TROCAIRE COLLEGE

SURGICAL TECHNOLOGY

2024-2025 Program Policy Handbook

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https://trocaire.edu/

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Introduction

Department Mission and Goals

> *"The Surgical Technology Program at Trocaire College enables students to gain access to professions in the Health Sciences. These professions are mostly (but not limited to) the field of Surgical Technology. The Surgical Technology Program also maintains a commitment to community needs and value based education."*

The Surgical Technology Program educates students with the theoretical foundation, laboratory skills and clinical experiences to prepare them for entry level positions in the field of Surgical Technology. The Surgical Technology faculty sees as part of its mission, the need to instill those values which will aid the student in developing a strong sense of surgical conscience. Student characteristics of honesty and integrity are crucial if the faculty is to prepare a skilled, self- reliant, responsible, accountable and confident practitioner. This education coupled with the student's own unique abilities should prepare them for a career in Surgical Technology and foster a desire for lifelong learning.

Philosophy

The Department of Surgical Technology faculty supports the philosophy of its sponsoring institution, that is, a belief in the innate dignity of the human person and a desire to further the growth potential of the student within the atmosphere of a small college.

The Surgical Technology program at Trocaire College prepares the graduate to assume the responsibilities and duties of a Surgical Technologist at an entry level. The Surgical Technologist is a member of the health care team who works directly with the patient, the physician and under the supervision of the Registered Professional Nurse in the surgical setting, performing a variety of surgical procedures.

The faculty believes that students should assume personal responsibility for learning, while the faculty provides an environment which will facilitate learning. The faculty believes the learning process in Surgical Technology proceeds from the simple to the complex and that true learning will be manifested by observable and measurable behavioral changes.

Upon completion of the clinical and academic requirements in the three learning domains (cognitive, psychomotor, and affective) the graduate of the Surgical Technology program will have completed the program objectives and terminal competencies

Curriculum Framework

The Trocaire College Surgical Technology Curriculum conceptual framework is an open systems framework which consists of a triad of seven ideals; one building upon the other. Beginning at the bottom of the triad, it is noted that the student enters the program and is exposed to the Surgical Technology curriculum. Each student is recognized as a unique individual, one with unique qualities and differences both as a learner and culturally. With the individuality of each student an articulate form of communication must be established. This is thought to enhance the teaching-learning process. The teaching learning process is

crucial to create an effective culture of safety that ultimately leads to professionalism that inevitably leads to graduation. At the peak of the triad is Educator. It is the hope of the Surgical Technology Program that our graduates inevitably become effective educators for new students at their various places of employment.

