

# GREAT PLAINS

Technology Center



## *Surgical Technologist*

*Student Handbook*

*Class #24*

*2011 - 2012*

*Revised June 2011*

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# **GREAT PLAINS**

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## Technology Center

### *SURGICAL TECHNOLOGIST*

## **WELCOME**

**Dear Student Surgical Technologist:**

**As the Director/Instructor of Great Plains Technology Center's Surgical Technologist, I want to welcome you to our school. I believe that you chose this school because it will give you the best preparation to meet your goals.**

**You have chosen to become a Surgical Technologist because of your desire to make a genuine contribution to the health and happiness of other people. I hope that this desire will be met, that you will find happiness and job satisfaction during the 9 months of study, and as a Certified Surgical Technologist.**

**You will be given the best preparation possible during didactic and clinical periods. I am sure you will be a credit to your school, your peers, and your community. I have faith in you as a future Certified Surgical Technologist, and wish you success and achievement of your highest goals.**

**Your Director / Instructor,**

*Ann Tahah, LPN*

**Ann Tahah, LPN**

## **INTRODUCTION**

We have a sincere interest in you as an individual, and look forward to helping you achieve your goal of becoming a Surgical Technologist.

Your primary responsibility this year will be to learn to be a safe, skillful, and responsible Surgical Technologist. This handbook contains policies and procedures of Surgical Technologist. Students are expected to adhere to these policies and procedures.

Students in Surgical Technologist must also adhere to the policies and procedures outlined in the Adult Student Handbook of Great Plains Technology Center. Policies are subject to change; upon notification, students are responsible to adhere to any policy change.

We wish you success in the achievement of your occupational objective.

## **COMPLIANCE STATEMENTS**

### ***NOTICE OF NONDISCRIMINATION***

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Great Plains Technology Center also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK. or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

*Title IX Coordinator/Compliance Officers:*

Lawton campus—Karen Bailey and James Bishop (580) 355-6371

Frederick campus—Nancy Hasley and Gary Tyler (580) 335-5525

El Great Plains Technology Center no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Great Plains Technology Center tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK. or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

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## **NONIMMIGRANT ALIEN STUDENTS**

This school is authorized under Federal law to enroll nonimmigrant alien students.

## **CAMPUS SECURITY ACT**

In order to comply with federal regulation 34 CFR 668.36 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at [www.greatplains.edu](http://www.greatplains.edu). The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

## **USEPA REQUIRMENTS**

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

## **DRUG-FREE SCHOOLS**

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment. They make you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks. They may damage major organs, increase your risk of cancers, and even cause death.

There are three alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties—they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the health of people, the Great Plains Technology Center has a fundamental, legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the abuse of alcohol, tobacco and drugs and their continuous promotion in our society, the Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units help prepare students to make the proper decision concerning drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the GPTC Student Handbook. Some possible actions include, suspension, expulsion, and/or referral to the local law enforcement agency.

A copy of the Drug-Free Schools Policy and the GPTC Student Handbook will be available to students online at [www.greatplains.edu](http://www.greatplains.edu). Continual education will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

## **Drug Screen Policy – Adult Medical Programs.**

Students notified of initial acceptance into adult medical program have a conditional admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, suitable physical exam, and payment of tuition and fees prior to the start date of the program.

Students in medical programs are required to be screened for substance abuse prior to clinical practicums. The purposes of the drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the school policy related to illicit use of substances as stated in the Great Plains Technology Center (GPTC) Student Handbook and the Policies and Procedures book. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

Students will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. In addition to initial screening that will occur when the student is admitted to a medical program, students may be subject to testing when requested by a specific clinical agency or for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.

**Initial Drug Screening.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into a medical program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will not be admitted into the program.

**Drug Screening of Existing Students.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted. A diluted result will require a retest, at the school's expense. Students who test positive for illicit drug use may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Following school policy, they will be dismissed from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission. If a student tests positive for a prescribed drug, the student must submit a valid prescription, providing the drug level is within prescribed limits and that the level does not indicate abuse.

**Appeal Procedure.** If a urine drug screen indicates positive for the presence of unauthorized (illegal or non-prescribed) drugs, the student may request a hair follicle drug screen to be performed within 24 hours of receiving the results of their drug test. (If results of urine drug screen are received on Friday, the student will have until Monday of the following week to have a hair follicle drug screen performed.) The hair follicle drug screen will be at the student's expense, performed at the agency specified by GPTC. While awaiting results of a hair follicle drug screen, the student will not be allowed to attend practicums. If the hair follicle drug screen is negative, the applicant may enter the program or a student enrolled in the program may remain in the program. If the hair follicle drug screen confirms the results of the urine drug screen, the applicant will not be admitted into the program. An existing student will be dismissed from the program and may reapply for admission.

All test results will be filed in the Health Careers Office and shall remain confidential.

## CONDITIONAL ADMISSION

Applicants notified of initial acceptance into the Surgical Technologist Career Major have a conditional admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, clinical site privileges, suitable physical exam, and completed financial arrangements prior to the start date of the career major / program.

1. **Educational Requirement** – You must be a high school graduate or have obtained a GED.
2. **Age Requirement** – You must be 18 years of age to attend clinicals.
3. **CPR certification** – GPTC will accept only Health Care Provider CPR.
4. **Clinical Site Privileges** – If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the career major and unable to take the certification exam.
5. **Previous Health Care Employment** – If you previously worked at a health care facility, you must have a favorable record with the facility to be eligible for clinical rotations.
6. **Negative drug screen** – Applicants will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. An applicant with a positive drug screen will be denied admittance.
7. **Clear background check** – Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program.
8. **Mandatory meeting** – Applicants must attend the mandatory meeting to acquire additional information about admission and to initiate their background check.
9. **Suitable physical exam** – Applicants must submit physical exam form, provided by the school, complete with laboratory results, immunizations records, and physical clearance by a physician. Any health related problems must be corrected, and evidence of correction must be submitted. Students are not allowed to participate in clinical activities without documentation of being in good health, as evidenced by the physical exam. Required immunizations are listed below, and must be documented on a shot record. Surgical Technologist requires **Titers** to prove immunity for MMR, Varicella, and Hepatitis B.
  - 1 TB skin test
  - Hepatitis B series (series of 3 injections) .....Must submit a positive Titer
  - MMR (measles, mumps, rubella - series of 2 injections) ..... Must submit a positive Titer
  - Varicella (chicken pox – series of 2 injections) .....Must submit a positive Titer
  - Tetanus – must have received immunization ..... Within the last 10 years
10. **Completed financial arrangements** – Applicants must pay tuition and fees. Funding award letters/purchase orders will be accepted in lieu of payment.

## **SURGICAL TECHNOLOGIST**

### **DESCRIPTION**

Surgical technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The major combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The instructional Surgical Technologist content, which is 1185 hours of classroom and clinical instruction, is based on an occupational analysis of the Surgical Technologist field, and is adjusted to reflect local employment. Local employment needs as determined by the instructor, administrators, and advisory committee are also considered.

Upon successful completion of Surgical Technologist, the graduate will be eligible to sit for the National Surgical Technologist Examination. Surgical Technologist closely follows the guidelines of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This class only accepts 16 students.

Clinical rotation will be held at the following hospitals:

<i>Lawton, OK:</i>	Comanche County Memorial Hospital Great Plains Ambulatory Surgery Center Public Health Service-Lawton Indian Hospital Southwestern Medical Center
<i>Fort Sill, OK:</i>	Reynold's Army Hospital
<i>Altus, OK:</i>	Jackson County Memorial Hospital
<i>Duncan, OK:</i>	Duncan Regional Hospital

### **PHILOSOPHY**

We, the faculty, believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living, and the other teaching us how to live. We subscribe to the belief that career technology education is an essential part of the two educations. There is dignity in work, and that work is one of our best means of developing the intelligent use of our hands and minds.

Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the adult student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health care profession.

We believe that Surgical Technologists offer a vital service to the total needs of the patient. Operating room service provides thorough, well-planned intervention, safe comprehensive support, and care for the patient undergoing a surgical procedure. This requires the ability to view the patient as a complete person with physical, psychosocial, and spiritual needs. The ultimate goal of surgical intervention is to restore the patient to optimum functioning or, in the case of some terminal illnesses, to achieve a peaceful death. The Surgical Technologist curriculum provides guided learning experiences in meeting these needs of the patient.

This course of study assists the student in acquiring the knowledge, skills, and attitudes necessary to function as a member of the surgical team. Each student has an individual background to contribute to the profession. As knowledge, perception and understanding of patient care increases; the student's attitudes and behavior will change. The student should develop the responsibility to uphold the ideals of the health profession, and work toward its continued improvement. They will be viewed as true professionals and will find the task rewarding.

