



Program Handbook 2023/2024

SURGICAL TECHNOLOGY Associate of Applied Science

The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.

2221 Madison Avenue
Toledo, Ohio 43604

419.251.1313

1.888.80.MERCY

www.mercycollege.edu

TO: Surgical Technology Students

FROM: Jessica Hall - Program Director, Surgical Technology

DATE: August 2023

Here is the Surgical Technology Program Handbook for the 2023-2024 academic year. A printed version of this form is provided with your Program Handbook. Please sign the form and return it to your Program Director. By doing so, you agree to read and follow these guidelines.

Mercy College website: <https://www.mercycollege.edu>

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

Contents

PROGRAM HANDBOOK POLICY/RIGHTS RESERVED	3
GRIEVANCE REPORTING	3
CRIMINAL CONVICTION NOTICE	4
CIVIL RIGHTS/NONDISCRIMINATION STATEMENT	4
TITLE IX STATEMENT	4
SURGICAL TECHNOLOGY OVERVIEW	4
PROGRAM HISTORY	4
PROGRAM ACCREDITATION.....	5
COLLEGE CATALOG	5
PROGRAM PHILOSOPHY	5
PROGRAM MISSION STATEMENT	5
PROGRAM GOALS	6
PROGRAM LEARNING OUTCOMES	6
PROGRAM ASSESSMENT PLAN	7
GENERAL PROGRAM POLICIES & PRACTICES.....	7
PROGRAM CODE OF CONDUCT	7
PROGRAM DISCIPLINE POLICY	7
PROGRAM RETENTION CRITERIA/STANDARDS OF PROGRESS.....	8
GRADING POLICY	8
PROGRAM READMISSION PROTOCOL	8
RADIATION SAFETY	9
RADIATION SAFETY PLAN & PROTOCOL	9
PROGRAM PREGNANCY POLICY	9
EXPENSES	10
STUDENT REPRESENTATION	11
SPECIAL CONSIDERATIONS	11
CLINICAL EDUCATION	11
CLINICAL APPLICATION	11
HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS.....	12
INITIAL CLINICAL PLACEMENT PROCEDURE	12
CLINICAL CASE REQUIREMENTS.....	13
CONTINUED CLINICAL ASSIGNMENT POLICY	15

DRESS CODE REQUIREMENTS.....	16
PERSONAL HYGIENE POLICY	17
CLINICAL ATTENDANCE POLICY	19
CLINICAL START & END TIME	19
CLINICAL TIME-KEEPING POLICY.....	20
CLINICAL MAKE-UP TIME POLICY.....	20
CLINICAL GRADING POLICY	20
CLINICAL SUPERVISION	20
CLINICAL LUNCH POLICY	21
ISOLATION PROCEDURE POLICY	21
HAZARDOUS MATERIALS/WASTE MANAGEMENT POLICY.....	21
PATIENT CARE PROTOCOL	22
TECHNOLOGIST- STUDENT RELATIONSHIP	22
CONFIDENTIALITY OF PROTECTED INFORMATION POLICY (HEALTH/FACILITY/PHYSICIAN/EMPLOYEE)	22
CLASSROOM & LABORATORY POLICIES.....	23
COLLEGE DRESS CODE POLICY	23
TYPES OF COURSE DELIVERY METHODS	23
LAB ATTENDANCE POLICY.....	23
OPEN LAB POLICY.....	23
ADDITIONAL POLICIES & PRACTICES.....	23
ACADEMIC ADVISING.....	23
Appendix A- Surgical Technology Student Technical Standards.....	25
Appendix B– ARC/STSA ACCREDITATION STANDARDS.....	27
Appendix C- AST Code of Ethics.....	27
Appendix D: CP Role	28
Appendix E: Additional Resources	29
Appendix F: ARC/STSA Website compliance checklist	30

PROGRAM HANDBOOK POLICY/RIGHTS RESERVED

The Mercy College of Ohio Surgical Technology Handbook is published by the Mercy College of Ohio Division of Health Sciences and is the Surgical Technology's official notification of its policies, procedures, and standards of conduct applicable to students. Each student is responsible for knowledge of the policies, procedures and standards of conduct described in the Handbook; enrollment is considered acceptance of all conditions discussed in this Handbook. However, the provisions of this Handbook do not constitute a contract between any student and Mercy College of Ohio. The College reserves the right to change any of the policies, procedures, and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this Handbook. If a material revision to a policy, procedure or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms. Questions regarding this Handbook should be directed to the Program Director, Jessica Hall at jessica.hall@mercycollege.edu

GRIEVANCE REPORTING

The Surgical Technology Program has applied for accreditation by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) in collaboration with Commission on Accreditation of Allied Health Education Programs (CAAHEP). While working through the application and accreditation process, Mercy College is committed to maintaining the ARC/STSA Accreditation Standards. Complaints about program noncompliance with the ARC/STSA Standards (**Appendix C**) can be handled through the Student Complaint policy contained in the [College Catalog](#) or can be reported directly to the ARC/STSA. A record of each complaint and complaint resolution will be maintained by the Program Director. The Concern and Complaint form can be found on the Mercy College website at <https://mercycollege.edu/student-affairs/concern-complaint>.

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
19751 E Main St, Suite # 339, Parker, CO 80138
Tel: (303-694-9262)
Email: info@arcstsa.org

CRIMINAL CONVICTION NOTICE

Individuals convicted of a crime may be prohibited from being registered with the National Board Surgical Technology and Surgical Assisting (NBSTSA) and subsequent employment within the profession. The NBSTSA administers and makes all eligibility decisions for the national surgical technology certification examination. Any program student convicted of a crime should contact the Surgical Technology Program Director or Clinical Coordinator immediately for pre-certification instructions. More information can be found here: <https://www.nbstsa.org/policies#scrollNav-8>

CIVIL RIGHTS/NONDISCRIMINATION STATEMENT

Mercy College of Ohio is committed to a policy of nondiscrimination on the bases of race, color, national and ethnic origin, sex, sexual orientation, gender identity, disability, age, marital status, military status, religion, pregnancy, genetic information, citizenship status, and any other legally protected class in employment, admissions and other educational programs, services, and activities, in accord with applicable federal and state law. For more information about Mercy College of Ohio policies, compliance, and consumer information, please visit: www.mercycollege.edu/compliance. Inquiries and complaints of discrimination may be addressed to the Director of Compliance and Risk Management at 419-251-1710, or 2221 Madison Avenue Toledo, OH 43604.