The conceptual framework illustrates that at each level of the Surgical Technology Curriculum, there is ongoing development of each of the ideals presented as well as continued substantiation of each ideal. This is accomplished through an expansion of *cognitive* knowledge, *psychomotor* skills and professionalism in the form of *affective* behavior within the domain of surgery.
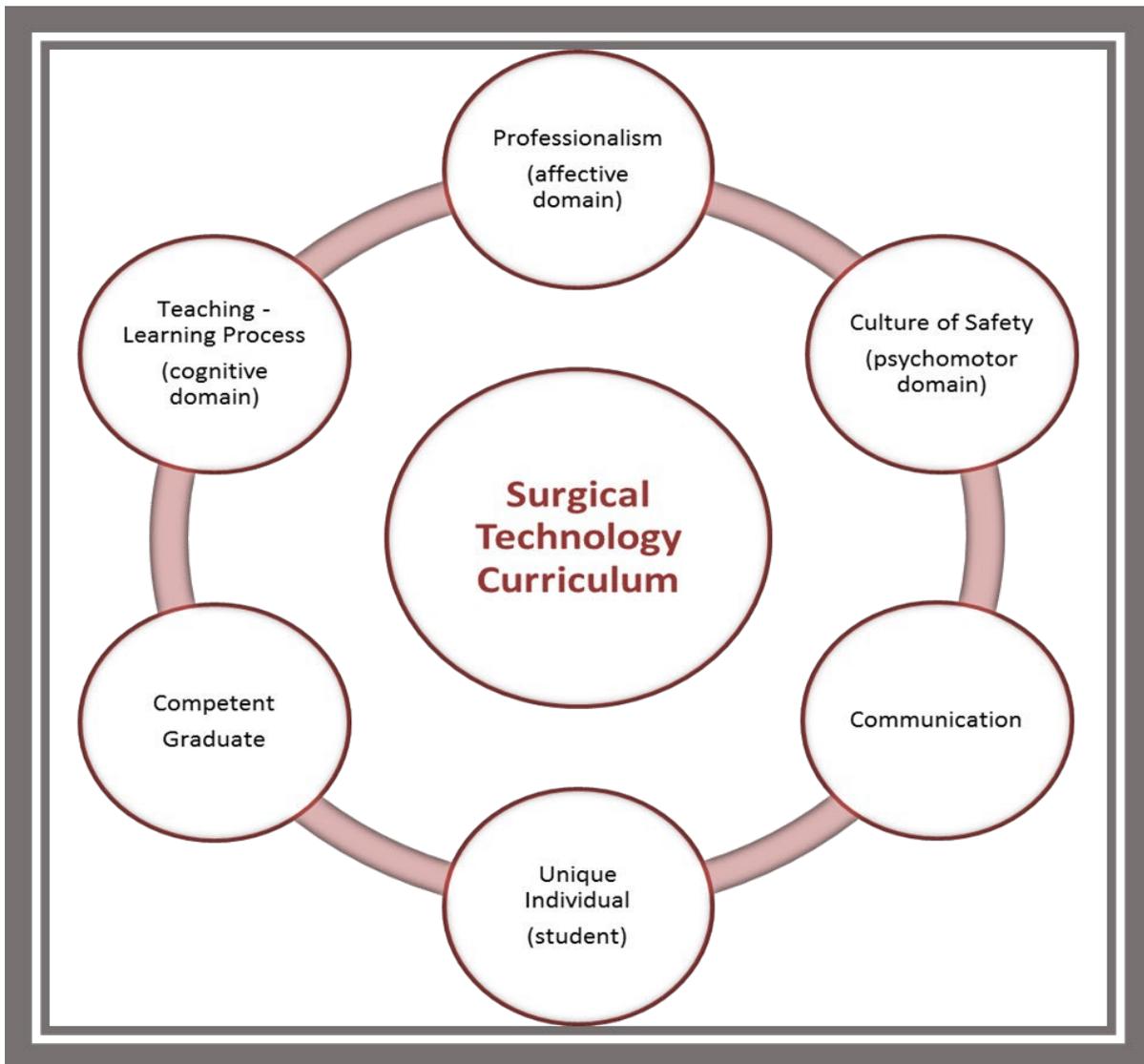
Program Goals

The Surgical Technology Program prepares the graduate to assume the duties and responsibilities of a Surgical Technologist at an entry level position and to qualify to sit for the National Certification Examination via the National Board of Surgical Technology and Surgical Assisting (NBSTSA). **Minimum Expectations** are *"to prepare competent entry- level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."*

 Overall Program Goals
   First Year:
- **C**are directed toward the patient and/or surgical team.
- **A**septic Principles guiding the practice of sterile technique.
- **R**ole of the surgical technologist during the preoperative, intraoperative, and postoperative phases.
- **E**nvironmental awareness and concern.

   Second Year:
- **A**natomy - Review and discussion of relevant anatomy.
- **P**athology - Related pathological condition(s).
- **O**perative procedure - The planned operative procedure.
- **S**pecific variations - Any variations that may be necessary to accommodate the surgeon or patient including but not limited to positioning, instrumentation, medication, risk factors, diagnostic abnormalities, patient concerns, cultural considerations.

Accreditation For The Surgical Technology Program

The Trocaire College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee for Educational Programs in Surgical Technology and Surgical Assisting (ARC/STSA).

ARC/STSA

Accreditation Review Council on Education In Surgical Technology And Surgical Assisting (ARC/STSA) - "The mission of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting is to provide recognition for the quality of the education programs in its system to the public. The ARC/STSA is the only CAAHEP-recognized Committee on Accreditation for education programs in surgical technology and surgical assisting". For further information regarding ARC/STSA, feel free to browse their website at www.arcstsa.org.

CAAHEP

Commission On Accreditation of Allied Health Education Programs (CAAHEP)- CAAHEP is the largest programmatic accreditor in the health sciences field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits over 2000 educational programs in twenty-two (22) health science occupations including the field of Surgical Technology. For further information about CAAHEP, feel free to browse their website at www.caahep.org.