## **GOALS**

The goal of the Great Plains Technology Center's Surgical Technologist is to graduate Surgical Technologists of the highest quality who are prepared to enter the healthcare profession as competent entry-level Surgical Technologists, with advanced cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior. In order to accomplish this goal, the graduate shall be able to:

1. Integrate acquired knowledge and skills to the role of the Surgical Technologist in caring for the surgical patient.
2. Contribute effectively as a member of the surgical team to provide quality patient care.
3. Comply with the policies and procedures established by the medical facility.
4. Employ appropriate ethical and professional values while performing employment responsibilities.
5. Demonstrate cognitive development by passing the National Surgical Technologist Exam.
6. Promote personal and professional accountability by assuming responsibility for continued professional and educational growth.

## **HISTORY AND ACCREDITATION**

Surgical Technologist at Great Plains Technology Center began in 1987 as a hospital based program at Comanche County Memorial Hospital. Surgical Technologist became a joint venture between GPTC and Comanche County Memorial Hospital in 1988 and has graduated over 200 students to date.

Surgical Technologist has undergone a number of changes since its beginning, but continues to uphold high ideals and expectations for its students.

Many of the Surgical Technologist graduates are employed as surgical technologists in the operating room, and labor and delivery departments of hospitals in the Lawton community, as private scrubs for surgeons, and in numerous healthcare facilities across the United States.

Surgical Technologist received accreditation from the **Commission on Accreditation of Allied Health Education Programs (CAAHEP)** in 1989, and was granted a 10-year continuing accreditation in 2004. To contact the accreditation agencies:

**CAAHEP**  
**1361 Park Street**  
**Clearwater, FL 33756**  
**(727) 210-2350, [www.caahep.org](http://www.caahep.org)**

***Accreditation Review Committee In Surgical Technology and Surgical Assisting (ARC-STSA)***  
**7108 - C South Alton Way**  
**Centennial, CO 80112-2106**  
**(303) 694-9262, [www.arcstsa.org](http://www.arcstsa.org)**

## **OBJECTIVES**

The Surgical Technologist Major is designed to prepare the student to assume the responsibility to function in association with registered nurses, surgeons, and anesthesiologists to provide the best possible care for the surgical patient. A graduate of the Great Plains Technology Center Surgical Technologist Career Major will have the ability and skills to:

### **Level I - Specific Objectives**

1. Recognize, define, and differentiate between application of common and complex medical terms.
2. Analyze unfamiliar medical terms by applying knowledge of word parts.
3. Interpret verbal and nonverbal communication by demonstrating effective communicating with instructors, classmates, and other surgical team members.
4. Recognize, contrast, and compare anatomical structures using anatomic references to identify body positions, planes, directions, cavities, and organs.
5. Differentiate normal and abnormal physiological functions relating to types of diseases and modes of disease transmission.
6. Describe and practice proper safety techniques to prevent accidents and exposure to blood-borne pathogens by consistently utilizing Standard Precautions in the classroom, lab, and clinical areas.
7. Demonstrate the cognitive understanding of the principles of asepsis by identifying and correcting breaks in technique during lab practice.
8. Identify the members of the surgical team and distinguishes between each members' role in the surgical intervention.
9. Understand the legal and ethical responsibilities and limitations of a surgical technologist by performing within the scope of the profession.
10. Demonstrate the related nursing procedures by practicing vital signs and analyze any abnormality in the results.
11. Identify and discuss the specific needs and care of patients with special or complex needs.
12. Describe and demonstrate the pre-operative preparation to include obtaining an informed surgical consent, transportation, positioning, shaving, and prepping of the surgical patient during the pre-operative phase.
13. Apply mathematical principles to solve problems involving dosage calculations and other applied mathematical concepts.
14. Distinguish between surgical pharmacological agents and describe each classification's effect on the human body.
15. Contrast and compare methods, agents, and techniques of anesthesia administration.

16. Discuss anatomy, physiology, and pathophysiology of core surgical procedures.
17. Analyze diagnostic and procedural steps for core surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations.
18. Identify the use of various supplies and equipment of the basic operating room.
19. Identify the classification, names, parts, materials, finishes, and uses of basic surgical instrumentation.
20. Apply knowledge of basic instrumentation to specific surgical procedures while practicing in lab setting.
21. Demonstrate the steps of surgical scrubbing, gowning, and gloving.
22. Demonstrate initial techniques for preparing instrumentation and supplies on the sterile field.
23. Employ the technique, timing, methods, and legal responsibilities of counting instruments, sponges, needles, and other countable items on the sterile field.
24. Apply cognitive and psychomotor knowledge to Clinical Practicum I.

## **Level II – Specific Objectives**

1. Integrate cognitive knowledge and psychomotor skills acquired from Level I to enhance proficiencies.
2. Analyze diagnostic and procedural steps for core and specialty surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations by completing a weekly Surgical Case Management Plan.
3. Perform all essential activities of surgical patient care utilizing the principles of aseptic technique, critical thinking, and problem solving in order to adapt to the changing surgical environment
4. Discuss anatomy, physiology, and pathophysiology of core and specialty surgical procedures.
5. Assimilate knowledge of procedural step by selecting and organizing instruments, equipment, and supplies for the delivery of patient care during the core and specialty surgical procedures with limited assistance of another team member.
6. Demonstrate an understanding of electricity by applying safe patient care practices in the operating room.
7. Demonstrate an understanding of robotics by applying technology to safe patient care practices in the operating room.
8. Demonstrate an understanding of the principles of physics to safe patient care practices in the operating room.
9. Apply cognitive and psychomotor knowledge to Clinical Practicum II.

### **Level III – Specific Objectives**

1. Integrate cognitive knowledge and psychomotor skills acquired from Level II to enhance proficiencies.
2. Demonstrate the ability to prioritize procedural steps and independently organize the surgical field, while considering the relevant anatomy and physiology on all core and specialty procedures.
3. Apply principles of professional communication in a variety of demanding situations.
4. Utilize decision-making and problem solving skills in the application of Surgical Technology principles.
5. Demonstrate professional behavior consistent with legal requirements and ethical expectations consistent with the AST Code of Ethics.
6. Formulate a plan for personal and professional growth by preparing a career portfolio and obtaining a position as a competent entry-level Surgical Technologist.
7. Demonstrate achievement of advanced cognitive, psychomotor, and affective skills from Surgical Technologist Career Major core curriculum by successfully passing the National Surgical Technology certification exam.

## **CURRICULUM**

### ***COURSE OF STUDY***

The curriculum consists of didactic and clinical experiences. Supervised practice of surgical skills and techniques are practiced in the classroom laboratory setting. Supervised clinical experiences are provided in Lawton area hospitals.

The structure of the curriculum is based on 1185 hours of full-time study. The maximum number of hours of academic and clinical assignment will not exceed 40 hours a week. Both the didactic and clinical portions of the program are competency based with clearly written objectives for the students to follow. Class schedules are given to students.

### **SURGICAL TECHNOLOGIST IS DIVIDED INTO THREE LEVELS:**

- ↪ **Level I** is designed to cover the major didactic portion of the curriculum, with limited exposure to the operating room environment. This level is designed to introduce the student to the operating room environment, and to help students become safe, effective, and dependable surgical technologists.
- ↪ **Level II** consists of student clinical participation. The student will continue with classroom didactic study two days a week, and will participate in the clinical area three days per week. This level is designed to integrate cognitive knowledge and psychomotor skills acquired in Level I to enhance clinical proficiencies.
- ↪ **Level III** consists of clinical practice. The student will participate in the clinical area for four days per week. This level is designed to bring the student to the point where he/she is able to function, upon graduation, independently in the surgical suite, by demonstrating achievement of advanced cognitive, psychomotor and affective domain skills needed to function as an effective member of the surgical team.

