

Blinn College
Surgical Technology Handbook
2019



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Mission

The mission of the Surgical Technology Program is to provide the necessary resources to prepare quality entry-level surgical technologists in a variety of surgical settings found in the area and across the country.

Program Description

The Surgical Technology Program is designed to prepare post-secondary adult students for entry-level employment as Surgical Technologists. The program provides the students with a foundation in the basic sciences and subjects unique to the operating room. Upon completion, the graduate Surgical Technologist will be able to function as a member of the surgical team delivering direct patient care before, during, and after surgical intervention. The program curriculum consists of didactic (classroom), laboratory, and clinical externships. Program administration is reviewed and revised as needed as determined by the instructors, administrators, and the Program Advisory Committee. The program adheres to the accreditation standards set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North Suite 158, Clearwater, FL 33763 (www.caahep.org), phone: 727-210-2350, and the Accreditation Review Council on the Education of Surgical Technology and Surgical Assisting (ARCSTSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO, 80120 (www.arcstsa.org), phone: 303-694-9262. Blinn is seeking initial accreditation status.

Program Goals

The Blinn College – Surgical Technology Program will prepare adult learners to become competent entry-level surgical technologists by utilizing the three domains of learning: the cognitive (knowledge), affective (behavior and conduct), and psychomotor (manipulative skills). Upon completion of the program the learner will be able to:

1. Relate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
2. Integrate principles of the ethical, legal, moral, and medical values related to the patient and the surgical team.
3. Identify the various classifications of surgical instrumentation, sutures, supplies and equipment used during perioperative experiences.
4. Demonstrate safe practice techniques with perioperative routines, patient transportation, positioning, medication handling, and emergency procedures.
5. Develop written and oral practices to prepare for surgical interventions in all specialties.
6. Successfully complete written examination administered by the National Board of Surgical Technology and Surgical Assisting ultimately earning the Certified Surgical Technologist (CST®) credential.

Upon completion of the program, the graduate will:

- Have participated in at least 120 surgical procedures in the Solo/First Scrub, First Scrub with Assist, Retract, or Observe roles.
- Have performed at least 80 solo independent cases; 20 cases in General surgery and 60 cases in a minimum of four (4) other surgical specialties, as described in the Association of Surgical Technologists' Core Curriculum 6th Edition

- Have completed the Certified Surgical Technologist® exam administered by the National Board of Surgical Technology and Surgical Assisting

Program Competencies

1. Properly identify, transport, and transfer the surgical patient safely.
2. Creation and maintenance of a sterile field.
3. Anticipation of equipment and supplies based on patient/client need.
4. Collaborative error-free performance of sponge, sharps, and instruments counts.
5. Transfer and labeling of associated medications and solutions.
6. Use of various digital/electronic media.
7. Respect the patient's rights.
8. Performance of technical actions demonstrating accountability.
9. Performance of a minimum of 120 surgical procedures and 80 independent or solo procedures per case requirement
10. Communicate effectively as a member of the surgical team in electronic, written, and oral formats

Program Content

The program is divided into five consecutive semesters formats. The program must be completed with minimum passing grade of 75% in all SRGT courses. **(Pending Approval)** Here is a summary:

SEM I		YEAR I (spring)	Requisites
SRGT 1405	4	Intro to Surgical Technology	Program admission, TSI College Ready
SRGT 1409	4	Fundamentals of Periop	Program admission, TSI College Ready
BIOL 240I	4	A&P I	Program admission, TSI College Ready
HITT 1305	3	Medical terminology	
	15		
SEM 2		YEAR I (summer)	
SRGT 1260	2	Clinical Externship I	SRGT 1405, 1409, BIOL 240I, HITT 1305
SRGT 144I	4	Surgical Procedures I	SRGT 1405, 1409, BIOL 240I, HITT 1305
	6		
SEM 3		YEAR I (fall)	
BIOL 2402	4	A&P 2	BIOL 240I
SRGT 136I	3	Clinical Externship II	SRGT 1260 & 144I
SRGT 1442	4	Surgical Procedures II	SRGT 144I Co-R: BIOL 2402
ENGL 130I	3	English Comp I	
PSYC 230I	3	Intro to psychology	
	17		
SEM 4		YEAR 2 (spring)	
SRGT 2460	4	Clinical Externship III	SRGT 1442, 136I
BIOL 2420	4	Micro for non-science majors	BIOL 240I, 2402
MATH 1342	3	Elementary statistics	
Elective	3	Elective	
HPRS 230I	3	Pathophysiology	
	17		
SEM 5		YEAR 2 (summer)	
SRGT 2130*	1	Professional Readiness (capstone)	SRGT 1405, 1409, 1260, 136I, 2460 Co-R: SRGT 246I
SRGT 246I	4	Clinical Externship IV	
	5		
	60		