Communication

Department Directory

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Chain of Command

If a problem should arise, the student may seek resolution by following the appropriate communication channels (chain of command) as listed below.

Step 1. Faculty member directly involved (classroom, laboratory or clinical Instructor).

Step 2. Clinical Coordinator Ms. Jaclyn Bianchi (827-4327).

Step 3. Program Director Mrs. Leah Gilmer (827-2527)

Step 4. Dean of Allied Health Dr. Linda Kerwin (827-2454).

Academic Expectations

Program Overview

The Surgical Technology Program prepares the student to be a practitioner with a broad knowledge base from which to draw and apply to the diverse, ever changing and advancing field of Surgical Technology. National certification is available to graduates through the National Board of Surgical Technology and Surgical Assisting. Senior Surgical Technology students are eligible to sit for the CST Examination at Trocaire College. Students are eligible for student membership in the Association of Surgical Technologist's (AST). AST is the oldest and most recognized professional organization for Surgical Technologists and Surgical Assistants. AST's primary purpose is to ensure that Surgical Technologists and Surgical Assistants have the knowledge and skills to administer patient care of the highest quality.

The Surgical Technology program is offered either in the day or evening. The evening curriculum is identical in content to the day program. However, the evening curriculum is distributed over a six semester (2 year) time period including two summer sessions. In addition to the regularly scheduled evening experiences, selected clinical experiences may be mandated during the daytime and/or weekend hours. These clinical days provide a comprehensive experience of surgical cases which normally occur during the day.

To view the Surgical Technology degree audit and curriculum, please refer to the Trocaire College Catalog under the [Surgical Technology web page.](#)

Course Descriptions

Trocaire College Surgical Technology course descriptions and pre/co-requisites for all courses are listed in the College Catalog: https://trocairecollege2023-2024catalog.coursedog.com/course-descriptions/surgical-technology

Program Learning Domains

> The inclusion of Bloom's taxonomy has been threaded throughout all course content in the Surgical Technology program reflective of 3 learning domains: Cognitive, Psychomotor, and Affective.

➢ COGNITIVE LEARNING DOMAIN

The Student/Graduate Surgical Technologist will:

a. Become an integral part of a surgical team providing care to the patient undergoing surgical intervention.
b. Recognize the value of continued professional and personal growth by participating in educational and professional activities and the sharing of knowledge with colleagues.
c. Evaluate own performance by identifying strengths and limitations using standards of the profession.
d. Master and complete specific performance objectives and competencies in the Academic/lab/clinical areas as so stated in the Core Curriculum for Surgical Technology.
e. Sit for the National Certification examination by the National Board of Surgical Technology and Surgical Assisting.

> PSYCHOMOTOR LEARNING DOMAIN

The Student/Graduate Surgical Technologist will:

a. Apply the scientific principles of aseptic technique.
b. Recognize breaks in aseptic technique and take immediate corrective action.
c. Demonstrate practice that reflects the development of a surgical conscience.
d. Participate in the preparation and sterilization of supplies and equipment used in surgery.
e. Participate in the preoperative preparation for a surgical procedure.
f. Function in the "First Scrub role" on basic surgical procedures.
g. Assist with circulating duties.
h. Actively participate in the scrub role in a variety of procedures in surgical specialty areas according to Hospital policy.
i. Participate in the post-operative activities for a surgical procedure according to hospital policy.
j. Identify potential and existing safety hazards in the operating room environment.
k. Complete all clinical laboratory required written assignments by due date with a minimum grade of 73%.
l. Attain an average grade of 73% or better on the clinical practical exams.
m. Complete mandatory student experience records using correct terminology and accurate spelling.
n. Maintain a grade of 73% or better in all Surgical Technology courses, Anatomy and Physiology coursework and Microbiology courses.
o. Actively participate in the evaluation process, including self evaluation.
p. Prepare and handle drugs and solutions properly with concern for legalities, under the supervision of a Registered Nurse.
q. Apply effective communication skills to a given situation.

➢ AFFECTIVE LEARNING DOMAIN

The Student/Graduate Surgical Technologist will:

    a. Demonstrate dependability and integrity.
    b. Display an attitude of empathy and respect for the patient and co-workers.
    c. Carry out Surgical Technologist duties calmly and efficiently in a stressful environment.
    d. Utilize a variety of methods to facilitate personal and professional growth.
    e. Functions as a surgical technologist throughout a surgical procedure, using an efficient routine, adhering to hospital policy.
    f. Recognize the uniqueness of patients when providing surgical care.
    g. Utilize critical thinking when providing care to achieve established goals.
    h. Demonstrate accountability in their practice based on current knowledge in the field of surgery.