# GREAT PLAINS

## Technology Center

### COURSE OF STUDY

TOTAL COURSE HOURS - 1185

COURSES	THEORY HOURS	CLINICAL HOURS
<b>SURGICAL TECHNOLOGIST ORIENTATION</b>	<b>15 HOURS</b>	
<b>INTRODUCTION TO SURGICAL TECHNOLOGY</b>	<b>30 HOURS</b>	
Module 1-A Professional Responsibilities and Relations	10	
Module 2-A Interpersonal Relations & Communication Skills	10	
Module 3-A Legal and Ethical Responsibilities	10	
<b>CORE MEDICAL TERMINOLOGY</b>	<b>45 HOURS</b>	
Module 1-B Dean Vaughn Terminology Lesson 1-12	45	
<b>BIOMEDICAL SCIENCE</b>	<b>15 HOURS</b>	
Module 2-E Electricity	5	
Module 3-E Physics	5	
Module 4-E Robotics	5	
<b>ANATOMY AND PHYSIOLOGY / PATHOPHYSIOLOGY</b>	<b>120 HOURS</b>	
<b>Module Set I</b>		
Module 1 Organization of the Body	4	
Module 2 Cells, Tissues, and Membranes	6	
<b>Module Set II</b>		
Module 1 Integumentary System	8	
Module 2 Skeleton System	10	
Module 3 Muscular System	10	
Module 4 Nervous System	10	
Module 5 Endocrine System	7	
Module 6 Special Senses Organs	9	
Module 7, 8, 9 Circulatory System	12	
Module 10 Lymphatic System	4	
Module 11 Respiratory System	7	
Module 12 Digestive System	10	
Module 13 Urinary System	7	
Module 14 Male Reproductive System	8	
Module 15 Female Reproductive System	8	

<b>COURSES</b>	<b>THEORY HOURS</b>	<b>CLINICAL HOURS</b>
<b>ESSENTIALS OF SURGICAL ASEPSIS</b>	<b>60 HOURS</b>	
Module 1-A Principles of Aseptic Technique	16	
Module 2-A Scrubbing, Gowning, and Gloving	30	
Module 3-A Sanitation, Sterilization & Disinfection	14	
<b>SURGICAL PATIENT CARE</b>	<b>45 HOURS</b>	
Module 1-B Pre-Operative Routines and Related Nursing Procedures	8	
Module 2-B Care of Patients with Special or Complex Needs	8	
Module 3-B Positioning and Prepping	24	
Module 4-B Care of Specimens	5	
<b>SURGICAL CASE MANAGEMENT</b>	<b>120 HOURS</b>	
Module 1-C Duties of the Surgical Team Module	6	
Module 2-C Surgical Environment and Equipment	4	
Module 3-C Instrumentation	16	
Module 4-C Sutures, Needles, and Stapling Devices	10	
Module 5-C Sponges, Dressings, Packing, and Counts	4	
Module 6-C Drainage Systems and Tubes	4	
Module 7-C Preparation and Draping of the Sterile Field	76	
<b>SURGICAL PHARMACOLOGY</b>	<b>30 HOURS</b>	
Module 2-D Weights and Measures	3	
Module 3-D Syringes and Hypodermic Needles	4	
Module 4-D Pharmacologic Agents	12	
Module 5-D Anesthesia	11	
<b>MICROBIOLOGY AND WOUND HEALING</b>	<b>30 HOURS</b>	
Module 1-C Introduction to Microbiology	10	
Module 2-C Infection and Immunology	10	
Module 3-C Wound healing	10	

<b>COURSES</b>	<b>THEORY HOURS</b>	<b>CLINICAL HOURS</b>
<b>SURGICAL PROCEDURES I</b>	<b>90 HOURS</b>	
Module 1 – General Surgery	25	
Module 2 – Obstetric & Gynecologic Surgery	20	
Module 3 – Genitourinary Surgery	10	
Module 4 – Ear, Nose and Throat Surgery	15	
Module 7 – Orthopedic Surgery	20	
<b>SURGICAL PROCEDURES II</b>	<b>75 HOURS</b>	
Module 5 – Ophthalmic Surgery	13	
Module 6 – Plastic Surgery	13	
Module 8 – Neurosurgery	12	
Module 9 – Cardiacthoracic Surgery	25	
Module 11 – Peripheral Vascular Surgery	12	
<b>CORE EMPLOYABILITY SKILLS</b>	<b>30</b>	
<b>CLINICAL PRACTICUM I</b>		<b>60</b>
<b>CLINICAL PRACTICUM II</b>		<b>210</b>
<b>CLINICAL PRACTICUM III</b>		<b>210</b>
<b>TOTAL COURSE HOURS</b>	<b>THEORY</b>	<b>CLINICAL</b>
<b>1185</b>	<b>705</b>	<b>480</b>



## **CURRICULUM CONTENT**

The following is a description of each course taught during the Surgical Technologist course of study.

### **SURGICAL TECHNOLOGIST ORIENTATION ..... 15 hours**

Surgical Technologist Orientation includes the basic safety concepts, individual learning styles, introduction to information technology and review of the surgical technologist handbook

### **INTRODUCTION TO SURGICAL TECHNOLOGY..... 30 hours**

This course is designed to provide information introducing the student to the roles and responsibilities of the surgical team and the health care system. Students will explore the ethical and legal concepts and professional responsibilities of the surgical technology field.

### **CORE MEDICAL TERMINOLOGY..... 45 hours**

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

### **BIOMEDICAL SCIENCES..... 15 hours**

This course will provide the student with knowledge relating to electricity, electrical flow, and the principles of physics and robotics.

### **ANATOMY AND PHYSIOLOGY / PATHOPHYSIOLOGY ..... 120 hours**

Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. Students will conduct scientific investigations and fieldwork using scientific knowledge and methodology that will enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the Body, Chemical Basis for Life, Cells & Tissues, Integumentary System, Skeletal System, Muscular System, Nervous System, Endocrine System, Blood, Circulatory System, Lymphatic & Immune Systems, Respiratory Systems, Digestive System & Metabolism, Urinary System, and Reproductive System. An emphasis should be placed on real-world applications and active-learning exercises should be included along with laboratory experiences.

### **ESSENTIALS OF SURGICAL ASEPSIS ..... 60 hours**

This course will introduce the student to the principles and practices of aseptic technique, scrubbing, gowning, gloving, sterilization and disinfection. Upon completion of this course, the student will be able to discuss and demonstrate the principles of aseptic technique.

### **SURGICAL PATIENT CARE..... 45 hours**

Upon completion of this unit the student will be able to demonstrate patient care skills in the surgical environment. The course enables the student to develop techniques used to safely transport, position, and prep the patient for surgery, and the proper care of surgical specimens. Students will apply these skills across the lifespan and to patients with complex needs.

### **SURGICAL CASE MANAGEMENT ..... 120 hours**

This course will introduce the student to the supplies and equipment that are an integral part of their training as a Surgical Technologist, including instrumentation, suture, sponges, drains, counts, and the sterile field and draping of sterile field. Upon completion of the unit, the student will be able to demonstrate competency in using supplies and equipment in the surgical environment.

**SURGICAL PHARMACOLOGY ..... 30 hours**

This course familiarizes the student with the various drugs used in surgery and their administration. The student will demonstrate an understanding of basic anesthesia equipment, drugs, and methods in order to function effectively in the surgical setting. Upon course completion the student may assist the anesthesia personnel if required.

**MICROBIOLOGY & WOUND HEALING ..... 30 hours**

This course is designed to provide the student with a background in microbiology. This course will provide a better understanding of the relationship between microorganisms and the maintenance of health and/or the prevention of disease. The course of study includes a general introduction to microbiology, infection/immunology, and wound healing.

**SURGICAL PROCEDURES I ..... 90 hours**

This course is designed to provide instruction in basic, intermediate, and advanced core procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student will be able to apply and demonstrate the concepts related to the following surgical procedures: General, Obstetric & Gynecological, Genitourinary, Otorhinolaryngologic, and Orthopedic Surgery.

**SURGICAL PROCEDURES II ..... 75 hours**

This course is designed to provide instruction in basic, intermediate and advanced specialty procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student should be able to apply and demonstrate the concepts related to each of the following surgical procedures: Neurosurgery, Cardiothoracic, Peripheral Vascular, Oral, Maxillofacial, Plastic and Ophthalmic Surgery.

**CORE EMPLOYABILITY SKILLS ..... 30 hours**

In this course students learn how employability skills enhance their employment opportunities and job satisfaction. Student are introduced to key employability skills and will learn the importance of maintaining and upgrading skills as needed.

**CLINICAL PRACTICUM ..... 480 hours**

Experience in the clinical setting enables the student to apply knowledge to actual patient care. Clinical experience in hospital operating rooms will include participation as a "scrub technologist", assisting with circulating duties, as well as preparation and care of instruments and surgical supplies. These experiences will focus on skill development and task organizations.

↳ **ST CLINICAL PRACTICUM I ..... 60 hours**

This course provides practical experiences in the laboratory setting or clinical environment.

↳ **ST CLINICAL PRACTICUM II ..... 210 hours**

This course provides clinical experience in the surgical environment. The student assumes responsibility as the first scrub role, handling instruments and supplies and equipment necessary for the surgical procedure. Emphasis is placed on core surgical procedures.

↳ **ST CLINICAL PRACTICUM III ..... 210 hours**

This course provides advanced clinical experience in the surgical environment with minimal assistance. Emphasis is on specialty surgical procedures. Students will prepare for, and complete the National Surgical Technologist Exam.