*CB required Academic Core for AAS ** CB required Capstone course

All SRGT courses are held at the Health Science Building located at Texas A&M Health Science Center-Clinical Building, 844I Riverside Parkway, Bryan, TX.

TIME ALLOTMENT (*Pending Approval*)

The Association of Surgical Technologists' standards for education suggest a minimum of 1,000 hours of instructional time. Blinn College provides the following:

Theoretical / Laboratory	1,152
Clinical Externship	928
TOTAL INSTRUCTION	2,080 HOURS

METHODS OF TEACHING

1. Lecture and discussion
2. Demonstration and return demonstration
3. Required and suggested readings
4. Additional handout materials
5. Audiovisual and computer aided assignments and evaluation
6. Quizzes and examinations
7. Student projects, papers, and presentations
8. Clinical seminars
9. Clinical externships
10. Oral-written assignments

ATTENDANCE

Attendance at all classes, conferences, and clinical externships is mandatory. All missed clinical experiences must be made up prior to graduation. See the attendance policy for further explanation.

METHODS OF EVALUATION

Classroom	Clinical
Quizzes	Related Assignments
Examinations	Instructor observations
Related Assignments	Clinical performance evaluations
Dress Code/ Professionalism	Clinical journal
	Clinical experience record
	Pre-case data sheets/ Post-case sheets

NOTE: A grade of 74.5 or above is considered Passing; a grade of 74.4 or below is considered Failing

BIBLIOGRAPHY – REQUIRED TEXTS

- Surgical Technology for the Surgical Technologist, Current Edition, AST – Delmar
- Alexander's Surgical Procedures, Current Edition, Rothrock, Alexander, Mosby

Program Evaluation and Grading Policy:

Students are given access to a detailed syllabus for each course available online for download and/or in written format. Students are expected to read the syllabus at the beginning of each course and seek clarification when necessary. Each course has a unique evaluation and grading method. Final grades will be in the form of letter grades consistent with the institutional grading scale. All grades in SRGT courses must meet the minimum threshold of a 75% to remain in the program. All other courses must be at least a “C” in each course to remain in the program. The program degree plan must be completed by the end of the summer semester of the second year. (See page 6 for degree plan)

Written and computer aided assignments, practical or hands on skill assessments, and examinations are given to evaluate the student’s retention of the program curriculum. Courses may contain additional assignments such as term papers or surgical procedure projects to provide reinforcement of course objectives. Any assignment submitted late may result in a reduction in grade or may not be accepted. Examples include written assignments such as homework, research papers, power point presentations, projects, tests, workbooks, article review, and various other projects assigned by the instructor(s).

Surgical courses with a lab require the student to pass the written course section and the lab section. The lab grading system is based upon the student’s ability to competently perform the tasks necessary to perform as a surgical technologist using skill rubrics.

Clinical grades are based on student attendance, behavior, performance and written case studies. The clinical instructor determines the clinical grade after observation of student behavior and performance with input from the clinical site staff including preceptors, staff, and physicians. Students will also be counseled if a danger of failure exists and may be placed on academic probation. Any student with special needs must inform the Director at the start of each course/semester in association of the Student Learning Center.

Failure to meet program standards results in administrative withdrawal from the program. Any student that presents a risk to a patient, peer, or other healthcare worker will be removed from any patient care setting.

Association of Surgical Technologists Code of Ethics

AST is the professional membership organization that provides educational products to surgical technologists and surgical assistants, among others. AST is also responsible for developing the curriculum utilized by all CAAHEP accredited programs. As part of its mission, AST House of Delegates has adopted the following Code of Ethics:

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health care groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain practice skills willingly, with pride and dignity, and full regard to limitations.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the code of ethics at all times in relationship to all members of the health care team.