Program Academic Expectations

College Academic Policies – The Trocaire College Academic Policies can be found here in the [Trocaire College Catalog](#) under the Academic Policies & Procedures tab.

Surgical Technology Program Academic Policy

Each student is personally responsible for the satisfactory completion of course work assigned by his/her instructors. Students are expected to attend classes regularly, since excessive absence may seriously affect the quality of a student's work. A grade of WA (withdrawal due to excessive absences) may result. It is the students' responsibility to take the initiative to making up any missed work. All written work and assignments must be completed by the due dates. Failure to do so may result in a failing grade. Students shall communicate reasons for absence by contacting the Instructor via Trocaire email.

Student/faculty/minimum expectations

The student may expect the following from the Surgical Technology faculty:

    a. Lectures designed to emphasize important, factual, up-to-date information.
    b. Clinical laboratory experiences during which the faculty will function as role models.
    c. Clinical laboratory experiences which allow for the hands-on experience and application of theoretical knowledge and practice to the field of Surgical Technology with appropriate supervision.
    d. Assignments designed to assist in meeting classroom objectives and clinical competencies.
    e. Assignments returned in a timely manner.
    f. Classes that begin and end on time.

g.   Office hours observed as stated.

The Surgical Technology faculty may expect the following from the student:

a.   Report to class and clinical laboratory <u>on time</u> and prepared to learn.
b.   Read assignments and objectives prior to classes and laboratories.
c.   Study the material as long as it takes to assimilate it.
d.   Report to clinical laboratory experiences on time, in proper attire, adhere to Code for Professional Behavior, and prepared to give safe, effective care.
e.   Notify instructor if you are going to be tardy or absent.
f.   Treat each client with dignity and respect.
g.   Maintain confidentiality of all information as pursuant of HIPPA regulations.
h.   Submit assignments reflective of their <u>own work</u> and on time according to guidelines established by their instructor(s).

Association of Surgical Technologist

AST's Associate Degree Concept Resolution

In 1989, the AST Surgical Technology Instructors Committee was charged with developing a statement supporting the associate degree as the preferred model for entry-level practice. The AST House of Delegates adopted the following resolution:

Whereas, A profession's educational base is the cornerstone of its growth and development;

Whereas, Competent and humanistic practice as a health care professional demands a broad area of knowledge and the development of intellectual skills as well as technical proficiency;

Whereas, The escalating rate of change and increasing complexity of surgical therapies require the surgical technologist to have the ability to adapt to new roles and new technologies;

Whereas, What constitutes an adequate educational program today will not be sufficient for tomorrow's practitioner as the role of the surgical technologist continues to expand;

Whereas, Increasing responsibilities demand a more broadly based preparatory curriculum with greater foundation in both the medical sciences and the liberal arts;

Whereas, To maintain the expectation of students completing an associate degree, AST supports the surgical technology program accreditation process administered by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Whereas, Many administrators and faculty of surgical technology programs recognize these needs and look to the Association of Surgical Technologists, Inc., for support;

Therefore, be it *Resolved*, That the Association of Surgical Technologists, Inc., declares

the associate degree in surgical technology to be the preferred educational model for entry-level practice. Completing an accredited program ensures the graduate is eligible to take the surgical technology certification examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), an independent body consisting of a collaborative effort of representative CSTs, a surgeon, and a public member. AST fully supports the NBSTSA surgical technology national certifying examination and its value.

Code of Conduct

Please see the Trocaire College [Student Handbook & Policy Manual](#) for the Student Code of Conduct.

Clinical/Lab/Classroom Policies and Procedures

Dress Code

Clinical Dress Code Policy

The personal appearance and demeanor of Surgical Technology students at Trocaire College reflect the College, Program and Professional standards.