**TOTAL THEORY HOURS ..... 595**

**TOTAL LAB PRACTICE HOURS ..... 110**

**TOTAL CLINICAL HOURS ..... 480**

**TOTAL COURSE HOURS ..... 1185**

# **GREAT PLAINS**

## **Technology Center**

### **SURGICAL TECHNOLOGIST, COST SHEET**

**August 2011 ~ Class #24**

<b>Tuition</b> .....	<b>\$1,777.50</b>
1 <sup>st</sup> Semester - August.....	\$ 922.50
2 <sup>nd</sup> Semester - February.....	\$ 855.00
<b>Textbooks (Approximate cost-subject to change)</b> .....	<b>\$ 653.75</b>
This is a separate cost, not covered by your tuition or students needs fee.	
Textbooks will be purchased the first day of class. There are no refunds on textbooks.	
<b>Student Needs Fees Total</b> .....	<b>\$ 615.00</b>
<b>1st Semester</b> .....	<b>\$ 401.50</b>
<b>Drug Screen (paid upfront)</b> .....	<b>\$ 25.00</b>
<b>Background Check (paid at mandatory meeting)</b> .....	<b>\$ 49.50</b>
Lab Fee .....	\$ 40.00
Curriculum .....	\$ 25.00
Liability Insurance.....	\$ 15.00
AST Gold Group Package (AST Membership/CST Exam/Study Guide) .....	\$232.00
Accessories (School Patches & Safety Glasses) .....	\$ 15.00
<b>2nd Semester</b> .....	<b>\$ 213.50</b>
HOSA Spring Conference (registration fees, & lodging) .....	\$ 150.00*
*Attendance to Educational Leadership HOSA Conferences is mandatory.	
Cost of meals and transportation to and from mandatory meetings is at student's own expense.	
Curriculum .....	\$ 23.50
Graduation Ceremony .....	\$ 40.00
Clinical Uniforms (Approximately) .....	\$ 168.75
<b>TOTAL COST</b> .....	<b>\$3,215.00</b>

#### **TUITION/FEE BREAKDOWN**

##### **FIRST SEMESTER - August 2011**

Tuition.....	\$ 922.50
Student Needs Fees (Payable to Great Plains) .....	\$ 327.00
Textbooks (Payable to Great Plains).....	\$ 653.75
Clinical Uniforms (Can be purchased at various uniform shops).....	\$ 168.75
<b>Total cost for 1st Semester</b> .....	<b>\$2,072.00</b>

##### **SECOND SEMESTER - February 2012**

Tuition.....	\$ 855.00
Student Needs Fees.....	\$ 213.50
<b>Total cost for 2nd Semester</b> .....	<b>\$1,068.50</b>

\*\*Prices are subject to change without notice. \*\*

**\*Tuition and/or documentation of financial aid is due by the first day of class. Students who are enrolled in a course for 10 days or more will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.**

## **REFUNDS**

Refer to the Great Plains Technology Center Student Handbook.

## **GRADUATION STANDARDS**

Great Plains Technology Center recognizes the successful completion of the Surgical Technologist requirements by awarding a Certificate of Completion.

To be considered a Surgical Technologist completer by the graduation date, the student must successfully complete the 1185-hour Course of Study. This includes accomplishing a passing grade of 80% in all didactic course work & demonstration of all clinical competencies & proficiencies outlined in Levels I–III in the clinical handbook, and must scrub on a total of 120 documented surgical procedures. There is no refund for early Surgical Technologist completers.

## **CERTIFICATION**

1. Successful completion of Surgical Technologist will entitle the student to be eligible to sit for the National Certifying Examination.
2. The National Board of Surgical Technology and Surgical Assisting (NBSTSA), approved by the National Commission for Certifying Agencies, is the independent certifying agency for the profession.
3. The NBSTSA awards a certification to those who demonstrate their theoretical and practical knowledge by passing the National Surgical Technologist Certifying Examination.
4. Surgical Technologists who pass the CST certifying examination are certified and authorized to use the initials CST to designate their status as Certified Surgical Technologists (C.S.T.), as long as their certification remains valid. Currently, CST certification is valid for four years with proof of completing 60 continuing education credits, and that meet the requirements of NBSTSA.
5. Certification as a Surgical Technologist provides proof to your employer, other health care professionals, the public and your peers that the certified individual has met the national standard for the knowledge that underlies surgical technologists. Certified individuals demonstrate mastery of the broad range of knowledge of surgical procedures, aseptic techniques, and patient care by successfully completing the surgical technologist certifying examinations.

Certification is voluntary, but the trend nationwide is towards requiring certification for employment. The choice to become certified demonstrates individual pride in the profession, the desire to be recognized for mastery of the principles of science and patient care unique to Surgical Technologist, and an ongoing commitment to quality patient care. Certification can be a means for upward mobility, a condition for employment, a route to higher pay, and a source of recognition nationwide.

6. Eligibility for certification: Student must be a graduate of a Surgical Technologist program, accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) to be eligible to sit for the National Surgical Technology Exam.

*The following items must be submitted:*

- a. Letter from the Surgical Technologist Director, showing completion of an approved CAAHEP Surgical Technology Program.
  - b. Copy of Driver's license or state ID.
  - c. Copy of AST membership card, if applying for student rate. *\*A student is any AST Member within 6 months of graduation from Surgical Technologist.*
  - d. Completed application form.
7. Fees:

<b>AST Gold Package Group</b>	<b>Study Guide</b>	<b>AST Student Members Exam</b>	<b>Shipping</b>	<b>Total Fee</b>
<b>\$35.00</b>	<b>\$35.00</b>	<b>\$160.00</b>	<b>\$2.00</b>	<b>\$232.00</b>

## **STUDENT ORGANIZATIONS**

### **HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)**

Health Occupations students have their own student organization. All Surgical Technologist students are enrolled as members of this organization.

Student officers will be elected to serve for the school year. A faculty member will serve as the advisor.

Student officers include:	President	Vice-President
	Parliamentarian	Secretary
	Chaplain	Historian/Reporter

Officers and Committee responsibilities will be defined for class members by the class advisor.

HOSA dues: \$15.00

These fees are paid by GPTC (subject to change).

**Students must abide by Health Occupations Students of America Activity Participation Agreement.**

### **NATIONAL VOCATIONAL-TECHNICAL HONOR SOCIETY**

The National Vocational-Technical Honor Society is a non-profit organization for academically outstanding students enrolled in programs at Great Plains Technology Center. The purposes of the Society are to promote leadership, academic scholarship, service, honesty, career development and skilled workmanship.

#### **STUDENT QUALIFICATIONS:**

1. Maintain "A" grade in all classes
2. No more than 5 days absent per year
3. VSO organization participation
4. Faculty recommendation

#### **BENEFITS TO STUDENTS**

Members are provided membership certificates.

Upon request, The National Office will send a letter of recommendation in the member's behalf to three businesses or post-secondary schools at their time of graduation from the program.

Members will also have their names included in the "National Register of Outstanding Vocational-Technical Students in America".

Organization membership, which can be added to resume.

#### **MEMBER DUES**

\$25.00 one-time dues for life.

#### **LEGAL NAME CHANGE**

If a student has a name change during their period of enrollment in Surgical Technologist, they must provide a copy of the legal document verifying this name change to the Surgical Technologist Director, Financial Aid Officer, and Health Careers Secretary.

## STUDENT HEALTH POLICIES

1. It is extremely important for the school to know the health of each student prior to admission and throughout the duration of Surgical Technologist. A physical examination is to be completed by each student prior to the first day of class (date deadline will be determined and sent), and the examination report will be submitted to the school to be kept on file in the student's records.
2. The school does not have a physician assigned to the care of students. In case of illness or emergency, each student should have the name of his/her physician on record in the school office.
3. The student may be asked to contact his/her physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease in the clinical area when deemed advisable by the faculty.
4. It is strongly recommended that each student be enrolled in some type of hospitalization insurance plan. **(Cost of insurance is the students' responsibility. The GPTC faculty or clinical affiliates are NOT responsible for injuries incurred at each clinical site or at GPTC, and are the responsibility of the student.)**
5. Students in the clinical area are expected to abide by the policies of the hospital in regard to illness.
6. Students absent for **three or more days**, due to illness, must have a release from the attending physician before returning to Clinicals. This release will be filed with the student's records.
7. If the student becomes ill or is injured while on duty, the instructor must be contacted immediately. **The student is responsible for expenses resulting from injury in the clinical area.**
8. Any student with a noted physical need or illness is expected to be under a doctor's care and provide proof of continued treatment as necessary.
9. Physician and dental appointments should not conflict with classroom or clinical assignment.
10. **ILLNESS:**  
The Surgical Technologist Director or School Nurse may exclude from school, students with fever, sore throat, coughs or colds, conjunctivitis, ringworm, skin rash, or any other condition or illness that the school nurse suspects of being contagious. A student with a fever of 101° or greater may not attend Clinicals for 24 hours after the temperature has returned to normal, per hospital policy.
11. **STUDENTS MUST BE ABLE TO MEET THE SURGICAL TECHNOLOGIST STUDENT HEALTH REQUIREMENTS THROUGH-OUT ENROLLMENT IN THE PROGRAM.**
12. The hospitals will make available emergency medical care to Great Plains Technology Center School's Surgical Technologist students and faculty members who are assigned to the hospitals, and who become ill or injured while at the hospital. **The cost of such treatment will be the responsibility of the ill or injured student or faculty member.**

### 13. **HEPATITIS B VACCINATIONS:**

Due to the potential exposure to blood borne pathogens and body fluids, students enrolled in Surgical Technologist are required to have the series of three hepatitis B vaccinations and must provide a positive Titer or sign a declination form, acknowledging the student's decision to refuse to take the vaccinations.