TITLE IX STATEMENT

In accordance with the education amendments of 1972, 34 CFR PART 106, Mercy College of Ohio has designated a Title IX Coordinator and Deputy Title IX Coordinator (Youngstown Location) to ensure compliance regarding sex/gender discrimination of any type. *Discrimination based on sex can include pregnancy and pregnancy-related conditions.* Please direct questions/concerns to:

Stacey Brown, Title IX Coordinator
(419) 251-1710

Stacey.Brown@mercycollege.edu or titleIX@mercycollege.edu

Betsy Cardwell, Deputy Title IX Coordinator
(330) 480-2170

Elizabeth.Cardwell@mercycollege.edu

SURGICAL TECHNOLOGY OVERVIEW

Surgical Technologists are allied health professionals who are an integral part of a team of medical practitioners, providing surgical care to patients in a variety of settings. A Surgical Technologist is a professional in the operating room who has been specifically educated in aseptic sterile technique, surgical procedures, and intraoperative patient care. The Association of Surgical Technologists (AST) affirms that the Certified Surgical Technologist is the most appropriate professional to serve in the intraoperative scrub role. The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

PROGRAM HISTORY

Mercy College of Ohio began planning for the Associate of Applied Science in Surgical Technology Program in 2021. The Program Director was hired in June 2022. The program officially started in January

2023. The Surgical Technology Program has applied for accreditation with ARC/STSA in collaboration with CAAHEP and will have the initial programmatic accreditation site visit in February of 2024.

PROGRAM ACCREDITATION

Mercy College of Ohio is accredited by the Higher Learning Commission (HLC), a historically regional accrediting body. The Surgical Technology Program has applied for accreditation with the Accreditation Review Council of Education in Surgical Technology and Surgical Assisting (ARC/STSA) in collaboration with Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Surgical Technology Program will have its initial programmatic accreditation site visit in February of 2024. Upon completion of this program, graduates are qualified to sit for the National Board Surgical Technology and Surgical Assisting (NBSTSA) certification examination. This national certification qualifies individuals to work anywhere in the United States.

*The Higher Learning Commission, 30 N. LaSalle Street, Chicago, Illinois 60620.

** See above for ARC/STSA contact information.

COLLEGE CATALOG

In addition to this reference tool, the 2023/2024 Undergraduate [College Catalog](https://mercycollege.edu/academics/college-catalog) is an important resource during your time here at Mercy College. The most current College Catalog can be found online at <https://mercycollege.edu/academics/college-catalog>.

PROGRAM PHILOSOPHY

The Surgical Technology Program strives to educate and prepare students for entry-level Surgical Technology positions. The program sets realistic and achievable goals/objectives for each student based on professional guidelines and accreditation standards. The goal is to prepare a competent and compassionate imaging professional who can function in a dynamic healthcare environment. Education is a continuous process through which learners develop knowledge and transferable skills that result in personal and professional growth. The faculty facilitates the learning process through the sequential presentation of concepts, theories and experiential activities within an environment that promotes mutual trust, critical thinking, and self-development.

PROGRAM MISSION STATEMENT

To prepare competent entry-level surgical technologists in the following domains:

(Affective):

1. Understand and demonstrate respect for the dignity and worth of the individual patient.
2. Develop self-understanding and the ability to make rational decisions.
3. Collaborate with other health care areas in the planning and delivery of health care.
4. Recognize the need for a progressive and continuing plan for personal and professional education and growth.

(Cognitive):

1. Understand the significance of surgery in the diagnosis and treatment of the various diseases and conditions of the human body.
2. Understand and utilize the principles of surgical safety in the safe operation of equipment and patient care.
3. Identify specific anatomy and pathologic conditions in surgery.

4. Understand the preparation, application, and administration of medications used in surgical procedures.
5. Understand the fundamentals of surgical therapy and the principles of aseptic technique as it applies to surgery.
6. Understand the special requirement of pediatric surgeries with emphasis on instrumentation and patient size.

(Psychomotor):

1. Demonstrate knowledge and practice of basic patientcare concepts.
2. Demonstrate the application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room.
3. Demonstrate basic surgical case preparation skills.
4. Demonstrate the ability to perform the role of first scrub on all basic surgical cases; and,
5. Demonstrate responsible behavior as a health care professional.

PROGRAM GOALS

To develop graduates who:

1. Demonstrate clinical competence in assisting with various surgical procedures in a compassionate, professional manner.
2. Demonstrate problem-solving and critical thinking skills in the surgical field.
3. Employ effective oral and written communication skills.
4. Understand the importance of continuous learning, professional development and Christian values.
5. To develop graduates who meet the needs of the healthcare community as employable surgical technologists.

PROGRAM LEARNING OUTCOMES

At the completion of the Associate of Applied Science in Surgical Technology Program, graduates will be able to:

- Assist with various surgical procedures under the supervision of the surgeon, registered nurse, or other surgical personnel.
- Apply appropriate communication skills with members of the surgical team and the surgical patient.
- Ensure sterile technique and the principles of asepsis are always followed.
- Demonstrate personal accountability and professionalism.
- Ensure the operating room/environment is safe for the surgical patient and personnel.
- Ensure surgical equipment functions appropriately.
- Demonstrate knowledge, behaviors, and technical skills necessary to gain employment as a surgical technologist.
- Practice professional and ethical behaviors.
- Integrate Mercy College Values into clinical practice.
- Perform as a surgical technologist at entry-level expectations.

CURRICULUM PROGRESSION STATEMENT

The Surgical Technology curriculum is designed to create a logical progression of learning from foundational knowledge to increasingly complex concepts. All Surgical Technology core classes must be taken sequentially.

PROGRAM ASSESSMENT PLAN

The program is assessed in a variety of ways, including:

1. Surgical Technology Program assessment of student learning outcomes based on the goals and objectives of the program and participation in Mercy College institutional assessment.
2. The Program Advisory Committee meetings for program planning, evaluation, and improvement.
3. Students complete evaluations of the course and the instructor at the end of each semester and assess the clinical component of the program.
4. Instructors will complete self-evaluations at the end of each course to facilitate continuous improvement.
5. Graduates are asked to complete a six-month post-graduation Alumni Survey.
6. Employers of the Program Graduates are given a satisfaction survey to complete.

GENERAL PROGRAM POLICIES & PRACTICES

PROGRAM CODE OF CONDUCT

It is expected that students will conduct themselves in an ethical, responsible, and honorable manner. Conduct requires that the student adheres to the basic tenets of ethical behavior. Keeping this in mind, respecting the rights and privacy of others, following the policies and guidelines of Mercy College (College Catalog), the Surgical Technology Program (Program Handbook), Clinical Sites, and all Academic Integrity Policies will be considered minimal behavior standards.

Students are expected to apply the *AST Standards of Ethics* to their actions. These standards of professional ethics guide actions toward patients, surgeons, and hospital personnel during training and future employment. Failure to behave professionally can result in a warning or removal from the program. See the AST Code of Ethics in **Appendix B**.

PROGRAM DISCIPLINE POLICY

Students violating any program policy or procedure which includes classroom, lab, and/or clinical will be subject to disciplinary action. The Program Director and course instructor will be involved in all academic discipline issues in some capacity. All violations will be investigated to determine the level of discipline.

Disciplinary action will include the following levels. The levels can be used consecutively or inconsecutively depending on the severity of the violation(s). Serious violations may result in immediate program dismissal. Relevant examples in the Surgical Technology program include but are not limited to disregard of lab rules and policies, misuse of surgical instrumentation and equipment, unauthorized and/or inappropriate use of sharps, and/or inappropriate patient care or unprofessional behaviors towards patients, classmates, instructors and/or hospital staff.