- Students are expected to be professionally groomed at all times.
- Students and Faculty should maintain clean body hygiene by bathing and by the use of deodorants.
- Hair will be neat at all times and kept away from face and up off the collar. Students are not allowed to have any hair color that is not considered "natural". Blue, pink, purple, bright burgundy, etc. are not natural hair colors, therefore are not allowed.
- Students with long hair will tie and secure it at back of head under OR cap.
- Discreet use of make-up if worn is allowed. Excessive make-up is not permitted.
- Heavy eye shadow, fake eyelashes, mascara and rouge must be avoided.
- Male students will maintain a neat hair style. Beards, mustaches, and sideburns must be well trimmed.
- Highly scented perfumes, male colognes or after-shave lotions are not permitted.
- Nail polish, artificial nails will not be permitted. Nails must be clean and neatly trimmed.
- Jewelry, including necklaces, rings, bracelets, earrings, facial/nose piercings, etc., will not be permitted. Gum chewing is not permitted.
- A new (fresh) tattoo, including henna, on the hands, arms, face, or neck is considered an open wound, and the student will be excluded from lab and/or clinical. **This will count as an absence(s).**

Surgical Suite Dress Code Policy

Within the surgical suite the dress code is as follows:
- Hospital surgical attire, with appropriate head and shoe coverings.
- Sturdy duty shoes exclusively for the OR (clogs, canvas sneakers, tennis shoes, beach sandals, boots, are not permitted).

- Trocaire name tag (I.D.) to be worn at all times.
- Eye protection (goggles) will be worn on all surgical procedures by the student in the scrub role.
- Outside/personal warm-up jackets may not be worn over hospital surgical scrubs.
- No student is to leave the hospital with surgical dress, pants or shirts. These are the hospital's property.

On Campus Dress Code Policy

For Surgical Technology classes including open lab, while in the educational setting on-campus, students must adhere to all articles listed above under the Clinical Dress Code Policy.

a. <u>Classroom Dress Code</u> – Approved scrub attire, consisting of a **navy- blue** scrub top and **navy-blue** scrub pant is to be worn in the College Classroom due to the potential of transitioning into the ST College Lab setting to explore material presented in the classroom further in a simulated O.R.
b. <u>Clinical/College Laboratory Dress Code </u>– Approved scrub attire (**Navy-blue** scrub top & **Navy-blue** scrub pant) with appropriate footwear is to be worn in the College Laboratory.

Clinical/College Laboratory Procedures

a. Students are responsible for attending all clinical/college laboratory sessions.
b. The Surgical Technology on-campus Clinical lab (Room 206) is a simulation of an actual operating room for training and should be treated the same as such.
c. Student will wear the Surgical Technology student scrub uniform when in the Lab.
d. Laboratory session absences will be treated the same as clinical/classroom absences
e. All equipment and supplies shall remain in the Lab.
f. Students are not allowed in the ST Lab without a Faculty member or Instructor.
g. All sharps must be disposed of properly after use.
h. Laboratory Student to Instructor Ratio - Student to Instructor ratio will not exceed recommended ARC-STSA guidelines which currently is 10:1.

Theory/Didactic Classroom Procedures

a. Visitors, including children and other family members, are NEVER allowed to attend classes, including lab or clinical sites with students under any circumstances.
b. It is expected that students treat their classroom and lab time as professional and therefore all students should be present and arrive on time for class.
c. The use of recording devices, including camera phones and audio recorders, by students is prohibited without instructor permission in classrooms.
d. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the faculty member, Program Director, and/or Dean before he or she will be allowed to return to class.

Clinical Evaluation Procedures

Clinical Evaluation

The Surgical Technology Program utilizes the Trajecsys electronic reporting system to manage student clinical/performance evaluations and track student surgical cases. The Weekly Clinical/Performance Evaluation of Core Competencies and is a formative assessment.

- **An unsatisfactory evaluation** will be given if the student does not perform satisfactorily in all aspects of clinical/college laboratory experience and meet required clinical/college laboratory competencies which includes written assignments.
- **An unsatisfactory evaluation** in the clinical-laboratory area (**depending on the level of severity) could result in an automatic failure of the course.** There will be designated dates for student/instructor consultation and evaluation throughout the semester.
- **An unsatisfactory evaluation** will be given for each missed clinical due to noncompliance with health records.

