

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

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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.

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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:

.25 Hour = 1-14 Minutes
.50 Hour = 15-30 Minutes
.75 Hour = 31-45 Minutes
1 Hour = 46-60 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.

5 Tardies/– Student referred counseling

6 Tardies/– Referred for counseling

7 Tardies/– Suspension/ Meeting with President or Vice President

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.
- Absolutely NO cellphones or electronics of any type are allowed to be out during testing or at any time other than scheduled breaks (lunch, morning and afternoon breaks).

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 = 90-100
B = 80-89
F = 79 and below

Skill Proficiency = 50%
Related Info = 25% Work Ethics = 25%

Students must maintain a satisfactory average of eighty (80) on each unit of study in the curriculum in order to remain in the program. Students' receiving a grade of less than 80 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 (not required if a passing score within the last 2 years), 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 Instructors 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 health 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 Instructor 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** 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.
- 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