This policy will be enforced based on the following levels:

Level 1: Verbal Warning

The student will meet with a Program Administrator to discuss program violation. If it is concluded that a program violation has occurred, the student will receive a verbal warning. An improvement plan will be shared with the student which will include expected performance/compliance moving forward which will be signed by the student.

Level 2: Written Warning

If the student violates program policies and/or procedures, they will be meet with the Program Director. If investigation findings conclude that a written warning is warranted, the Program Director and Division Dean will prepare a written warning using the College Disciplinary Form. An action plan that includes present and future consequences will be written. A copy of the written warning and written action plan will be placed in the student's confidential disciplinary file and forwarded to the Vice President of Student Affairs/Dean of Students to investigate Mercy College Code of Conduct violation(s). (See Student Code of Conduct Policy in the current Undergraduate College Catalog)

Step 3: Dismissal

A student dismissed from the Surgical Technology Program is not necessarily dismissed from Mercy College.

PROGRAM RETENTION CRITERIA/STANDARDS OF PROGRESS

Refer to the academic dismissal and academic probation policy in the Mercy College Catalog. In addition, program dismissal may occur when any of the following conditions apply after program admission:

- Failure to maintain a 2.0 cumulative GPA: or
- Failure to achieve a grade of "C" or higher in all program courses (includes coursework with a prefix designation of SUR along with BIO 220 and BIO 221).
 - General education coursework that has been repeated and a grade of "C" or higher has been achieved is not included.
 - Refer to the course repeat policy in the College Catalog for more information.

Students who are dismissed from the program may apply for readmission to the program. Readmission is not guaranteed. Refer to the **readmission protocol** below.

GRADING POLICY

The grade determinants used in the Surgical Technology Program courses will be established by each instructor as outlined in the course syllabus. The Surgical Technology Program utilizes the following grading scale for all courses with a SUR prefix:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

To progress in the Surgical Technology program, all SUR courses must be completed with a final grade of "C" (70%) or better.

PROGRAM READMISSION PROTOCOL

Students dismissed for academic and non-academic reasons may request consideration for readmission. All requests for program readmission must be made by **June 1st** to be considered for the following academic year.

- Any student who is absent for two semesters or longer at the time of their intended program return must retake and pass all previous final exams as well as all previous laboratory simulations for prior SUR courses, as directed by the Program Director.
 - Students seeking readmission must achieve a score of 78% or higher on each of the final exams. Additionally, students will need to achieve a "Pass" and score above a 78% on each of the previous laboratory simulations. The simulation process will match the process for students completing simulations during the current academic year regarding positional selection, repeat opportunities, and grading.

- Any student eligible for readmission into the Surgical Technology Program will be required to meet criteria prior to returning to the clinical site. The student returning must be competent in all completed lab skills prior to leaving the program. The student will complete lab competency walk-throughs with the Program Director on campus before re-entering the clinical site. The Program Director will sign off on the skills reviewed with the student. After the student demonstrates competency for each skill, the student will retain all competencies earned in lab prior to leaving the program. Once the student returns to the program, the Program Director has the authority to withdraw any skill or competency, if they feel the student is not competent with the said skill. This includes previous competencies passed. If the student continues to have difficulty with a competency, they may be required to follow a remediation plan with the Program Director.
- Any student who fails any two (2) SUR courses will not be considered for readmission.
- Students who are dismissed for academic and non-academic reasons are not guaranteed readmission.

Note: Student readmission to the program is contingent upon clinical space and required remediation is subject to the judgment of the Program Director. A specific clinical location is not guaranteed.

DEGREE REQUIREMENTS:

To successfully meet degree requirements students must:

- Pass all courses with a “C” or better
- Maintain a GPA of 2.0 or better
- Complete all clinical case requirements (see page 12-15 of the handbook)
- Sit for the certification exam
- Complete graduation exit survey

RADIATION SAFETY

RADIATION SAFETY PLAN & PROTOCOL

All Surgical Technology students are expected to wear their clinical site-issued radiation dosimeters while fluoroscopy is in use. Dosimeters will be provided to the students from the assigned clinical site and will be exchanged quarterly along with the rest of the hospital staff. Students are expected to use the protection measures of time, distance and shielding where applicable to keep personal radiation exposure as low as reasonably achievable (ALARA) are expected to be followed under all circumstances.

Students are required to wear protective lead devices, such as aprons, skirts, and thyroid shields, during surgical cases that require the use of fluoroscopy. Any student not following radiation safety protocols during the use of fluoroscopy are subject to disciplinary action.

PROGRAM PREGNANCY POLICY

Pregnant students should refer to the Pregnant Student Policy in the College Catalog for guidelines and associated procedures for the protection and equal treatment of pregnant individuals or persons with pregnancy-related conditions at Mercy College. According to this policy, a student who is pregnant is strongly encouraged to notify the College as soon as possible; however, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College.

Because of the nature of the Surgical Technology Program, students in this program should be aware of the following information. The National Council on Radiation Protection (NCRP) recommends that the

Dose Equivalent Limits for a declared pregnant radiation worker (students above 18 years of age) should be limited to 0.5 rem (5 mSv) for the entire gestation period. Also, the recommendation is that no more than 0.05 rem (0.5 mSv) be received by the embryo/fetus in any one month. Pregnant students are also prohibited from entering operating rooms where Methyl Methacrylate (Bone Cement) is in use.

It is recommended that students in the program notify the Program Director and Clinical Coordinator immediately if pregnancy is suspected. A declared pregnant student is defined as a woman who has **voluntarily informed** Surgical Technology Program officials, **in writing**, of her pregnancy and estimated date of conception. The Program Director will provide forms upon request.

For all declared pregnant Surgical Technology students, the following guidelines apply:

- A copy of NRC Regulatory Guide 8.13 regarding detrimental effects to the fetus will be provided along with other educational resources.
- The student will meet with either the Program Director or the IRRP to:
 - Discuss fetal radiation risk.
 - Be provided an opportunity to ask questions regarding risk or review program policies.
 - Obtain a second radiation dosimeter to be worn around the waist during fluoroscopy exposure.
- Each pregnant student will be handled on a case-by-case basis. Options include, but are not limited to, the following:
 - Option 1 – Continue in the Surgical Technology Program without modification
 - Option 2 – Continue in the didactic portion of the program and complete missed clinical time upon delivery, in accordance with the collaborative plan developed with the Title IX Coordinator.
 - Option 3 – Continue in the didactic portion of the program and bank anticipated missed clinical time prior to delivery*, taking caution in fluoroscopy surgeries, in accordance with the collaborative plan developed with the Title IX Coordinator.
 - Option 4 – Request a Leave of Absence**.
- The student who had filed a voluntary declaration of pregnancy may at any time submit to the Program Director or IRRP a **written withdrawal of the declaration** of pregnancy. Note: The student is not considered pregnant in the absence of voluntary disclosure or upon withdrawal of pregnancy declaration.

Note: Program faculty may evaluate clinical competencies achieved prior to time off for pregnancy to ensure competency remains upon return to the clinical practicum. Competencies will need to be repeated, if deemed necessary.

*A student may bank clinical time in advance to cover pregnancy leave with the concurrence of the Program Director provided it does not exceed the Program's maximum daily and weekly time allotments (see Program Maximum Time policy).