AST Standards of Practice:

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

Source: http://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Position_Code_of_Ethics.pdf

The surgical technology program at BLINN COLLEGE also adopts these codes and standards developed by AST for our students. Violations of these standards and code of ethics are considered to be serious. At the clinical instructor's discretion, the student may be removed from the clinical site immediately. Such a violation may result in the student being placed on probation and may result in dismissal from the program.

Attendance

Classroom Absences:

No more than two (2) absences will be allowed. All appointments should be scheduled outside of clinical, laboratory, and classroom schedules

Clinical Absences:

No more than two (2) clinical sessions can be missed. If absent for more than two consecutive classroom or clinical days due to illness, the student must present a written statement from a physician before returning to class or clinical for physical clearance.

Hours missed may be made up at the Director's discretion. Failure to comply with the attendance policy may result in the student being placed on probation and/or administratively withdrawn from the program. No student may leave the clinical site without permission.

Exemptions:

Absences due to jury duty, military duty, school sanctioned activities, subpoena, job- related exams, job interviews, bereavement leave, job orientations, and professional conferences are exempt and do not count against attendance. Written documentation may be required to receive an exemption and exemptions not listed will be awarded at the discretion of the Program Director. Students who are absent during clinical must notify the Program Director before the clinical day begins. In the event that a student is placed at a site without an instructor, it is also the student's responsibility to notify the clinical site of the absence. Students should never leave class or clinical without notifying the instructor.

Tardiness:

Students not in class at scheduled start time, leaving class early, not being dressed in proper attire at scheduled duty time, and leaving clinical early without prior permission will constitute a tardy.

If the student is more than two (2) hours late for class, it will count as an absence. If the student is more than one (1) hour late for lab or clinical, it will count as an absence.

Excessive tardiness will result in the student being counseled and possibly placed on program probation. If the student continues to be tardy while on program probation, administrative withdrawal will occur.

Campus Carry

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at BLINN COLLEGE on August 1, 2017. Senate Bill 11, known as the "Campus Carry" law, amends Texas law to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on BLINN COLLEGE campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety.

BLINN COLLEGE has established rules and regulations regarding enforcement of Campus Carry. Blinn College prohibits concealed carry in some areas of BLINN COLLEGE campuses. For more information about Campus Carry, visit the BLINN COLLEGE Campus Carry website at

<http://www.blinn.edu/campus-carry/>

Catalog

All Blinn College's course, certificate, and degree information can be viewed or downloaded by using the following URL: <http://www.blinn.edu/CatalogPDF/index.htm>

Clinical Affiliate's Rights in Students' Presence in the Clinical Agency

In compliance with the written affiliation agreement between Blinn College and affiliating clinical sites, be advised that the clinical site reserves the privilege of recommending withdrawal of any student found to be lacking in ability to develop qualities essential for the performance of patient-focused care, unsatisfactory performance, failure to maintain a patient-safe environment, violation of agency policies, or other misconduct. A student dismissed from a clinical agency for the above reasons will not be allowed to return to the clinical agency and will be referred to the program director for disciplinary action.

Code of Conduct at Blinn College

1. It is the responsibility of the student to maintain a friendly but dignified relationship with patients and clinical staff. Constructive criticism should be accepted as a basis for self-improvement.
2. The student must recognize his/her responsibility for the correct and careful use of the school/hospital property and the patient's personal possessions.
3. Students will maintain patient confidentiality at all times and refrain from discussing his/her condition or personal problems, except with authorized faculty and surgical staff, per facility protocols.
4. Broken, damaged, or lost property resulting from the student's negligence may be charged at a cost to him/her by the hospital and/or the school.
5. Students should refrain from visiting patients, unless they are a relative, and then not during school hours or in program uniform.
6. Alcohol or drug use at any time, in any degree, before or during program and clinical hours will not be tolerated and will result in immediate dismissal from the program. See Alcohol and Drug Policy.
7. The student must abide by the program's written dress code, while on campus and in the clinical areas.
8. When the student desires to meet with the Program Director, an appointment should be made. If unable to maintain the appointment, then the student should cancel prior to the appointment time as soon as time allows.
9. Only call the Program Director at home in case of an emergency.
10. Student conduct at all times should reflect the professional demeanor required of Surgical Technologists.

