DRUG/ALCOHOL SCREENING

I, _____, am a surgical technology student at Tennessee Technology Center at Crossville and have previously received, read and understand the drug/alcohol abuse policy ("the policy") of the Surgical Technology Program.

Having read the policy, I hereby consent to having a sample of my blood/urine collected this _____ day of _____, 200__, according to the terms set forth in the policy for the purpose of testing for presence of alcohol and such substances as are listed in the policy.

I understand that a positive result will require a subsequent confirmation test. A positive result from that test may affect my status in the surgical technology program, up to and including dismissal for academic reasons. I understand that leaving the premises during drug testing, without completing the drug test, will be considered refusal to test and reason for disciplinary action up to dismissal from the program.

I further understand that a positive result which indicates a violation of the social disciplinary policy may result in disciplinary action being taken against me, up to and including dismissal from the surgical technology program and this institution. I understand that the due process protections of the social disciplinary policy will be afforded me, including an opportunity for a hearing, should the school seek my suspension or dismissal.

I understand that a portion of the specimen will be made available to me for additional testing at my own initiative and expense should I choose to challenge the outcome of the confirmation test.

I authorize the confidential release of all information and records, including test results relating to the screening or testing of my blood/urine specimen to the Surgical Technology Program Director or Clinical Coordinator of Surgical Technology and others included in the policy deemed to have a need to know. I waive any privilege I may have in connection with such information only to the limited extent set forth in the document, and understand that my written consent must be obtained prior to release to other individuals of entities.

I understand that my blood/urine specimen will be sent to the laboratory, hospital, medical professional, or physician retained by Tennessee Technology Center to conduct such actual testing.

I hereby release Tennessee Technology Center, the Tennessee Board of Regents, their officers, employees and agents from legal responsibility or liability arising from such test, including but not limited to, the testing procedure, analysis, the accuracy of the analysis or the disclosure of the results.

Student's Signature

Date

ACKNOWLEDGEMENT OF RECEIPT OF DRUG/ALCOHOL ABUSE POLICY
FOR
TENNESSEE TECHNOLOGY CENTER'S SURGICAL TECHNOLOGY PROGRAM

I hereby acknowledge receipt of Tennessee Technology Center's policy governing the use and/or abuse of drugs and alcohol, its intention to test for such substances and the possible penalties for violation of that policy.

I understand the purpose of the policy is to provide a safe working environment for persons (patients, students and hospital and school staff). Accordingly, I understand that prior to participation in the clinical experience, I will be required by the clinical agency to undergo drug screening of my blood or urine. I further understand that I am subject to subsequent testing based on a reasonable suspicion that I am using or am under the influence of drugs or alcohol such that it impairs my ability to competently perform the tasks required of me.

I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy may affect my ability to participate in a clinical experience and may also result in dismissal for academic reasons.

Additionally, I understand that should a positive result from testing occur indicating a violation of Tennessee Technology Center's social discipline policy, disciplinary action up to and including dismissal from the program or Tennessee Technology Center may result.

I hereby authorize any physician, laboratory, hospital or medical professional retained by Tennessee Technology Center to conduct such screening and provide the results thereof to Tennessee Technology Center. I thereby release Tennessee Technology Center from any claim or liability arising from such tests, including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis or the disclosure of the results.

I also understand that I am subject to the terms of the general student social disciplinary policy of Tennessee Technology Center and to the Drug-Free Schools and Communities Policy of Tennessee Technology Center, as well as, federal, state and local laws regarding drugs and alcohol.

Student's signature

Date

EXHIBIT B

**REGION WIDE STUDENT ORIENTATION
PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT**

Background

- Protected health information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually-identifiable information that includes, but is not limited to, patient's name, account number, birthdate, admission and discharge dates, photographs, and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to protected health information during their clinical rotations in healthcare facilities.
- Students and responsible faculty may be issued computer identifications (IDs) and passwords to access protected health information.

Policies

Initial each individual policy upon review.

- _____ 1. It is the policy of the school/institution to keep protected health information confidential and secure.
- _____ 2. Any or all protected health information, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring or directly related to the learning activity.
- _____ 3. Whether at the school or at a clinical site, students are not to discuss protected health information, in general or in detail, in public areas under any circumstances. This would include places such as hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
- _____ 4. Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of protected health information. Case presentation material will be used in accordance with healthcare facility policies.
- _____ 5. Students and faculty shall not access data on patients for whom they have no responsibilities or a "need-to-know" the content of protected health information concerning those patients.
- _____ 6. A computer ID and password are assigned to individual students and faculty. Students and faculty are responsible and accountable for all work done under the associated access.
- _____ 7. Computer IDs or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person's computer ID or password.
- _____ 8. Students agree to follow each healthcare facility's privacy policies.
- _____ 9. Breach of patient confidentiality by disregarding the policies governing protected health information is grounds for dismissal from school and/or institution.