** See the Program Readmission Protocol for more details.

EXPENSES

Students should expect the following categories of expenses each semester:

- Tuition and fees – see the Mercy College website, *Cost of Attendance*.
- Textbooks – cost will vary per semester.
- Online Resources such as, but not limited to, Cengage MindTap.
- Supplies – paper, folders, calculator, etc.
- Clinical education expenses include, but not limited to, designated operating room shoes, transportation/travel expenses to and from the clinical facility, and Trajecsys. Additional clinical

expenses may be incurred from physical examination(s), immunizations, fingerprinting and background testing; these are required for clinical practicum placement.

- Basic life support (BLS) or cardiopulmonary resuscitation (CPR) certification.
- Professional organizations – students are highly encouraged to obtain student membership in the Association of Surgical Technologists (AST).
- Certification – CST exam issued by NBSTSA (National Board Surgical Technology and Surgical Assisting).

STUDENT REPRESENTATION

The Surgical Technology program will have two student representatives per cohort. Each cohort will nominate and elect class representatives. Representatives are invited to the Surgical Technology Program Advisory Committee meetings and are asked to collaborate with Program Officials where possible.

SPECIAL CONSIDERATIONS

Unique problems or unexpected circumstances related to progression or graduation should be brought to the attention of the Program Director. Consideration will be handled on a **case-by-case** basis and enforced with as much consistency as possible, in accordance with related policies.

CLINICAL EDUCATION

Clinical education allows for application of classroom and lab concepts. Surgical Technologists in the assigned clinical site provide clinical supervision and instruction. Each site has one or more designated Clinical Preceptors; these individuals are not College employees but have assumed leadership roles for student mentoring and site instruction. Students will occasionally be visited and evaluated by the Surgical Technology Program Director, Clinical Coordinator and/or Faculty during the clinical rotations.

The numbers of clinical hours per week are determined by the course requirements. Students will be scheduled for specific clinical attendance times depending on the clinical assignment. Students are not to be in the clinical setting outside of the assigned clinical times unless they have written permission. Student liability insurance does not cover the student under circumstances outside of the assigned clinical learning times.

The following disclosures should be understood:

- Assigned clinical hours and clinical site locations may change.
- Students are **not** guaranteed placement at a specific clinical site.
- Requirements for clinical competency, evaluation, and documentation may change.

The Program Director and/or Clinical Coordinator is responsible for placing students in their clinical education sites. Rotations to additional clinical education sites may be part of the clinical education. Students will be responsible for their transportation to and from clinical sites and for parking regulations of the clinical sites. Failure to attend a specific rotation without pre-authorization will result in lost grade points (see course syllabi). The expectations of each semester will be covered in the syllabus at the beginning of each new clinical course. Students will evaluate their clinical experience at the end of each rotation.

CLINICAL APPLICATION

Students will learn about functioning in the surgical technology role in the classroom and lab. They must practice their skills and then prove competency during the simulation process in the Surgical Technology Program laboratory. Students are performing the competencies learned in lab at their assigned clinical location, under direct supervision of a Certified Surgical Technologist (CST). The students will log each surgical procedure in Trajecys daily. In addition to logging the surgical case load, students will also receive a clinical feedback sheet from the preceptor/clinical instructor informing the student of their progress.

These clinical feedback sheets are a necessary component for graduation, and provide important feedback used to track the student's clinical progress. The Clinical Preceptor will complete the student competency evaluation form, in the Trajecsys Reporting System. Failure to progress at a safe and satisfactory level at the clinical may result in removal from the clinical site and mandatory remediation of assigned skills.

HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

Incomplete health records will prohibit clinical placement until health records have been updated.

Removal from the clinical site will result in missed clinical days which are subject to point deductions as outlined in clinical course syllabi. Documentation for health records includes vaccinations and other health requirements. Students may request waivers or extensions for vaccinations, which may be approved or denied by clinical facilities. If waivers are denied, it will prevent placement in clinical experiences and progression in the academic program. The College will make a reasonable attempt to find alternate clinical placements for students seeking extensions or waivers of vaccinations, but it is at the discretion of clinical sites whether students are permitted to participate in clinical experiences. Students are responsible for all costs associated with criminal background checks, drug screens, and health requirements. Please see the Clinical Compliance Coordinator with questions regarding documentation for health records, including vaccination requirements.

INITIAL CLINICAL PLACEMENT PROCEDURE

Students will have the opportunity to list their clinical site preferences, however this is not a guarantee clinical placement. Geographic location, student preference, as well as the needs of the clinical site will be considered when determining placement. However, students may be assigned to any of our recognized clinical affiliates. The Program Director and/or Clinical Coordinator will assign each student a clinical seat based on maintaining the correct student to technologist ratio at any given clinical site. **Continued placement at a specific clinical site and/or specific clinical shifts may change at any time based on the needs of the program or clinical facility.**

Typically, students are required to travel a distance from the campus (up to 60 miles from Mercy College) to occupy a clinical seat. However, the distance may be greater than 60 miles from the Mercy College campus if the clinical seat is closer to where the student lives. All students are responsible for their own travel expenses and transportation to and from the clinical sites. Currently, Surgical Technology clinical facilities include:

- Mercy Health St. Vincent Medical Center (Toledo, Ohio)
- Mercy Health - Perrysburg Hospital (Perrysburg, Ohio)
- Mercy Health St. Charles Hospital (Oregon, Ohio)
- Mercy Health St. Anne Hospital (Toledo, Ohio)
- Mercy Health Tiffin Hospital (Tiffin, Ohio)
- Mercy Health Defiance Hospital (Defiance, Ohio)
- Mercy Health Anderson Hospital (Cincinnati, Ohio)
- Mercy Health Fairfield Hospital (Cincinnati, Ohio)
- Mercy Health Clermont Hospital (Cincinnati, Ohio)
- Mercy Health The Jewish Hospital (Cincinnati, Ohio)

Additional clinical facilities, upon formal approval and contract, may be added to the clinical facilities list at any time. Students will be informed if travel requirements to any new recognized clinical facility exceed 60 miles.

Clinical Case Requirements

- I. To meet graduation requirements and be able to sit for the national certification exam, students must complete a minimum of 120 cases as delineated below:
 - a. **General Surgery Cases**
 - i. Students must complete a **minimum of 30 cases in General Surgery; 20 of which must be performed in the First Scrub Role**. The remaining 10 cases may be performed in either the First or Second Scrub Role.
 - b. **Specialty Cases**
 - i. Students must complete a **minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 of which must be performed in the First Scrub Role**. The additional 30 cases may be performed in the First or Second Scrub Role.
 1. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a **minimum of four (4)** surgical specialties.
 - a. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of **four (4)** surgical specialties (40 cases total required).
 - b. The additional 20 cases in the First Scrub Role may be distributed amongst any one (1) surgical specialty or multiple surgical specialties.
 2. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
 - c. **Optional Surgical Specialties**
 - i. Diagnostic endoscopy cases and vaginal delivery cases are **not** mandatory. However, up to ten (10) diagnostic endoscopy cases and five (5) vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
 1. Diagnostic endoscopy cases **must** be documented in the category of “Diagnostic Endoscopy” rather than by specialty.
 2. Vaginal delivery cases **must** be documented in the category of “Labor & Delivery” rather than in the OB/GYN specialty.
 - d. Case experience in the Second Scrub Role is **not** mandatory.
 - e. Observation cases **must be documented**, but do not count towards the 120 required cases.
 - f. Counting cases
 - i. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases as previously stated).
 - ii. Examples of counting cases
 1. Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two (2) cases can be counted and documented since the splenectomy is a general surgery specialty and the LeFort I is an oral-maxillofacial surgical specialty.
 2. Patient requires a breast biopsy followed by mastectomy. It is one (1) pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one (1) procedure – one case.
 3. Endoscopic cases that convert to an open case (e.g., Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure – one (1) case.