Conferences: Student - Instructor

The Director of the program will conduct a one on one conference with all students enrolled in the program to assess the student's performance in meeting the program's standards. Students will be responsible for keeping scheduled conference appointments and should remember the conference is provided to aid student in successful completion of the program requirements.

Confidentiality

Patients have a right to privacy. They have a right to expect that details of their condition, treatment, medical history, diagnosis and prognosis, personal and financial affairs will be kept in confidence by students whose duties require that such information be revealed to them.

It is not for a student to decide what information a patient would object to having disclosed. Students who breach this duty of confidentiality by disclosing patient information other than as necessary to perform their tasks or within the confined educational setting will be subject to disciplinary action.

Counseling and Guidance

Blinn College offers counseling services to enrolled students free of charge. Information about types of services, hours of operation, and other pertinent information can be found on the district's website. You must be logged into the system to access the link. (<http://www.blinn.edu/counseling/services.html>) The Program Director may refer any student to counseling within Blinn College as deemed necessary.

Criminal Background Checks

In compliance to The Joint Commission's policy and as part of our agreement with our clinical affiliates, all students will be subjected to a criminal background check prior to any direct patient contact.

Dress Code

All students will abide by the Blinn College dress code standards for all classes and lab sessions attended at the campus. Program uniforms (scrubs) are required. Scrubs are required to be worn to and from all clinical sites. Lab coats bearing the Blinn College patch must also be worn at the clinical sites. Scrubs chosen for the program are not the same as those found in outlets or department stores. They are designed specifically for surgery. While in the lab or clinical setting, tops must be tucked in and all strings must not be visible. When street clothes are permitted, they should conform to your position as a professional. Students are not permitted to wear spandex, leggings, tee shirts, shorts, hats or any similar clothing. Clean, leather or vinyl duty shoes must be worn in the clinical area and at any time the student is wearing the program uniform.

Open-toed shoes, flip-flops, and sandals will not be allowed at any time on campus or during clinical rotations

Safety Apparel in Clinical Areas:

The Occupational Health Service Administration (OSHA) requires personal protective equipment and safety glasses to be worn by every member of the surgical team and the clinical site can be fined for violations. Violations of these rules will result in clinical daily grade deduction and continued violation will result in program probation and/or administrative withdrawal.

- Safety glasses/goggles/shields are required for the clinical area and must be worn at all times while in the operating room. Safety glasses/ shields will be worn in the clinical lab or anytime students are practicing lab skill assignments when a risk of exposure exists.
- Other personal protective equipment such as gloves, gowns, shields, etc. will be worn per clinical agency policy and procedures.
- Disposable hoods are used to accommodate students with cultural or religious needs

Grooming Policy:

The grooming and jewelry policy of the Blinn College Surgical Technology Program is based on local industry standards. These policies must be followed and will be enforced to reduce the risk of infection for the surgical patient.

- Should poor hygiene be noted, the Program Director will counsel the student. Good personal hygiene must and will be maintained at all times by the students enrolled in the program. Lack of proper hygiene harbors microorganisms and poses a risk of infection to the patients
- Nail polish, sculpted nails, and artificial nails are positively not allowed. Nails should be kept short and trimmed.
- False eyelashes are not permitted.
- Hair should be kept neat and clean and must be covered with a surgical cap in the clinical areas. Ribbon, flowers, large barrettes, hair rollers, or bandannas are not permitted in the clinical areas. Facial hair should be kept neat and trimmed. A surgical hood is required for beards.
- Use of deodorant is required.

Jewelry Policy in Clinical Practicum

Jewelry poses unnecessary risks to the patient. Hazards include electrical shock and colonization of microbes among others. Therefore, the following policies will be enforced:

- Wedding rings and wristwatches may be worn, but must be removed when assigned to scrub on a surgical procedure.
- When scrubbing in the operating room, no jewelry of any kind may be worn including tongue studs/bars.
- Tongue studs and tongue bars will not be allowed.