BY MY SIGNATURE BELOW:

- **I AGREE TO ABIDE BY THE ABOVE POLICIES AND OTHER COMMUNICATED POLICIES AT CLINICAL SITES; I AGREE TO KEEP PROTECTED HEALTH INFORMATION CONFIDENTIAL.**
- **I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN DISCIPLINARY ACTION.**
- **I UNDERSTAND THAT THE CONFIDENTIALITY AND SECURITY OF PROTECTED HEALTH INFORMATION IS PROTECTED THROUGH STATE AND FEDERAL LAWS, SO UNWARRANTED DISCLOSURE OF PATIENT INFORMATION IS IN VIOLATION OF LEGAL AUTHORITY, AND MAY RESULT IN CIVIL AND CRIMINAL PENALTIES.**

PRINT NAME SIGNATURE/SCHOOL

DATE

GUARDIAN IF STUDENT IS UNDER 18

DATE

PARENT/LEGAL

Original to School; Copy to Education Department/Student coordinator at hospital



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
CROSSVILLE

To: Surgical Technology Students

From: Melissa Pelfrey

Subject: Inclement weather

In case Mrs. Pelfrey is not in the classroom, you are not allowed to be there. If you cannot reach your clinical site on scheduled clinical days, please call the school to verify that you can come to classroom. NO ONE is allowed to report to the school without prior authorization from Mrs. Pelfrey on bad weather days.

You will be graded on what work you do while in the classroom. I suggest you be productive.

Student of Surgical Technology

Melissa Pelfrey, CST / Instructor



**Confirmation and Acceptance
of Possible
Clinical Site Placement**

This is to inform you that the Surgical Technology Program has clinical rotations in the following facilities: Cumberland Medical Center, Cookeville Regional Medical Center, Roane Medical Center, University of Tennessee Medical Center and Fort Sanders Parkwest Medical Center in Knoxville, White County Hospital, Jamestown Regional Medical Center, Memorial Hospital and Parkridge Medical Centers in Chattanooga, Methodist Medical Center in Oakridge and River Park Hospital in McMinnville. It is to be understood that the instructors reserve the right to place you in any clinical site and you will be placed where the instructors feel will be the most beneficial to your learning experience. Although we do have student placement in all of these facilities, placement slot availability plays a role when you are ready to start clinical. Be prepared to travel long distances from where you live.

I have read and understand that I may be placed in any of the above mentioned clinical facilities.

Student of Surgical Technology

Date

Surgical Technology Instructor

Date

SURGICAL TECHNOLOGY WORK ETHICS EVALUATION

Student Name _____ Midterm
Trimester _____ 20 _____

Possible Points _____ Score _____

10 **Quality of Work** _____
1. Work is acceptable for current level of training
2. Takes pride in work
3. Consistently puts forth best effort
4. Uses proper techniques for assigned tasks
5. Work is neat and orderly
Comments _____

10 **Productivity** _____
1. Produces a quantity of work that is acceptable for current level of training
2. Follows all safety procedures
3. Completes assignments and tasks on time or ahead of schedule
4. Keeps work area neat and clean
5. Follows directions and procedures
6. Works independently after initial instructions
Comments _____

15 **Attendance** _____
1. Attends class
2. Provides documentation for all absences
3. Arrives and leaves on time (is working at designated start time)
4. Notifies instructor when absent
5. Notifies instructor in advance of planned absences
6. Checks out with instructor when leaving early
7. Is in clinical/classroom during scheduled times (no unauthorized absence from clinical/classroom)
Comments _____

10 **Organizational Skills** _____
1. Handles work in order of priority
2. Manages time wisely (stays busy and on task)
3. Leaves work area in good condition
4. Adapts to change easily
5. Demonstrates skill in managing stress
Comments _____

10 **Teamwork** _____
1. Respects the rights of others
2. Displays ability to be a team worker
3. Displays a customer service attitude
4. Seeks opportunities for continuous learning
5. Demonstrates mannerly behavior
6. Participates in all shop cleanup
7. Willing to help others when needed
Comments _____

5 **Appearance** _____
1. Dresses appropriately for area of training (safety glasses, shoes, pants, etc.)
2. Displays appropriate grooming, hygiene, and etiquette
Comments _____

10 **Attitude**

1. Demonstrates a positive attitude
2. Appears self-confident
3. Accepts constructive criticism well
4. Enthusiastic and interested in work (does not sleep)
5. Is a self-starter (works independently with minimal supervision)

Comments _____

10 **Communication**

1. Displays appropriate nonverbal skills (eye contact, body language)
2. Displays effective verbal communication skills
3. Uses proper grammar and speech habits (no foul language)
4. Listens attentively when instructor demonstrates and explains procedures
5. Asks questions for clarification as needed
6. Demonstrates courtesy when instructor/others are talking (does not interrupt)

Comments _____

10 **Cooperation**

1. Follows all school and shop rules (internet usage, cell phone, break/lunch schedule, etc.)
2. Demonstrates an interest and willingness to learn
3. Demonstrates problem-solving capability
4. Maintains appropriate relationships with supervisors and peers (gets along with others)
5. Readily accepts live work/volunteers for extra assignments

Comments _____

10 **Character**

1. Displays loyalty, honesty, and trustworthiness
2. Displays dependability and reliability
3. Shows initiative (finds other work when assigned job is completed)
4. Displays self-discipline and self-responsibility (stays on task; on target for anticipated graduation date)
5. Shows respect for people and property
6. Deals with cultural/racial diversity appropriately
7. Does not engage in harassment of any kind
8. Respects confidentiality

Comments _____

100

TOTAL SCORE _____

Student Signature

Date

Instructor Signature

Date



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
CROSSVILLE

Explanation of Work Ethics Evaluation

My instructor has explained the Work Ethics evaluation procedure to me. I understand the evaluation and that the Work Ethics Grade will be 25% of my midterm and trimester average.

Signature _____ Date _____