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can Be Applied Towards 120 Cases
General Surgery	30	20	10
Surgical Specialties <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • OB/GYN • Oral/Maxillofacial • Orthopedics • Peripheral Vascular • Plastics • Procurement/Transplant 	90	40 across four (4) specialties (10 in each) 20 across one (1) or multiple specialties	30 30 across any specialty in 1 st or 2 nd scrub role 15 of the 30 cases may come from the optional section below
<u>Optional</u> Diagnostic Endoscopy Bronchoscopy Colonoscopy Cystoscopy EGD ERCP Esophagoscopy Laryngoscopy Panendoscopy Sinoscopy Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the second scrub cases.
<u>Optional</u> Labor & Delivery			Five (5) vaginal delivery cases may be applied toward the second scrub cases.
Totals	120	80	40

First and Second Scrub Role and Observation

First Scrub Role

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed to document a case in the First Scrub Role. A student not meeting the five (5) criteria below cannot count the case in the First Scrub Role and the case must be documented in the Second Scrub Role or Observation Role.

- Verify supplies and equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medication(s), and solutions needed for the procedure
- Perform counts with the circulator prior to the procedure and before the incision is closed
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct the appropriate technique

Second Scrub Role

The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role

The Observation Role is defined as the student who is in the operating room performing roles that do not meet the criteria for the First or Second Scrub Role. These observation cases are not to be included in the required case count but must be **documented** in the student case logs.

CONTINUED CLINICAL ASSIGNMENT POLICY

Placement for clinical education requires a minimum of “C” grades in all Surgical Technology courses. Academic performance does not, in and of itself, assure placement in the clinic. Along with academic excellence, a passing score in all lab competencies is required before placement in the clinical learning environment. Problems that would deter the student from working effectively in the clinical setting or behaviors that are inappropriate may preclude clinical assignment.

Behaviors that will prevent a student from assignment or continued assignment to clinical experience are, BUT NOT LIMITED TO:

- Violation of Mercy College of Ohio policies or student code of conduct, or any clinical education site policy.
- Violation of lab *safety rules and policies*
- Any breach of the Standards of Ethics as prescribed by AST
- Excessive absenteeism during a single semester or over the course the program
- Misuse and/or unauthorized of operating room equipment
- Incomplete or false information on health records or any documents; HIPAA violations.
- Failure to notify both the clinical site and the college when absent.

Note: *Any student who is dismissed from a clinical education site because of being deemed “unsafe,” may be automatically dismissed from the program. Please refer to the College Catalog for details of the Student Code of Conduct and disciplinary procedures.*

DRESS CODE REQUIREMENTS

Professional attire/ professional appearance is a requirement during all clinical assignments. The following guidelines are to be followed. All situations may not be covered in these guidelines and are left up to the discretion of the Program Director and/or Clinical Coordinator. Failure to comply with appropriate dress will result in disciplinary action and/or removal from the clinical assignment.

Dress:

- Students are expected to dress in an appropriate and professional manner. No clothing that advertises drugs, alcohol, tobacco, or any illegal substance is permitted. Slogans, sayings, or words imprinted on clothing, which may be perceived as being in bad taste or offensive to others, are also banned and are not in keeping with the professional appearance which is expected.
- In the clinical setting/lab, students should arrive at each clinical site/lab appropriate clothing for the program with **school/facility name badge visible**.
- Students will change into facility issued scrubs in the designated locker room. Correct surgical attire must be followed and includes scrub pants, scrub top, scrub jacket.

Surgical Masks and Other Personal Protective Equipment (PPE):

- Surgical mask should be tied completely and securely. The surgical mask must cover your mouth and nose entirely.
- Surgical masks are to be worn at the scrub sink when performing the surgical hand scrub.
- Surgical masks are to be worn **completely on OR completely off**. (*This is not inclusive to standard masks*). Masks are not permitted to hang from the neck.
- Separate eye shields, or masks with eye protection built in, **must** be worn when scrubbed in. Prescription glasses are not considered proper PPE and cannot be used in place of protective eye wear.
- Masks, eyewear, and shoe covers must be changed in between each surgical procedure.
- Students found violating the PPE requirements are subject to disciplinary action up to and including removal from the clinical site.

Shoes:

- Proper footwear is required in lab/clinical. Shoes must cover the foot fully and offer protection from injury. No open-toe shoes, Crocs, etc. Socks and or stockings must be worn.
- New shoes must be designated for the operating room and must not be worn outside the hospital.
- Shoe covers will be worn according to clinic site policies

Hair:

- Hair must be clean and neatly groomed away from the face. *Men should be clean shaven or adhere to facility and AORN standards regarding facial hair within the OR. Beard coverings must be in use while in lab/clinical at Mercy Health facilities.
- Hair long enough is required to be pulled back and all hair lengths **must** be able to be fully contained in surgical cap.

Personal Hygiene:

- Students are required to practice good personal hygiene (cleansing with soap and water, as well as the use of deodorant and/or antiperspirants) to limit or prevent the spread of diseases and conditions, and because body odor may be offensive to patients and/or staff.

Makeup, Fragrances and Nails:

- Make-up should be avoided in the OR as it can slough off into the surgical field.
- No Perfumes/Fragrances or Scented Lotions are to be worn as these may be offensive to patients and/or staff.
- **NO ARTIFICIAL NAILS OR ENHANCEMENTS ARE PERMITTED IN LAB OR CLINICAL.** Nails are to be short and clean, without any type of nail polish. This includes, but not limited to gel, dip, acrylic, nail polish strips, gems, or other adornments.
- No false eyelashes, or eyelash extensions are to be worn in lab or clinical.

Jewelry, Piercings and Tattoos

- **NO JEWELRY IS PERMITTED IN LAB OR CLINICAL.** No jewelry may be worn on face, oral (tongue), hands or arms when in the scrub role. This includes, but is not limited to: Rings, Earrings, Necklaces, Bracelets, Watches, Nose Rings, Facial Piercings etc.
- **Body piercing jewelry which is visible to others is not permitted.** This includes any head/facial piercing which might be intermittently covered by the surgical mask. Body jewelry (naval), if present, must be covered when in clinical.
- There is to be **no tongue jewelry** while in lab/clinical or in hospital attire.
- There is to be no chewing gum, food, or jewelry behind the surgical mask at any time. **This is a safety issue.**

- **Visible tattoos must be covered** by appropriate scrub attire or other suitable material when the student is in the clinical setting or during any observational experience. Jackets are to be worn when not scrubbed in.
- New tattoos are considered an open wound and will **prohibit** student from scrubbing in for cases.