### 14. **PREGNANCY:**

- a. **WARNING:** In the event that a student is pregnant, Surgical Technologist advises the student that she may be subjected to radiation and anesthesia gases, which are harmful to the unborn fetus. If a pregnant student chooses to wait entrance into the program for the safety of herself and the unborn fetus, Surgical Technologist will hold a space for the student in the following year's class.
- b. Special consideration is given, upon request of a student, due to exposure to ionizing radiation and anesthesia gases during pregnancy. Because of the increased radiation sensitivity of the developing fetus, the National Council of Radiation Protection and the U.S. Nuclear Regulatory Commission recommends "during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem".
- c. The Great Plains Technology Center, in connection with the clinical affiliate, advises the highest level of caution possible and, therefore, have developed the following policies:

The student is encouraged to notify the program faculty of pregnancy. *Note: This is a voluntary disclosure and the student has the right to revoke the declared pregnancy worker statement. This notification must be made in writing and a signed statement of pregnancy sent to the medical advisor. This will not alter clinical rotations based upon pregnancy.*

- i. The student may use all allotted leave prior to or after delivery and may apply for temporary interruption from campus administration. All additional days missed are to be made up. (Please refer to GPTC Student Handbook - Temporary Interrupt)
  - ii. If the student chooses to withdraw from the program completely, she will be reinstated at the beginning of the semester of withdrawal.
  - iii. If at all possible, the student is encouraged to attend all classroom instruction until full return to the program is made. The student should receive permission from her physician to do this.
15. The Information and Consent form that you signed for the GPTC Student Handbook also covers the Surgical Technologist Student Handbook, and a copy will be kept on file by the Surgical Technologist Director.

## **STUDENT HEALTH REQUIREMENT**

### **SURGICAL TECHNOLOGIST STUDENTS MUST:**

1. Provide evidence of good health, by submitting a completed Great Plains Technology Center Physical Form, which has been completed by your personal physician.
2. Not be infected with any infectious diseases which could be transmitted to patients.
3. Must not have any open lesions on hands or arms, such as psoriasis or dermatitis.

4. **Submit titers and shot record as proof of immunity of current immunizations.**

<b>REQUIRED IMMUNIZATIONS</b> <i>Must provide copy of Shot Record and Titers</i>	
<b>MMR ( Measles, Mumps, Rubella)</b> Received 2 doses of live measles vaccine.	<b>Must submit a positive Titer.</b>
<b>Hepatitis B</b> Received 3 doses of Hepatitis B vaccine.	<b>Must submit a positive Titer.</b>
<b>Varicella</b> (Chicken pox)	<b>Must submit a positive Titer.</b>
<b>PPD</b> (within last 6 months)	Must be documented on Shot Record.
<b>Tetanus</b> (within last 10 years)	Must be documented on Shot Record.

5. Provide a physician's statement of release regarding any physical limitations.

6. Be aware that the vaccination for Hepatitis B is required unless a Hepatitis B declination statement is signed. Must submit a positive Titer.

**COURSE REQUIREMENTS AND EXPECTATIONS**

The general course requirements and expectations include:

- Be able to bend, walk, and stand for long periods of time.
- Be able to lift, carry, push, and handle equipment, supplies, or patients exceeding 25 pounds.
- Be able to work in environmental temperatures from 60 degrees to 80 degrees Fahrenheit range.
- Be aware that exposure to latex gloves may cause the development of allergic reactions.
- Be aware that their skin should be clear and free of conditions which would impair the integrity of skin.
- Must demonstrate ability to functionally perceive the nature of sounds and the spoken word, may use adaptive techniques or devices.
- Must demonstrate ability to functionally express self orally and/or in writing.
- Must be able to demonstrate the functional ability to obtain impressions of shape, size, and motion by passing routine vision screening and to distinguish red and green colors, adaptive devices may be used.
- Adhere to the policies and procedures as outlined in the Great Plains Technology Center Adult Student Handbook.
- Successfully complete the National Surgical Technology Examination

Student Behavior Includes:

- Student will demonstrate responsibility by being punctual and adhering to daily attendance requirements.
- Student will demonstrate responsibility for academic achievement by completing all required course work.
- Student will use appropriate language and effective communication skills, avoid gossip, and demonstrate patient and peer confidentiality.

- Student will maintain personal safety by wearing safety glasses and lead aprons. Student must practice sharp(s) precautions and must follow standard precautions at all times during lab and clinical practicum.

***NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.***

## **SAFETY**

### **ACCIDENTS AND ERRORS**

1. The student must report all accidents or errors immediately to the preceptor in charge of the student and to the Surgical Technologist Director. This is an individual responsibility.
2. The student must complete a Great Plains Technology Center School Incident Form at the time of the incident / accident.
3. The student must fill out the proper forms according to hospital policy.

### **PRACTICE DRILLS**

Great Plains Technology Center has, in place, an emergency situation management plan that will be reviewed with all students periodically by their instructors. (We must take these drills seriously!)

## **DRESS CODES**

### **CAMPUS DRESS CODE**

Prospective employers visit our school frequently and are very conscious of the appearance of students. Our purpose is to prepare for employment; therefore, student attire should reflect the technical training program in which the student is enrolled. All students of Surgical Technologist will be required to purchase and wear appropriate uniform and shoes at all times while in class and clinical areas. GPTC student nametags are a part of the uniform and must be worn at all times. The following is a list of infractions concerning students' dress, which are considered in violation of this student code:

1. No bare feet.
2. No body piercing jewelry or adornments (except in ears) may be worn in class.
3. Non-prescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the classrooms.
4. Shirts and blouses must cover the entire torso at all times, even in movement. Pants are to be worn at the waist (includes sagging pants). Any manner of dress or hairstyle that detracts from the educational process will not be allowed.
5. Students in some programs will be expected to wear protective clothing designated by the instructor. Protective clothing includes such items as lab coats and safety glasses.
6. Students will wear scrub uniforms for all skill lab practice and skill tests.
7. Students found violating the Dress Code will be sent to the appropriate Director's office for disciplinary action. Time out of class will be un-excused. (Work missed cannot be made up)
8. Repeat violations may result in probation, or possibly, suspension from school.

## **CLINICAL DRESS CODE**

1. Surgical Scrubs will serve as the school uniform, which will be worn to and from the clinical areas.
2. A nametag is required, identifying that the student is a Great Plains Technology Center student.
3. A scrub jacket will be needed for the clinical areas. It must be clean and free from wrinkles. It is not to be worn inside the restricted surgical area, but will be worn over scrub clothes to and from the hospital cafeteria.
4. **Students will be sent home to change into appropriate clothing for the clinical area.**
5. Clean, white, leather or vinyl (not canvas) duty shoes must be worn in the clinical area only. These shoes are only to be worn in the clinical areas.
  - a. Shoes and laces should be cleaned or polished as often as needed.
  - b. Shoes should be of sturdy leather, which provides good support.
  - c. Canvas shoes, sandals, and clogs are not allowed.
6. Clean undergarments must be worn under scrub clothes in the clinical area.

## **SAFETY APPAREL - CLINICAL AREAS**

1. Safety glasses/goggles are required for the clinical area and must be worn at all times while in the operating room.
2. Safety glasses will be worn in the school lab area or any time students are practicing with skill assignments.
3. Students will be sent home if they fail to have safety eye wear in the clinical area.
4. Any student found not wearing safety glasses in the clinical area will have points deducted from their daily grade.

## **GROOMING**

1. Good **PERSONAL HYGIENE** must be maintained at all times.
  - a. Use of deodorant is required.
  - b. Special precautions should be taken to prevent halitosis. Those students who smoke, please take special precautions in this area.
  - c. Should poor hygiene be noted, student will be counseled by instructor.
2. **COSMETICS**
  - a. False eyelashes are NOT permissible in the operating room.
  - b. Perfumes and colognes may be used in moderation.  
**NOTE:** Students will be asked to leave the clinical area if cologne is too strong.
3. **FINGERNAILS**
  - a. Nail polish or artificial nails are NOT permissible in the operating room.
  - b. Nails will be kept short and clean.

#### 4. HAIR

- a. Hair should be kept neat and clean.
- b. Ribbons, flowers, conspicuous barrettes, hair rollers or bandannas may not be worn.
- c. All hair must be completely covered by a surgical cap while in the operating room. Surgeon's caps are not permitted.
- d. Beards must be neatly trimmed or shaved according to the hospital policy.

#### 5. JEWELRY

- a. Wedding rings and wristwatches may be worn but must be removed and pinned to your shirt, when you are assigned to scrub on a surgical procedure.
- b. WHEN SCRUBBING IN THE OPERATING ROOM, NO JEWELRY OF ANY KIND MAY BE WORN ON THE HANDS OR ARMS.
- c. Religious insignia or small neck chain may be worn out of sight.