Drug & Alcohol Screening

(Pending Board Approval) The Blinn College District ("BLINN COLLEGE") believes that it has a responsibility to maintain a safe and efficient academic environment for students, and to assist in ensuring those served by students through clinical experiences are provided safe and effective care or services. The use of controlled substances, lawful or otherwise, which interferes with the judgment,

ability or execution of skills while in the classroom or clinical experience setting, poses an unacceptable risk for students, faculty, patients, colleagues, BLINN COLLEGE and affiliated agencies. 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 in the classroom, on BLINN COLLEGE property, grounds, parking lots or on any third party clinical sites, or while engaged in any portion of the educational experience poses an unacceptable risk for students, faculty, patients, colleagues, BLINN COLLEGE, and the affiliated agency and is strictly prohibited.

Drug and Alcohol Testing

Students should be aware that BLINN COLLEGE and agencies with which BLINN COLLEGE contracts for clinical experiences may require successful completion of drug/alcohol testing prior to commencement of the clinical experience. **The costs of all testing shall be incurred by the student.**

Reasonable Cause Testing

Students in a BLINN COLLEGE classroom, on BLINN COLLEGE property, or engaged in a clinical experience may be requested to undergo a blood or urine screening test for drugs and alcohol if reasonable cause or suspicion exists to believe the student is using or is under the influence of drugs or alcohol during the course of the program such as to interfere with the academic environment or affect the safety of the student or others. Reasonable cause requires some specific basis which indicates the student is using or is under the influence of drugs or alcohol prior to requiring drug testing.

Reasonable cause may include, but is not limited to:

- observable phenomena, such as direct observation of drug/alcohol use or the physical symptoms or manifestations of being under the influence of such; or
- abnormal conduct or erratic behavior which could be caused by drug/alcohol use.

The student will be presented with the basis for reasonable cause and requested to undergo a urine and/or blood drug test within 24 hours.

The Program Director may require a specific test panel and/or vendor for testing. The student will have to give consent for such testing, and provide authorization for the results to be made available to the Program Director. The vendor performing the drug test must send the results directly to the Program Director. A result received directly from the student will not be accepted and may be considered a failed test.

In situations in which an instructor has basis to believe that reasonable cause exists or that the student may endanger the safety of patients, employees or self, the instructor will immediately remove the student from the clinical situation before taking further action. If it is determined that the student cannot safely continue with assigned tasks, the student must leave the facility immediately upon the instructor's request and will not be allowed to return to the clinical or classroom setting that day regardless of whether reasonable cause is corroborated or if the student is tested or not. Such students may not return to the clinical or classroom setting until results from the drug test are provided. The instructor will provide the Program Director detailed documentation of the basis for reasonable cause and the subsequent steps. Documentation should include date, time, behavior, observations, witnesses and persons involved.

A student who refuses to undergo testing or release of information will be considered to have failed the drug test and may be subject to dismissal from the program.

Negative Screening Test

If the results of the test indicate a negative test for alcohol or drugs, the student shall meet with the Program Director to discuss the circumstances surrounding the impaired clinical/classroom behavior. Based on the information presented during this meeting, the Program Director or designee will make a decision regarding student's return to the clinical/classroom setting. If returned to the clinical/classroom setting, the student must make-up any absences incurred.

Positive Screening Test

Each student will be asked to disclose prescription and over-the-counter medications he/she is taking to the testing facility at the time of testing. If the results of the drug screening test are positive and the student provides documentation of a prescription for the substance, the Program Director and/or designee will consider the case in collaboration with the student and his/her health care provider. Such students will be permitted to begin/continue clinical experiences unless specifically prohibited by the clinical agency.

Electronic Devices & Communication

Unauthorized cell phone use during class is disrespectful and will not be tolerated. Use of cell phones are restricted to non-clinical areas per hospital policy. You may excuse yourself from class in order to take phone calls or to answer messages. Recording devices of any kind may not be used without prior written notification from the instructor. This includes voice recorders, video recorders, cell phones, Apple watches, or any other similar device.

Other students in the classroom have the right to be aware they are being recorded. Accommodations will be made to ensure a positive classroom environment.

Texting faculty outside of normal school hours can be disruptive and sometimes deemed unprofessional. Texting to assigned faculty for purposes other than communication regarding clinical experiences is prohibited. Emails messages will be returned within a reasonable time, typically 24 business hours of receipt.