Tobacco Use:

- Tobacco use of any kind is not permitted on the Mercy Health campuses or other lab/clinical locations.
- **Students are not to utilize any type of tobacco use during the clinical experience day** due to sensitivity of patients, or other staff/students, due to the odor that lingers on hair and clothing.
- Students who do not comply will be considered as placing their clients in physical jeopardy and **will be sent home from clinic and subject to disciplinary action.**

Cell Phone, Earbud, and Bluetooth Devices:

- **CELL PHONES ARE NOT PERMITTED IN THE OPERATING ROOM.** They must be left in lockers or at the surgery charge desk. Phones can be checked on lunch breaks, outside of patient care areas.
- The use of earbuds, headphones or other Bluetooth devices is not permitted in the lab or clinical sites.
- Any student who violates this policy is subject to disciplinary action including but not limited to removal from clinical site.

Personal Belongings and Preparedness:

- Students should come to clinical with a notepad, **ink pen, and all required evaluation forms.** Students should be prepared to take notes of surgeon preferences, draping order, sterile supplies, etc.
- Lockers are provided at some, but not all hospitals, and may be shared with other students. The purchase of a lock is the student's responsibility, and the combination must be shared with the Program Director.
- Bringing large amounts of cash, or any valuables is strongly discouraged.
- Neither the college nor the clinical facility will be held responsible for lost or stolen items. There is to be no outside purses, backpacks or garment bags brought into the lab, operating room, or other restricted areas.

Facility-Required Personal Protective Equipment (PPE)

- Clinical facilities may require students to wear specific PPE while learning in their facility.

CLINICAL ATTENDANCE POLICY

Clinical attendance is an essential and mandatory component of the student's education. Students are responsible for their own transportation to assigned clinical sites. Students are required to attend all scheduled clinical sessions. The clinical practicum is designed to facilitate the transfer of theoretical knowledge to clinical practice. Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes, and clinical judgment. Absence from clinical jeopardizes the student's ability to successfully meet the required surgical case count, which could prevent the student from graduating.

Time management is a necessary professional skill, and punctuality is expected in professional workplaces. Students are expected to arrive on time for clinical and stay for the entire time allotted for that clinical experience. All clinical time that is missed, excused or unexcused, must be made up by the end of semester. This includes tardy time or occurrences of leaving the clinical assignment early.

Absences are either excused or unexcused. Excused absences must be made up, but do not result in a grade deduction. **Unexcused absences must be made up and will result in a grade penalty.** Acceptable excused absences are illness (a physician's note will be required), a family death (obituary will be required), military leave (advance notification to the instructor when possible). Unexcused absences include vacations, weddings, and family special events. Students are required to call the clinical site and call, text, or email the Program Director and/or Clinical Coordinator with any absence. Failure to do **BOTH** is considered a **no call/no show** and will result in the student being required to make up two (2) clinical days for every no call/no show missed day. For each unexcused tardy or occurrence of leaving early, two (2) percentage points will be deducted from the final grade. A combined total of three (3) tardy incidents or occurrences of leaving early will result in making up time for one (1) missed unexcused clinical day. Tardy is considered any amount of time past the scheduled time to begin.

Unexcused absences will result in a grade deduction for the semester in which it occurred, according to the following table:

1 st unexcused absence	Letter grade drop - 5 percentage points	95% = A
2 nd unexcused absence	Letter grade drop - 8 percentage points	87% = B
3 rd unexcused absence	Letter grade drop - 8 percentage points	79% = C

**** More than three (3) occurrences over the course of the program (5 semesters) may result in dismissal from the program.**

It is the student's responsibility to know all clinically associated phone numbers. It is recommended that students program these numbers into their cell phones at the beginning of each semester. The Clinical Coordinator can be notified by cell phone for emergencies or email for non-emergencies.

CLINICAL START & END TIME

Clinical practicums start times and end times are subject to variation. This may be dependent on the clinical site placement, and specific times of operation for respective rotation or service area. Students' clinical time is limited to not more than ten (10) hours per day.

CLINICAL TIME-KEEPING POLICY

Students are expected to validate their clinical attendance. The method of validation will be verified by using the Trajecsyst time-keeping system at the clinical site. Students will use the Trajecsyst time-keeping system to clock in/out during scheduled clinical time. Students will have access to a designated computer at their clinical site, so they are able to access the Trajecsyst. The computer will be associated with a specific IP address the Clinical Coordinator will be able to track. Falsification of attendance records is considered academic dishonesty and will result in disciplinary action or possible dismissal from the program. Forgetting to clock in or out is not an acceptable excuse and may result in having to make up undocumented time.

CLINICAL MAKE-UP TIME POLICY

All missed clinical time will be completed during the semester. No make-up time may be scheduled during holidays, or when the College is officially closed. To assure that time limitations (10 hours per day) are not exceeded, students are required to communicate with the Clinical Coordinator and the clinic site **prior** to scheduling make-up clinical time.

- Students who do not complete their assigned clinical hours because of extenuating circumstances may request an incomplete grade according to the College Catalog Incomplete Grade policy (See Incomplete Grade Policy in the current Undergraduate College Catalog).

CLINICAL GRADING POLICY

Details of clinical grading will be included in the respective course syllabi. Performance evaluations, clinical projects and assignments, documentation, compliance with clinical standards, and attendance will determine clinical grade. The Clinical Preceptors, Clinical Coordinator, and Program Director will evaluate the student on an ongoing basis.

CLINICAL SUPERVISION

- **Preceptor Supervision-** student will be supervised by a qualified practitioner who evaluates the student's knowledge of the procedure, set up, instrument passing ability, etc.
- It is up to the discretion of the Charge Nurse, Operating Room Manager, Surgery Educator, Surgeon and/or Preceptor what role the student will have in the surgery. The roles are one of the following: Observation, Second Scrub or First Scrub.
- No student shall be substituted for paid hospital staff. Students must always have supervision.

*Dismissal for Unacceptable Clinical Behavior (Surgical Technology students are expected to adhere to the *Mercy College Code of Student Conduct* while on campus and in clinical laboratory):

- The Surgical Technology Program reserves the right to dismiss a student whose clinical performance for any surgical technology course is deemed **unsafe** as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, or clinical site team members in jeopardy.
- The surgical technology student must practice within the scope of practice for surgical technologist as recommended by the CAAHEP accreditation, the clinical expectations, and guidelines, the Mercy College Surgical Technology Program Policies and Procedures, and the policies and procedures of the assigned clinical site. For example: It is **NOT** within a surgical technologist's scope of practice to administer medications or perform wound closure on a patient.
- The student's behavior must demonstrate continuity of care through the responsible

preparation, implementation, and documentation of the Surgical Technology student care of clients. Also, the **student's behavior must be respectful of all individuals (patients, family members, other health team members, faculty, and self).**

- In the clinical setting, if a student performs an unsafe act that jeopardizes the safety of patients, fellow students, faculty, or other health care providers, the student may be immediately terminated from the clinical component of the surgical technology course, resulting in a failing grade for the course involved.