#### 6. CHEWING GUM

May be permitted provided there is no popping or smacking of the gum. The instructor has the discretion to ask the student to discard the gum if the chewing becomes a distraction.  
(NOTE: Some surgeons do not like people to chew gum!)

### STUDENT PARKING AND DRIVING

All cars must be parked properly upon arrival and not moved until the end of the class session. All cars must be registered, and the decal must be properly displayed. Students will not be permitted to loiter in the parking lots or sit in their cars during the break or lunch periods. If at any time a student violates the rules and regulations concerning their driving or personal vehicles, driving privileges will be revoked. The student will then be required to find other means of transportation. Automatic car alarm systems should be deactivated while on campus.

If you are planning to drive to school, you are expected to comply with the following rules:

1. Fill out and turn in vehicle registration form.
2. You will be given a GPTC sticker to be placed on the lower left hand corner of rear window, vehicles without rear windows, place sticker on the left rear of vehicle.
3. Speed limit is 10 mph.
4. Students are to park in designated areas only.
5. Staff parking is marked with the word "**STAFF**". Do not park in these spaces.
6. Blue marked spaces are for the handicapped.
7. Reckless or unsafe driving will result in loss of driving/parking privileges.
8. Students will not pass buses while they are loading or unloading passengers.

9. Vehicles parked in the wrong section, or parked in such a manner that two (2) spaces are used, or where the sidewalk is blocked, shall be subject to being towed away.
10. The owner of such a vehicle will be responsible for all expenses incurred for its removal.
11. Students may be allowed to drive their private vehicles to conferences or field trips with the permission of the Program Director.
12. **AUTOMATIC CAR ALARMS SYSTEMS MUST BE DEACTIVATED WHILE ON CAMPUS.**

### **USE OF TELEPHONES**

There is a student phone in the north hallway of building 700. It is for urgent phone calls only. Students may use the phone only during breaks or lunch periods.

Emergency telephone calls will be accepted by the Health Careers secretary and given to the student.

1. Calls must not interfere with classroom time.
2. Office telephones are for faculty use only.
3. **DO NOT ASK TO USE INSTRUCTOR'S PHONE!!!!**

### **POSSESSION / USE OF ELECTRONIC PAGING DEVICE/PORTABLE COMMUNICATION DEVICE**

It shall be a violation of school district policy for any student to possess an electronic paging device or portable communication device while said student is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. A student may, however, possess an electronic paging device or portable communication device upon the prior consent of both a parent or guardian and the Dean of Students/Principal or his/her designee, providing a "Permission Form for Electronic Paging/Communication Device" is on file and is signed by the student, parent/guardian (high school student) and the Dean of Students/Principal or his/her designee.

*Note: These devices must be silenced during class time and are subject to confiscation if the "Permission Form" is not on file, or if they cause a disturbance during class time. No electronic messages are to be returned except during the student's break time.*

### **FOOD AND DRINKS**

The school cafeteria provides lunch and vending machines provide break items at a moderate cost. No food or drink is to be taken out of the school cafeteria or student lounge. The students are expected to act in a mature manner when using this facility.

Vending machines for drinks and snack items are located in the student lounge.

**FOOD OR DRINKS WILL NOT BE ALLOWED IN THE CLASSROOM.**

Break and lunch times will be posted in the classroom.

## **STUDENT RESOURCES**

### ***GUIDANCE AND COUNSELING***

Students should feel free to discuss any problem with the school campus administrator, faculty members, or the school counselor.

If a problem cannot be resolved with the assistance of the Surgical Technologist Director/Instructor, the student may make an appointment with the Director of Academic Affairs.

GPTC Faculty members and school counselors are available, BY APPOINTMENT, for conferences with students during the school day.

The Academic Center is available for assistance with individual students needs. A student may utilize the services of the Academic Center through a teacher referral or self-referral.

Available services include:

- a. Basic Skills Improvement:  
Math, Basic Math Review, Metrics, Geometry, Algebra, English, Spelling, Vocabulary, Study Skills, How to Study, and Test Taking.
- b. Programs:  
Attitudes, Self-Image and Goal Setting, Communication, Time Management, and Job Skills.

## **FINANCIAL ASSISTANCE**

Refer to the Great Plains Technology Center School Student Handbook for more information regarding financial aid. The financial aid office is open Monday thru Friday 8:00 a.m. to 4:00 p.m. and is located in Building #100.

## **ATTENDANCE POLICY**

### **THE RESPONSIBILITY FOR ATTENDANCE LIES WITH THE STUDENT.**

#### **Adult Student Attendance Policy**

It shall be the adult attendance policy of Great Plains Technology Center to allow no more than eight (8) absences per semester (four (4) absences for summer semester). If a student exceeds the maximum number of absences, appropriate disciplinary action will be taken up to and including termination. Academic work may be made up with due dates determined by the instructor. The Director of Academic Affairs or designee, for appropriate extenuating circumstances, may waive this policy. Students receiving Federal Financial Aid and Veterans Administration benefits must maintain 90% attendance for each semester in order to continue receiving benefits. Students not maintaining required attendance may be dismissed from the program and will not receive course credit.

***There will be NO makeup of seat time allowed.***

## **TIME ON DUTY**

- ↪ Didactic or Theory classes are from 8:15 a.m. to 3:30 p.m.
- ↪ Clinical classes hours begin at 6:30 a.m. to 3:00 p.m.
- ↪ **Students will be required to rotate to all clinical sites. All students will be required to participate in an 8-hour period of call time from 11pm to 7am during clinical rotations.**

## **ABSENCES**

The student must promptly notify the school before class begins, if he/she is going to be absent for class. It is unacceptable for the student to call and report their absences after class begins.

**SCHOOL PHONE NUMBER – (580) 250-5574.** If you are unable to reach the Surgical Technologist Director, call one of the Health Careers secretaries in Building #700 and leave a message. The numbers are (580) 250-5570 or (580) 250-5670.

Should it become necessary to leave class early, the Surgical Technologist Director must be informed immediately.

**NEVER LEAVE CLASS OR THE CLINICAL AREA WITHOUT NOTIFYING THE SURGICAL TECHNOLOGIST DIRECTOR.** (Doing so can be grounds for dismissal)

Counseling forms and probation periods will be imposed for students who do not stay within attendance regulations.

The following recourse will be taken for absenteeism:

### ***Step 1. Four (4) absences***

1. Student-Instructor conference.
2. Verbal Warning, informs student of his/her potential problem.
3. Counseling form will be placed in student's file.

### ***Step 2. Six (6) absences (probation)***

1. Student-Instructor Conference.
2. Instructor will complete Attendance Counseling Form.
3. Student will be placed on probation.
4. Counseling Form will be placed in student's file.

### ***Step 3. Over Eight (8) absences***

1. Any student with more than eight (8) absences may be dismissed from the program.
2. Student will be notified of their dismissal in a formal written documentation by the Surgical Technologist Director and will inform the student of their right to appeal.
3. Student must submit, in writing, the intention to appeal to the Director of Academic Affairs within three days.
4. The Director of Academic Affairs will make a decision within one week of the written request.
5. If the dismissal is upheld, the student may request a hearing before a review committee.
6. If the review committee upholds the dismissal, the student may request a hearing before the GPTC Board of Education. Their decision is final.

*The student may return to the clinical setting during the appeal process.*

## **LEAVE OF ABSENCE**

### ***TEMPORARY INTERRUPTION***

Leave of absences (temporary interruptions) may be granted to trainees under certain conditions. Approval by the Director of Academic Affairs is required in all such cases. If an adult student misses five (5) consecutive days of scheduled instruction for any reason, his/her enrollment will be interrupted. If absences were due to sickness or other extenuating circumstances, the student may be reinstated upon approval of the Director of Academic Affairs; if not, the interruption will be permanent. Written documentation of circumstances is required for this approval. Temporary interruptions will not exceed 20 school days.

A leave of absence will not be permitted during Level I of the program. After successfully completing Level I, the student who is pregnant may withdraw from the program and then request readmission to Level II the following year.

If a student completes Level II and then withdraws from the program, Level II must be repeated.