Clinical Laboratory Competency Evaluation

- Pre-clinical competencies (4)* with a 100% mastery (see Clinical Laboratory Handouts)
- The remaining competencies will be met with mastery as evidenced by clinical evaluation, clinical practical examinations and written assignments.
- An unsatisfactory "U" grade will be given if the student does not perform satisfactory in all aspects of the clinical-laboratory experience and meet all required clinical-laboratory competencies.
- An unsatisfactory "U" grade will be given if the student arrives to the clinical laboratory or clinical site unprepared.
- **Two (2) unsatisfactory days in the clinical or laboratory setting constitutes an automatic failure in the course. Automatic failure based on one (1) unsatisfactory day may be issued by the Program Director as pursuant to the degree of unsatisfactory performance.**
- Written clinical-laboratory assignments will be evaluated using the Surgical Technology Program grading policy and/or relevant outcomes rubrics.

*** In order to progress in the program, all 4 Pre-Clinical competencies must be completed successfully with a minimum grade of 75% or above.***

Clinical Affiliate Rights

The Surgical Technology Program has clinical affiliation agreements with healthcare facilities across the greater Buffalo region and WNY. These clinical affiliates are used for the students' clinical education experience. Clinical assignment is solely at the discretion of the program and the clinical coordinator in a nondiscriminatory and equitable manner. Transportation to and from clinical locations is the responsibility of the student. Surgical Technology students are

expected to abide by all guidelines, policies, and procedures set forth by each clinical affiliate failure to do so may result in removal or suspension of the student assignment.

Clinical Affiliate Site Standards/Rules

Assignments will be made by the clinical instructor. The instructor will alert students to his/her availability at all times. Any deviation from the students scheduled assignment must be discussed with the clinical instructor. **The student will not change his/her assignment without approval of the instructor. O.R. staff members may not change the student assignment.** Students will be under the supervision of the technologist (preceptor) they are scrubbed with, the circulating nurse and the clinical instructor.

Students (when assigned to a room) should be able to seek help through the O.R. staff or clinical instructor whenever needed. The staff may ask a student to step aside occasionally due to uncontrolled circumstances, the student is to oblige and then will be required to assist the staff as directed.

Students are to remain in assigned rooms and are not to be in halls without reason. Breaks and lunch will be time for conversing and relaxing. Because of state laws regarding a smoke free environment in public places, students are not permitted to leave hospital premises in surgical attire to smoke cigarettes or vape.

Students and Faculty will be oriented to the clinical affiliate site. The student must be in compliance with all the rules and regulations of the clinical affiliation(s). (The clinical affiliation has the right to request suspension from that affiliation for any student who demonstrates a breach of rules or displays unethical or unsafe behavior).

HIPAA and OSHA regulations will be reviewed on an annual basis. All students are expected to comply with regulations.

Students are required to:

- Report to the clinical site for a 6-hour day, at their assigned time as follows:
  (7:00 a.m. - 1:00 p.m., **or** 1:00 p.m. - 7:00 p.m., **or** 5:00 p.m. - 11:00 p.m.).
- Be punctual for all daily events (pre-conference, post conference, case studies) and prepared.
- Return on time from assigned lunch and breaks, students are expected to remain in the hospital setting for all breaks/meals. Break time may vary or be split depending on present duties. Students should not leave in the middle of an assigned case or emergency unless they are ill or dismissed from the situation by the instructor. Any student who leaves the clinical site without advising the clinical instructor may be dismissed from the program.
- Attend all assigned conferences.

A daily attendance record (including unsatisfactory punctuality) shall be recorded on the Trocaire College attendance record. **In cases of absence from clinical experience, it is the student's responsibility to email your clinical instructor and the Clinical Placement Coordinator before your scheduled time to report to clinical on the day of the absence. Failure to do so will result in an unsatisfactory clinical day.**

Excessive absenteeism will be discussed with students informing them that their continued absence/punctuality pattern will be reflected in the clinical performance evaluation and grade. Students must adhere to the absentee policy depicted in this Policy Manual as required.

Attendance

College Attendance Policy

Attendance- Please refer to the Trocaire College Catalog**: https://trocairecollege2024-2025.catalog.prod.coursedog.com/academic-policies/attendance-time-on-task**

Surgical Technology Program Attendance Policy

Prompt and regular attendance in lectures, clinicals, and laboratory sessions is expected of all Surgical Technology students.