Extracurricular Employment

All employment MUST NOT interfere with assigned class/clinical schedules. Outside work MUST NOT compromise course work. Work schedules must be arranged around the schedule of classes and clinical externships. Externships are educational experiences and not cooperative work experiences. Therefore, no remuneration is given to students for regular assignments. Students are not used in substitution for paid personnel.

Health Insurance & Hospitalization

All students are required to carry private health/hospitalization insurance for the duration of the educational experience. Students who do not have private insurance are required to purchase coverage and documentation of the policy and number must be provided to the Clinical Coordinator prior to

entry into the clinical setting. Information shall be kept current for the duration of the educational experience. Failure to do so will result in the student not being permitted to attend clinical externships. Students are provided liability insurance coverage through the school ONLY while engaged in a school-approved and sponsored activity. Students are NOT covered during private transportation to or from clinical agencies.

HIPAA: Health Insurance Portability and Accountability Act

Blinn College System may use protected health information in its possession without specific authorization from the student for treatment, quality assessment, medical review and auditing, compiling civil/criminal proceedings, and any other use required by law for public health, communicable disease, abuse or neglect, or food and drug administration purposes.

Latex Allergy & Hypersensitivity

Latex hypersensitivity (allergy to latex products) is a risk of health care workers, and can be life-threatening in severe cases. Latex products are used extensively in surgery and in this program. Latex hypersensitivity increases with continued exposure to latex products and individuals who have hypersensitivity frequently experience contact dermatitis, itching, open and weeping lesions, and difficulty breathing. If a student has a known latex allergy, the student must notify the Program Director immediately and should seriously consider the health risks involved of being exposed to latex on a daily basis in this program.

Students with a known latex hypersensitivity that elect to remain in the program must provide written guidelines from their personal physician concerning the level of safe latex exposure.

Students are responsible for selecting non-sterile and sterile non-latex gloves for their use in the clinical lab and clinical practicum. Students who develop a latex hypersensitivity during the course of the program are held accountable to the same guidelines as a student with a known hypersensitivity. Blinn College and the Surgical Technology Program are NOT responsible for ANY health problems related to a student who has a known latex hypersensitivity or who develops a latex hypersensitivity during the course of the program and elects to remain in the program.

Leave of Absence

Students shall be granted temporary leaves of absence without accruing make-up days for the following events, under the following terms and conditions:

DEATH IN THE FAMILY

In the event of a death in the IMMEDIATE family, up to two (2) school days for each death will be granted, depending on the day of the death. Students may request leave beyond that provided under this policy. Leave may be granted, but the missed time will be counted as unexcused absence time.

JURY DUTY

In the event a summons to appear in court for jury duty occurs, the student will serve for the duration of the assignment, with written verification from the court.

MILITARY DUTY

A maximum of 17 days' leave is granted, provided that the student has made a reasonable effort to schedule the duty on non-school time. The student is responsible for all class information covered during his/her excused absence.

Library

Blinn College provides a modern library with a librarian to assist students with their educational goals. Reference texts, books, periodicals, and computers with Internet accessed databases are available to the student. Computer stations and printers are provided for students who need to research and write assignments in the event the student does not have access to the Internet at home. The student is encouraged to visit the library, meet the librarian, and learn about the services available at no charge to the student.

The Learning Center provides an opportunity for additional one on one instruction for the student to achieve his or her educational goals. Computers with Internet access are provided for projects requiring Internet references and assistance in learning to search for information on the Internet.

Performance of Unauthorized Procedures

The performance of any unauthorized or unsupervised procedures during laboratory practice and/or clinical externships will result in immediate disciplinary action, which may lead to suspension from the course and/or program. These tasks include, but are not limited to, injecting or administering medications, suturing wounds, tying vessels, placing retractors, any task not within the student surgical technologist scope of practice outside program training and curriculum.