### ***PROBATIONARY PERIOD***

The probationary period is a trial period in which the student must improve or be dismissed from the program. Length of Probation period is 2 weeks unless approved by the Program Director. A student may be placed on probation in Surgical Technologist for any of the following reasons:

1. Academic failure - Inability to make 80% in any specific subject area.
2. Absenteeism - Lack of regular class or clinical attendance. (Refer to GPTC attendance policy)
3. Inappropriate conduct - Behavior that reflects unfavorably on the student and/or program.
4. Unsatisfactory performance in a clinical setting as reflected by evaluations and documentation.
5. Lack of physical and/or mental health necessary to function in the program.
6. Inappropriate or unacceptable attire in the classroom or the clinical setting. (Refer to GPTC Student Handbook)

## **DISMISSAL FROM SURGICAL TECHNOLOGIST**

### **STUDENTS MAY BE DISMISSED FOR:**

1. Grades that are inconsistent with school standards as stated in the "Grade Policies" section of the Student Handbook.
2. Unprofessional conduct: The term "unprofessional conduct" shall include, but not be limited to:
  - a. Use of profanity.
  - b. Inaccurate recording, falsifying or altering records.
  - c. Leaving an assignment without properly advising appropriate personnel.
  - d. Violating the confidentiality of information or knowledge concerning the patient.
  - e. Possession of guns or other weapons in the school or hospital.
  - f. Violation of student health policies.
  - g. Exhibiting unethical or immoral conduct.
  - h. Insubordination - "A willful or intentional disregard of the policies and reasonable instructional staff and self".

3. Any activity that would jeopardize the health and welfare of a patient, the hospital discriminating in the rendering of patient care service as it relates to human rights and dignity of the individual.
4. Failure to maintain satisfactory performance and academic levels. An 80% grade point is required in all three levels.
5. Failure to maintain satisfactory attendance. Upon recommendation from clinical facility for behavior that may be considered unprofessional, or for behavior that is deemed **unsafe for patient care**.
6. Falsifying or cheating on examinations.
7. Falsifying information on Admission Medical History Form.
8. Inability to comply with Surgical Technologist Student Health Requirements at any time while enrolled as a student in Surgical Technologist.
9. Smoking in prohibited areas. ***GPTC is a tobacco-free facility.***
10. Acts of sexual harassment.
11. Intoxication, drinking alcoholic beverages, possessing or selling illegal drugs or controlled substances on school premises or in clinical areas.
12. Fighting on school or affiliate's property.
13. Accepting or soliciting gifts, gratuities, tips or personal property from patients or visitors.
14. Abusing or destroying any property on the school or affiliate premises.
15. Sleeping in class or at the clinical affiliate during scheduled shift.
16. Failure to abide by appropriate "**STANDARDS OF CONDUCT**".

### ***STANDARD OF CONDUCT***

1. It is the student's responsibility to maintain a friendly but dignified relationship with patients and co-workers. Criticism should be accepted as a basis for self-improvement.
2. The student must recognize his or her responsibility for the correct and careful use the school and or hospital property and the patient's personal property.
3. Students shall refrain from discussing the patient and his/her diagnosis or personal problems, except with authorized faculty and surgical staff.
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 may not visit patients unless they are relatives or friends and then not during school hours or in uniform.

6. ALCOHOL OR DRUG ABUSE AT ANY TIME, IN ANY DEGREE, WILL NOT BE TOLERATED AND WILL BE GROUNDS FOR DISMISSAL.
7. Cheating on examinations or written work WILL NOT BE TOLERATED and may be grounds for dismissal.
8. The student must abide by the Surgical Technologist written dress code, while on campus and in the clinical area.
9. The student should make an appointment when desiring to see the Surgical Technologist Director.
10. If unable to keep an appointment with the Surgical Technologist Director, the student should cancel the appointment in the time allowed.
11. THE SURGICAL TECHNOLOGIST DIRECTOR SHOULD NOT BE CALLED AT HOME UNLESS IT IS AN EMERGENCY.
12. When on duty in the clinical area, the student is responsible to the preceptor or nurse assigned to that room.
13. The ultimate responsibility for the total nursing care of all patients and for nursing service personnel is vested in the Director of Nursing Service of each hospital. The Director's decisions are final in regard to patient care.
14. Any student who fails to meet the professional expectations of the school will be counseled by the Surgical Technologist Director with regards to the problem. A plan of goals will be set up to help the student meet the program standards.
15. The "Code of Ethics for Surgical Technologist" should be kept in mind as a guide for conduct at all times.

### ***WITHDRAWAL PROCEDURE***

Any student considering withdrawal from the Surgical Technologist should contact the Surgical Technologist Director. You must do the following:

1. Fill out a Withdrawal form requested for the student files. No refunds will be processed unless a withdrawal form is completed. (See GPTC Student Handbook refund policy)
2. Turn in your GPTC Student nametag.
3. Return all school owned books.
4. Return all school owned tools, equipment.
5. Pay all financial obligations.

No request for withdrawal will be accepted by telephone.

Re-admission may be denied if there is a failure to comply with the withdrawal procedures. See the GPTC student handbook.

An EXIT INTERVIEW with the Surgical Technologist Director is strongly recommended, especially if the student plans to seek readmission.

## **READMISSION POLICY**

1. All students requesting readmission must apply with said permission from the superintendent or designee.
2. Students leaving, in good standing:
  - a. In good standing is defined as students who voluntarily leave with a good behavior and performance record.
  - b. A student who withdraws in good standing prior to the end of a semester/trimester must reenter the program at the beginning of that semester/trimester.
  - c. If student has withdrawn due to a medical condition, he/she must submit a release and documentation from doctors, counselors, therapists, or treatment centers, or by the applicant themselves if outside help was not sought, and how those problems have been resolved and corrected for the applicant's success in the program.
  - d. Students leaving before successfully completing the first semester/trimester do not compete with other applicants to be slotted in the program.
  - e. Students leaving after completion of the first semester/trimester must meet with the program director for approval of reentry.
  - f. Returning students will only be considered for readmission if the class has vacancies.
3. Students leaving, not in good standing:
  - a. Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record.
  - b. Returning students must compete with other applicants to be slotted in the program.
  - c. Returning students must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. See page 7 of this Handbook for more details.
4. Any student applying for readmission who has been out of the program for more than one year must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. See page 7 of this Handbook for more details.
5. Students may qualify for readmission only one time.

## **ADVANCED STANDING**

1. Applicants must meet the admission requirements of Surgical Technologist.
2. Applicants will supply an official transcript of prior Surgical Technology preparation, showing a GPA of 2.5 or above.
3. Applicant's official transcript must reflect evidence that the courses in the Surgical Technologist program content under consideration have been completed within one year. Submit a course syllabus for review. Credit earned through correspondence will not be accepted.
4. Course(s) under consideration must be comparable in content and length, as required in the Surgical Technologist, and must have earned a grade of 80% or better to be accepted. Admission into the Surgical Technologist with advanced standing would have to occur at the beginning of the term in which the needed courses were offered.

## **APPEAL PROCEDURE**

Refer to the GPTC Student Handbook Grievance Procedure for further information.

## **GRADING STANDARDS**

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

### **Didactic Grading Scale:**

The grading scale as adopted by the Board of Educations is as follows:

A = 93 - 100

B = 85 - 92

C = 77 - 84\*

D = 70 - 76

F = Below 70

N = No Grade (Refer to Student Handbook)

### **Clinical Grading Policy:**

Level II-III grades are derived from the clinical evaluation.

1. Grades will be awarded by achievement of clinical objectives.
2. There is a total of two hundred sixty three points possible for each clinical week.
3. The grading system will be sub-divided into 3 main areas.
4. Attendance – Five per day, Twenty-five possible per week.
5. Professional Accountability – Twenty four possible points per week
6. Case Management Accountabilities – One hundred and four possible points per week.
7. The student will be required to complete one Case Management Plan per week worth one hundred possible points.
8. The student will receive fifteen points each week for completion of the **Surgical Procedure Case Log** (Checklist) and the **Clinical Data Totals Form**

\*An 80% grade average is necessary to progress from one level to the next and to complete the Surgical Technologist Major. Failure to attain an 80% will result in probation and remediation. If after remediation an 80% is not attained within the allotted time, the student will be dismissed from the program. (This does not reflect the school's guidelines, but has been approved by the Board of Education.)

If an 80% is not achieved on a theory exam, the student will be allowed to remediate and re-test. The student must re-test within three days. First and second test will be added together and divided by two for final grade.

After the third day, the student will not be allowed to re-test unless approved by the Director. 10 points will be deducted on homework and exam grade if not completed on due date.

Level I	August – December
Level II	January – Mid-March
Level III	Mid-March – May

Each individual subject, as outlined in the major's course outline, will be given a separate theory grade following the proceeding breakdown:

Module Exams	50%	<u>1</u> Individual grade per module
Homework	20%	<u>0-1</u> Individual grade per module
Final Exam	30%	<u>1</u> Individual grade per course
Quizzes		Given periodically and will be included in homework grade.

**Make-Up Work Policy:**

**All Make-Up Work Is The Responsibility Of The Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

**Attendance Policy:**

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

**LEVEL I – PERFORMANCE CHECK OFFS**

Performance Evaluation grades are given in Level I for skills in Essentials of Surgical Asepsis, Surgical Patient Care, and Surgical Case Management.

Once student has completed practice on a specific skill, the following process will evaluate the student.

Performance evaluation - Once the student has satisfactorily completed the skill, the student will be rated using the following rubric. If the student's performance is unacceptable, the student will be allowed to review the material and perform skill for evaluation again. A total of 3 tries will be allowed.