***Unacceptable clinical behaviors would include such things as:**

- Failure to pick up a clinical assignment or inadequate preparation for the clinical day.
- Attending clinical experiences under the influence of drugs and/or alcohol (see Clinical Impairment Policy).
- Refusal to care for an assigned client based on client characteristics such as race, culture, religious beliefs, or diagnosis.
- Acts of omission or commission in the care of clients such as physical abuse, mental/emotional abuse, medication errors, or placing the client in a hazardous position, condition, or circumstance.
- Disruption of client care or unit functioning related to poor interpersonal relationships with clinical site team members, peers, or faculty.
- Any behavior that violates professional qualities such as a violation of client confidentiality or solicitation of client services leading to personal gain. **Copying medical records is expressly forbidden by students or agency personnel for student use.**

CLINICAL LUNCH POLICY

Students are entitled to a lunch when shifts extend beyond six (6) hours. The Preceptor to whom the student is assigned, the Site Coordinator, or the Department Manager will determine the lunch schedule.

ISOLATION PROCEDURE POLICY

All clinical affiliates' policies regarding infectious disease(s) will be followed. All cases of suspected or known infectious disease must be completed under direct supervision. If the student is exposed to a communicable or infectious disease, the student must notify the clinical instructor and program clinical coordinator immediately. The clinical affiliate's infectious disease policy will be followed at that point. Students are responsible for learning the principles of Infection Control and applying guidelines in compliance with established policy and procedures of the clinical affiliate. Principles of Infection Control are taught prior to beginning the student's first clinical rotation.

HAZARDOUS MATERIALS/WASTE MANAGEMENT POLICY

During orientation to the clinical education site, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (MSDS), the inventory of hazardous materials, hazard warning labels and their significance, and measures that a student can take to protect him/her from hazardous materials. The student has the right to information and to be free from retaliation for exercising his/her rights.

PATIENT CARE PROTOCOL

Patients are to be treated with respect and dignity always. Their physical comfort, emotional well-being, and safety are to be held in highest regard. A general rule of thumb is that every patient should be treated as one would wish to be treated.

It is expected that students utilize the AIDET approach when interacting with patients. AIDET stands for the five key communication behaviors that create positive care interactions: Acknowledge, Introduce, Duration, Explanation, and Thank You.

TECHNOLOGIST- STUDENT RELATIONSHIP

*The CST has the right to expect that the **student will**:*

- Be punctual
- Show an eagerness to learn
- Have good interpersonal relationships with all personnel
- Adhere to the *AST Code of Ethics*
- Follow the policy and procedures of the clinical site and of the College
- Use all equipment and materials responsibly during the clinical experience
- Respond to positive suggestions that would improve the student performance
- Request to leave the assigned area and return quickly
- Show courtesy, cooperation, and respect.

*The student has the right to expect that the **CST will**:*

- Provide **direct or indirect supervision** of the student that is assigned to him/her based on the student's assigned surgical case.
- Set an example and guide the Surgical Technology student for their development in a professional and ethical manner.
- Instruct and guide the Surgical Technology student in the proper method of patient care.
- Demonstrate and explain the use of the instrumentation and surgical equipment in the assigned surgery.
- Instruct and guide the student in aseptic best practices.
- Guide the student throughout the surgical procedure, as needed
- Objectively and routinely evaluate the student's clinical performance and confer with the Clinical Coordinator.
- Treat the student with respect.

If the student encounters a situation(s) where the above expectations are not being met, it is the responsibility of the student to report the situation(s) to a program administrator immediately.

Note: this list is not all inclusive.

CONFIDENTIALITY OF PROTECTED INFORMATION POLICY (HEALTH/FACILITY/PHYSICIAN/EMPLOYEE)

By law, all information contained in a patient's medical record/electronic health record, known as protected health information (PHI), is confidential. Information pertaining to the facility or relating to physicians or employees is considered confidential as well. All information that is discussed or made available in class or in the clinical facilities is therefore considered confidential and may not be discussed outside of the classroom or clinic.

Students may not disclose confidential information to unauthorized individuals, including family and/or friends. Failure to respect confidential information will result in dismissal from the program due to a breach of HIPAA laws.

CLASSROOM & LABORATORY POLICIES

COLLEGE DRESS CODE POLICY

Professional attire and professional appearance are a requirement while in the classroom and lab. Specific points to note:

- Due to Infection Control Policy, students must NOT wear the program scrub uniform to class if they are coming from their assigned clinical education site. A change of clothes is necessary before entering the College.
- Students must wear the Program uniform for all Laboratory Simulations.
- Students are expected to follow the dress code guidelines as listed in the [College Catalog](#). All situations may not be covered in these guidelines and are left up to the discretion of the faculty. Failure to comply with appropriate dress will result in disciplinary action and/or removal from the classroom or lab.

TYPES OF COURSE DELIVERY METHODS

The following instructional delivery methods may be implemented, as determined by course faculty, to reach course objectives for course requirements including but not limited to clinical, laboratory, and other course requirements: Face to Face, Web-Enhanced (also Web-Facilitated), Blended (also Hybrid), and Online.

- Online Synchronous Sessions may be required for courses with an online delivery method or in a situation where face-to-face courses are not able to meet on campus. Synchronous sessions allow classes to meet at the same time in an online format. Synchronous sessions will either be documented in the course syllabus or will be announced at least a week in advance for students to prepare for the session. Students not in attendance for a synchronous session will incur an unexcused absence for the course.

LAB ATTENDANCE POLICY

Students are expected to attend lab. Points for attendance, punctuality, and professionalism may be given for each class. A phone call, text message, or email is appropriate and is expected if students will be late or absent from any lab activity. Students should store appropriate phone numbers in their cell phones in case an unexpected situation arises.

Tardiness and leaving early are disruptive to the classroom setting and to student learning and may result in the loss of attendance and participation points. Students who need to leave class early should discuss it with the instructor in advance; failure to do so will result in a reduction of attendance points. Tardiness and Absence Policies will be reviewed in class. Excessive absences or tardiness will affect final grades. Course syllabi will indicate specific policies.

OPEN LAB POLICY

Open labs are supervised by an instructor and offered on an as needed basis as an opportunity to practice the skills that are being taught in the scheduled lab days. The lab instructor may suggest a student come in for an open lab session for extra practice depending on the student's proficiency level for each individual skill. Students requesting open lab time must submit the request in writing to the lab instructor or Program Director for approval and scheduling.

ADDITIONAL POLICIES & PRACTICES

ACADEMIC ADVISING

Upon admission to the Surgical Technology Program, each student is assigned an Academic Advisor. The Academic Advisor will monitor the academic progress of the assigned student throughout the curriculum and advise the student, as necessary. The Academic Advisor has posted office hours, and is also available by appointment, or by e-mail. It is recommended that Surgical Technology students meet with their Academic Advisor each semester.