Physical and Psychosocial Skills

As a surgical technology student and practitioner, you will be required to be able to perform/demonstrate the following physical and psychosocial skills:

- Exhibit positive interpersonal skills in patient, staff, and faculty interactions
- Demonstrate calm and effective responses in emergency situations
- Make appropriate judgment decisions
- Hear and understand muffled communication without visualization of the communicator's mouth/lips
- Demonstrate emotional stability
- Manipulate instruments and supplies with speed, dexterity, and good eye-hand coordination
- Communicate and understand fluent English both verbally and in writing
- Be free of communicable diseases and chemical abuse
- Demonstrate immunity to rubella, tuberculosis, and hepatitis B, or be vaccinated against these diseases, or willing to sign a waiver of release of liability in regard to these diseases

- Must be able to meet the following physical demands; bending, walking, standing, lifting, carrying, pushing, and handling equipment, supplies or patients exceeding 25 pounds.
- Must be able to lift 25 to 35 pounds without restrictions
- Must be able to stand for extended periods of time
- Must be able to tolerate environmental temperatures in the 60-degree Fahrenheit range
- Must not have any open lesions on hands or arms, such as psoriasis or dermatitis.
- Will not be permitted to scrub in the clinical practicum if open cuts, sores, or any break in the skin of the hands and arms exist.

Plagiarism

Plagiarism is a serious offense and may warrant dismissal from the program. It is the intentional or unintentional use of another's work and substituting for your own. Also, submitting assignments students have previously submitted for other courses is a form of plagiarism. To help students avoid such events, Blinn College provides written tips on understanding and avoiding plagiarism. The link to that information is found on each syllabus and also here for your convenience:

<http://www.blinn.edu/admnpolicy/Scholastic-Integrity.pdf>

Policy on Accommodation of Student with Disabilities

It is the policy of the program to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact their instructors to discuss their individual needs for accommodation. In order to verify eligibility for protection under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and to support requests for reasonable accommodations, in most cases, a student must initiate an initial request for services and a request for specific accommodation services through the program director. Blinn College's official policy can be accessed on the website.

Pregnancy

If pregnancy occurs while enrolled students MUST notify the program director as soon as the pregnancy is suspected or confirmed. Pregnant students are expected to adhere to the classroom and clinical schedules as long as her physician permits. Periodic written documentation must be provided by the physician in order for the student to continue in the program. Adjustments will be made in clinical assignments to restrict the pregnant student's exposure to potentially harmful situations.

Probation Policy

Probation is a trial period in which the student must improve or be administratively withdrawn from the program. When a student reaches the probation stage, the violation or issue has reached a serious stage and the student should focus on correcting the area(s) of concern. If probation is ineffective and/or improvement does not occur, the student will be dismissed from the program.

The Program Director may place a student on probation for, but not limited to, any of the following reasons.

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice
4. Inability to maintain physical or mental health necessary to function in the program
5. Attendance policy violations
6. Continued interference or disruption to the learning process
7. Leaving the clinical site without notification or permission

The student being placed on probation will be counseled, provided written notification of probation, and the length of probation for reason(s) listed. The student will have the opportunity to document their account of the issue and the probation form will be placed in the student's permanent record. Students have access to an appeals process through the grievance policy as outlined in the Blinn College System Catalogue.

Dismissal from the Program:

Administrative withdrawal or dismissal from the program can occur for, but not limited to the following reasons:

1. Conducting behaviors or practices that place the patient at risk of injury, or worse
2. Attendance and/or Tardy violations not resolved.
3. Grades inconsistent with programs standards.
4. Falsifying case records or cheating on examinations in any class at Blinn College
5. Falsifying admission information.
6. Acts of sexual harassment at any time. (See policy on Sexual Harassment)
7. Fighting on college property or in the clinical area.
8. Abusing or destroying any property while on college or clinical premises

Readmission

Applicants who have failed or withdrawn from the surgical technology program will be reconsidered on an individual basis. Readmission is not automatic. It is based on remediation of identified problem areas and space availability. Students who request readmission to a program might be invited to interview with the program's Readmission Committee. At this interview, the student will be asked to describe what steps have been taken in the intervening months to improve the chance of success and an action plan for improvement of academic and/or clinical performance. In addition, students seeking readmission must submit a letter of their standing from the prior program director where applicable. Readmission into the surgical technology program must occur within one year of non-completion. Upon readmission, students who previously failed or withdrew from a surgical technology course must repeat all concurrent/

corequisite surgical technology courses. A student may be readmitted into the surgical technology program one time only. Students who are unsuccessful in the first semester will have to reapply to the program.

Security and Video Surveillance

The Blinn College campus has installed security measures to provide a safe environment for the students and faculty. Police officers are onsite and video cameras are installed throughout the building at exits and in hallways and the video feeds are monitored during school hours. Faculty offices and classrooms are equipped with emergency alarms as well.