***SKILL RUBRIC***

A. (100%)

Student is able to perform skills, following specified guidelines provided in class, independently (without guidance or suggestions from instructor), and should be able to identify own errors and correct errors without intervention from instructor.

B. (92%)

Student is able to perform skills, following specified guidelines provided in class, with minimal guidance or cuing (suggestions) from instructor. Student is able to identify own errors but requires assistance from instructor in correcting errors.

C. (84%)

Student requires multiple cues / guidance from instructor to perform skill, following specific guidelines in class. Requires assistance from instructor to identify errors. Student is able to perform skills during a second testing time with minimal guidance or cuing.

D. (77%)

Student requires three (3) testing sessions to perform skill, following specified guidelines provided in class. Student continues to require assistance in identifying errors and cuing from instructor.

F. (0%)

During third testing session, continues to require multiple cues/guidance from instructor to perform skill. Student does not make and / or keep testing session appointments.

## CLINICAL CASE REQUIREMENTS

1. The total number of cases the student must complete is 120.
2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
4. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
6. Observation cases must be **documented**, but do not count towards the 120 required cases.
7. **Counting Cases** - Cases will be counted according to surgical specialty.

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 <sup>2</sup>	20 <sup>2</sup>	10
Surgical Specialties <ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• GU</li> <li>• Neuro</li> <li>• OB/GYN</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedics</li> <li>• Peripheral Vascular</li> <li>• Plastics</li> <li>• Procurement/Transplant</li> </ul>	90 <sup>3</sup>	60 <sup>3</sup>	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> <li>• Bronchoscopy</li> <li>• Colonoscopy</li> <li>• Cystoscopy</li> <li>• EGD</li> <li>• ERCP</li> <li>• Esophagoscopy</li> <li>• Laryngoscopy</li> <li>• Panendoscopy</li> <li>• Sinoscopy</li> <li>• Ureteroscopy</li> </ul>			10 diagnostic endoscopy cases may be applied toward the second scrub cases. <sup>5</sup>
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases. <sup>5</sup>
<b>Totals</b>	<b>120<sup>1,7</sup></b>	<b>80</b>	<b>40</b>

## **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 in order to document a case in the first scrub role. A student not meeting the five 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 with 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 in its entirety by completing any 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 by the program.

### ***STUDENT RECORDS***

Grades earned and the instructor records daily attendance until the student completes the program course, or is terminated.

Refer to the Great Plains Technology Center's Student Handbook for policy regarding confidentiality of student information and records.

## **ASSOCIATION OF SURGICAL TECHNOLOGISTS**

### ***STANDARD OF PRACTICE***

- I. Teamwork is essential for preoperative patient care and is contingent upon interpersonal skills.
- II. Preoperative planning and preparation for surgical intervention are individualized to meet needs of each patient and his / her surgeon.

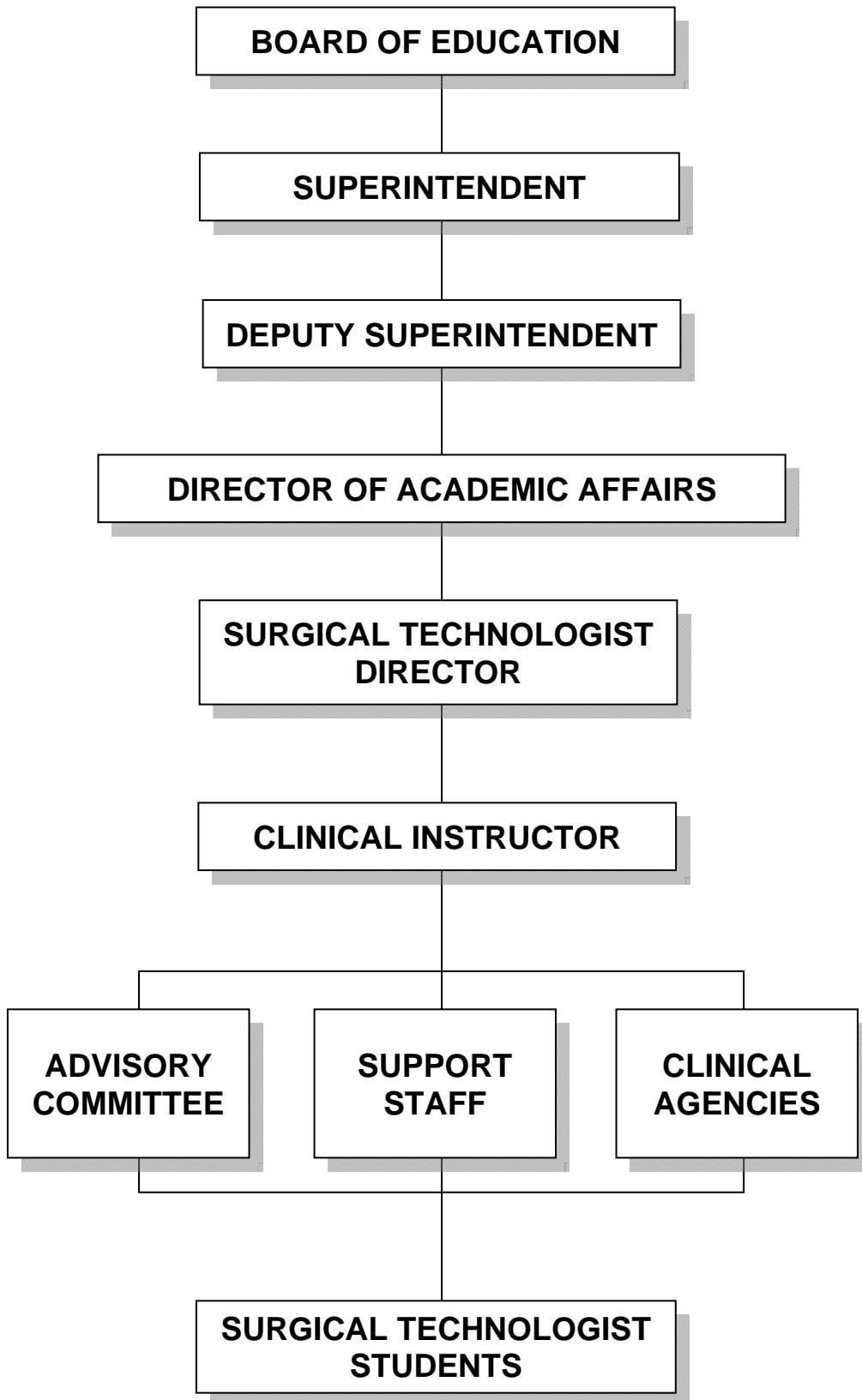
- III. The preparation of the surgical suite / clinical area and all supplies and equipment will ensure environmental safety for patients and personnel.
- IV. Application of basic and current knowledge is necessary for proficient performance of assigned functions.
- V. Each patient's right to privacy, dignity, safety, and comfort are respected and protected.
- VI. Every patient is entitled to the same application of aseptic techniques within the physical facilities.

### ***CODE OF ETHICS FOR SURGICAL TECHNOLOGISTS***

- 1. To maintain the highest standard 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 right 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 the practice skills willingly, with pride and dignity, and with full regard to limitations.
- 9. To report any unethical conduct or practice to proper authority.
- 10. To adhere to the code of ethics at all times in relationship to all members of the health care team.

This code of ethics is the official code as adopted by the Association of Surgical Technologists, Inc., as it appears in the "Registry of Certified Surgical Technologist", 1974 edition.

**SURGICAL TECHNOLOGIST  
ORGANIZATIONAL CHART**



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# **GREAT PLAINS**

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## Technology Center

### **SURGICAL TECHNOLOGIST STUDENT STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, hereby certify that I have read the *Surgical Technologist Program Handbook* and have had the opportunity to ask questions. As a condition of my enrollment in the school, I agree to comply with the high standards and rules set forth therein. Failure to comply with the policies may result in disciplinary action and/or dismissal from the program.

***\*The Surgical Technologist Handbook will supersede the Great Plains Technology Center Student Handbook in areas of conflicting policies.***

\_\_\_\_\_  
Student's Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**This handbook has been approved by the Great Plains Technology Center Board of Education, June 2011, for the 2011-2012 school years.**



*"WE OPERATE EVERY DAY,  
AND AN OPERATION IS BUT  
AN INCIDENT IN OUR DAY'S WORK.  
FOR THE PATIENT, IT IS HIS WHOLE LIFE  
AND HE MUST AND WILL WALK  
THROUGH THE VALLEY OF THE  
SHADOW OF DEATH ALONE.  
HE CERTAINLY CANNOT PAY US  
A GREATER COMPLIMENT THAN BY  
PUTTING HIS LIFE INTO OUR HANDS,  
AND NOTHING BUT THE VERY HEART  
AND BACK BREAKING BEST  
MUST BE GIVEN BACK IN RETURN."*

*by KERRY E. CAVANAUGH RN., BSN.*