COURSE ENROLLMENT

It is the student's responsibility to register for courses each semester based on their respective plan of study. It is strongly recommended that you register for course in the EmpowerMe system promptly when the registration window opens to secure your seat in the courses you need.

Information on refund deadlines and how to add or drop a course can be found in the [College Catalog](#). **Before** any Surgical Technology Program course is dropped, the Program Director or assigned Academic Advisor should be notified by the student via e-mail or other communication means.

EMERGENCY PREPAREDNESS CONTINGENCY PLAN

In case of an unforeseen circumstance or emergent situation (natural disaster, inclement weather***, and local, state, or national emergency, etc.) where lab or clinical is unable to meet face-to-face, the scheduled activity will be made up prior to the end of the semester.

Clinical: If students are displaced from the clinical site, all required clinical time and clinical competencies will be made up on return to the clinical site (short-term). If displacement continues, attempts will be made to place students at an alternate clinical site (long-term).

*****Inclement weather:** See the policy in the [College Catalog](#). If a student does not feel safe going to campus due to unusual weather conditions, the student can join class via secure video conference software. If a student does not feel safe going to clinical due to unusual weather conditions, missed clinical time will be considered an excused absence however, clinical time must be made up based on the College Credit Hour Policy. If the college campus (Lucas County) is closed due to inclement weather, students do not report to their clinical site(s). The Program Director will determine how clinical time is made up based on established College practice

APPENDIX A – TECHNICAL STANDARDS FOR SURGICAL TECHNOLOGISTS

To assure patient and student safety, to meet the program competencies, and for successful completion of the objectives of each Surgical Technology course, an individual must be able to independently, with or without reasonable accommodation, meet the following technical standards:

- Ability to learn in the classroom and various educational settings.
- Ability to speak, hear, observe, read, and understand the English language in a manner sufficient to provide safe and effective patient care.
- Ability to communicate in sensitive and effective interactions with patients, families, and members of the health care team.
- Sufficient visual acuity, such as is needed in the surgical environment and for the observation necessary for patient assessment and care.
- Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people with the use of monitoring devices (e.g., cardiac monitors, biomedical equipment, fire alarms, etc.)

- Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the passing of surgical instrumentation, manipulation of equipment, positioning, and lifting patients required in meeting health needs related to surgical technology.
- Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel; and
- Sufficient intellectual and emotional functions to plan and implement care for individuals.
- Ability to observe patient conditions and respond appropriately to health and illness for purposes of providing safe and effective patient care.
- Ability to meet physical strength and mobility demands of providing clinical care, attending to emergency situations, and performing maneuvers such as CPR.
- Ability to respond promptly and calmly to urgent and stressful situations that may occur during clinical education.
- Ability to think critically, solve problems, exercise professional judgement, promptly complete responsibilities, and make decisions for the care of persons, families, and /or communities across the health continuum and in a variety of settings.
- Ability to show concern for others, compassion, human dignity, ethical conduct, and accountability.
- Ability to adapt to and function effectively to stressful situations in both the classroom and clinical settings.

To be qualified for the Mercy College Surgical Technology Program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student's responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College's website at www.mercycollege.edu/student-affairs/accessibility; requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility Services at 419-251-1784 or ADA504@mercycollege.edu.

These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations.

Please indicate below:

- ☐ I **can** meet the technical standards with or without reasonable accommodations.
- ☐ I **cannot** meet the technical standards with or without reasonable accommodations.

Student Signature

Date

APPENDIX B– ARC/STSA ACCREDITATION STANDARDS

Complete details of ARC/STSA accreditation standards can be found here:

https://arcstsa.org/wp-content/uploads/2022/08/ST-Standards_2022_08-24.pdf

APPENDIX C – AST CODE OF ETHICS

The *Code of Ethics* shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The *Code of Ethics* is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The *Code of Ethics* is aspirational.

Association of Surgical Technologists CODE OF ETHICS

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

The complete AST Code of Ethics can be found here:

https://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Code_of_Ethics.pdf

APPENDIX D: CP ROLE

Overview: The Clinical Preceptor will be responsible for coordinating the student clinical experience at a specific clinical site. This individual must possess the knowledge and skills to teach and supervise students in the clinical setting. The Clinical Preceptor acts as a role model for students and an unpaid liaison between the college and clinical site.

Minimum Requirements:

- Current Certified Surgical Technologists credential.
- Proficient in supervision, instruction, and evaluation.
- Minimum of 1-year full-time experience as a CST.

Responsibilities:

- Maintains knowledge of program mission and goals.
- Understands the clinical objectives and clinical evaluation system and evaluating students' clinical competence.
- Provides students with clinical instruction and supervision in accordance with documented student surgical case log.
- Understands the sequencing of didactic instruction and clinical education.
- Maintains competency in the professional discipline through continuing education as mandated by the NBSTSA and the clinical site.
- Participates in the assessment process, as appropriate.
- Maintains current knowledge of program policies, procedures, and student progress and monitoring and enforcing program policies and procedures.
- Orients new students to the clinical site, the surgery department, and operating room(s).
- Meets with Clinical Coordinator/Program Director to communicate student progress, strengths, and weaknesses.
- Assists in maintaining effective and well documented student clinical records.
- Maintains confidentiality in accordance with program policy.

APPENDIX E: ADDITIONAL RESOURCES

[AST – Code of Ethics](#)

[ARC/STSA – Surgical Technology Clinical Requirements](#)

[AST – AST Surgical Technologist Responsibilities](#)

[NBSTSA- Certification Exam Content Guide](#)

[NBSTSA- CST Candidate Handbook](#)

APPENDIX F: ARC/STSA WEBSITE COMPLIANCE CHECKLIST

WEBSITE COMPLIANCE CHECKLIST

Required published program and/or sponsoring institution information	Direct link to information on program or institution's website
Admission and transfer of credit policies	College Catalog Link See Admission Policy Mercy College Credit Transfer Policy Website Link
Tuition, fees, and refunds	College Catalog Link See Tuition, fees, and refunds Policy
Graduation requirements	College Catalog Link See Associate of Applied Science Degree See Associate of Applied Science Degree in Surgical Technology Requirements
Grading system	Program Handbook See Surgical Technology Program Grading Policy
Program mission statement, goals, and student learning outcomes**	Surgical Technology Program Webpage
Accreditation status**	Surgical Technology Program Webpage
Articulation agreement(s)	Mercy College Articulation Agreements College Website Link
Academic calendar	Mercy College Academic Calendar College Website Link
Clinical obligations	College Catalog Link See Clinical Compliance Requirements See Clinical Liability Insurance Program Handbook Link See Clinical Obligations Policies
Grievance policy and/or procedures	Mercy College Grievance - Adjudication Procedures Website Link College Catalog Link See Civil Rights/Nondiscrimination Policy See Accessibility/ADA/504 Policy See Sexual Harassment Policy See Student Complaint Policy See Course Grade Appeal
Program Effectiveness Data on ARC/STSA provided template**	Surgical Technology Program Webpage

**These items are listed directly on the Program's home webpage. All other required information is accessible via the Mercy College website, Surgical Technology Program webpage, or the current Program Handbook.