Entrance and exits are automatically locked and unlocked according to school hours. These doors should not be propped open at any time due to possibly setting off the security alarm. In the case of an emergency these doors may be automatically locked by security and while no one can enter the building, students will be able to exit the building.

Student Externship Policy

Hours may vary with the clinical location and department. Externships are educational experiences and not cooperative work experiences. Because of this, no remuneration is given to students for regular assignments. Students are not used in substitution for paid personnel. The instructor and clinical preceptors in the clinical agency in accordance with the outcomes measurement detailed in the course syllabi will informally and formally evaluate students.

Student Injuries

Accidental injuries, both on school property and in the clinical agencies, need to be reported to the program director within twenty-four (24) hours of the event. A copy of the agency incident report, if completed, should be given to the program director.

Student Parking

Campus parking for students is located in two parking areas designated by white lines. One area is in the front of the building and one on the north side of the building. Students are reminded to not park in any space with blue lines (these are patient areas) or any designated handicap parking without the proper permit. Violators may be towed and/or ticketed.

While on the Blinn College campus or at the TAMUS HSC Clinical campus, all students must obtain a parking permit through the Campus Police Department or the TAMUS Parking Department (Room 4400). Students should refer to the Blinn College Catalog for parking/driving rules.

While at clinical sites, students will park in public parking areas and will be responsible for any parking fees. Students will be responsible for their own transportation during program hours.

Surgical Technology Student Grievance Policy

The student grievance policy provides a system to manage student issues involving faculty, staff, or fellow students. Students desiring to discuss or file a grievance should use the following protocols:

1. The student shall make an appointment, within three (3) days, with the instructor to discuss the issue with the objective of resolving the issue informally.
2. If the grievance is not resolved to the satisfaction of the student, the student may submit the grievance in writing to the program director within three (3) days of the informal discussion.
3. The program director shall investigate the grievance and report to the student both verbally and in writing within seven (7) days or receipt of the formal grievance filing.
4. Should the grievance not be resolved to the student's satisfaction, the student may appeal the decision to the Dean under the Blinn College System Student Grievance Policy. This appeal should be made in writing within seven (7) days of the program director's report. The Dean shall investigate the issue and report to the student as his or her discretion.

Tattoos & Body Art

Our clinical affiliates have varying policies addressing tattoos. It is the responsibility of the student to comply with each clinical site's policy during their rotation. In general, persons functioning in the scrub role do not have the ability to conceal certain tattoos prior to donning the surgical gown. Therefore, when the student is not in the scrub role, tattoos must be concealed per facility policy. All images and art that may be interpreted as offensive, inappropriate, or unprofessional must be concealed.

Transportation

While an attempt will be made to accommodate each student's preference on clinical site, the decision on where clinical experiences will take place ultimately rests with the Program Director. Transportation is the sole responsibility of the student. Issues regarding transportation will not serve as reasons to miss clinical/ class time. All hours missed will be guided by the program's attendance policy.

Withdrawal Policy

Should the student wish to withdraw from the program, the following procedure should be followed; 1) the student will contact the program director to discuss the reason for withdrawal, 2) a letter of withdrawal should be submitted which includes the student's name, the date of withdrawal, and a reason for withdrawal. Other reasons for dismissal include but are not limited to: academic failure, unsatisfactory clinical performance, or patient safety concerns.

I HAVE RECEIVED, READ, AND HAVE HAD AN OPPORTUNITY TO CLARIFY ISSUES/QUESTIONS IN REGARD TO THIS STUDENT HANDBOOK. I UNDERSTAND THE CONTENTS AND AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES OF THE BLINN COLLEGE SURGICAL TECHNOLOGY PROGRAM.

SIGNATURE

DATE

I HEREBY GIVE MY PERMISSION FOR BLINN COLLEGE TO RELEASE INFORMATION ABOUT ME TO CLINICAL AGENCIES AND PERSPECTIVE EMPLOYERS CONCERNING MY ACADEMIC PERFORMANCE, ATTITUDE, APPEARANCE, HEALTH AND ANY OTHERWISE PERTINENT INFORMATION WHILE A STUDENT AT THE SCHOOL.

SIGNATURE

DATE

Please be sure your digital signature page is completed online.