Medical and other appointments should not be made during scheduled clinical, laboratory or theory class/college hours. **Due to the critical nature of clinical/lab hours, the student cannot miss more than 2 full days in total from the classroom or clinical experience**. Attendance generally affects the quality of the students' academic and clinical performance. When an absence does occur, students must inform their instructor. Unreported absences will result in an unsatisfactory evaluation for that day. **Please note that any unexcused absence in excess of 2 days will result in failure of the course due to excessive absence (WA).**
Please refer to the following absenteeism/tardy policy:

Trocaire College Surgical Technology Absenteeism/Tardy Policy

1. This policy is meant to establish an agreement between the Department of Surgical Technology and the Surgical Technology students regarding professional conduct, absenteeism, tardiness, as well as leaving class early in lab, clinical and theory.
2. Students are allowed to accrue **no more than 2 (two)** absences per semester with the understanding that BOTH missed days must be made up if they are clinical absences. Any student missing more than 2 days from theory or clinical will receive a (WA) for the course. This includes being absent from the class/clinical/lab setting, coming to the class/clinical/lab setting late, leaving the class/clinical setting early, being sent home by the Clinical/Lab/Theory Instructor and not attending the Surgical Technology Orientation. Approval/non-approval of missed day(s) will be determined by the Program Director on an individual basis.
3. The student will be considered absent for every two times that they leave class/lab/clinical early or arrive late. Students whose lecture/clinical/lab absences exceed the allowable number in a course will receive the grade of "F" for that course unless the student withdraws before the withdrawal deadline.
   See table below.

Leave early or arrive late 1 time	= ½ day of absence
Leave early or arrive late 2 times	= 1 full day of absence
Leave early and/or arrive late 3 times	= 1 ½ day of absence
Leave early or arrive late 4 times	= 2 full days of absence
2 full days of absence + 1 leave early or arrive late	= 2 ½ days absent = 'WA'– exceeded allowable # of absences; student may not continue in course
Absent from class or clinical 3 times = WA-student may not continue in course	

The student will be required to make up ANY/ALL clinical time/day(s) missed.

4. It is necessary for the student to notify the instructor if he or she is going to be late, absent, or needs to leave early. Failure to do so will result in an unsatisfactory and/or absent day.

5. It is the student's responsibility to keep track of his/her absences. It is the student's responsibility to communicate with the instructor regarding clinical make-up days.

Bereavement:

Students should notify their instructor(s) of a death of immediate family and impending absence. Students shall be allowed one day excused for a death in the immediate family to attend funeral or burial rites. Immediate family includes parents, spouse, brothers, sisters, children, grandparents (of student and spouse), grandchildren, parents-in-law, brothers-in-law, sisters-in-law, stepchildren, legal guardians, and legal dependents. **Students who provide verification will be excused from (1) class without penalty. Proof for the bereavement absence will be required**.

Make-up Policy for Missed Work/Absences

Clinical absences must be made up to comply with program requirements. Make-up time is scheduled with the permission of the Program Director, Clinical Instructor and Department Manager at the Clinical site.

1. A student missing (2) days of clinical education per semester is in jeopardy of failing the clinical course as per department policy. Each student case will be reviewed individually by the Program Director, Clinical Coordinator and Dean of Allied Health accordingly.

2. Absences per semester totaling over 2 days will constitute a grade of WA (failure due to excessive absence). College laboratory absence is counted toward clinical hours.

3. A student missing (2) consecutive days of clinical education due to medical reasons will be required to produce a medical clearance from a physician indicating there are no restrictions for the student to re-enter the clinical areas.*

4. Make up days may not necessarily follow the traditional Monday/Tuesday day or Thursday/Friday evening clinical schedule.

5. Student must discuss any make-up work for missed assignments with instructor.

This does not exempt the student from making up all clinical absences

Methods Of Evaluation

Student Learning Outcomes

➢ The student will demonstrate a mental image of normal human anatomy.
➢ The student will validate the correct operative procedure used to repair the pathological condition.
➢ The student will recognize the surgical sequence of events for the planned operative procedure and anticipate the needs of the surgeon and surgical patient prior to the need being verbalized.
➢ The student will make adjustments in instrumentation, supplies, and equipment according to variations in the surgical procedure and the surgeon's needs.
➢ The student will apply concepts related to care directed toward the patient and/or surgical team.
➢ The student will adhere to aseptic principles guiding the practice of sterile technique.
➢ The student will analyze the various roles of the surgical technologist during the preoperative, intraoperative, and postoperative phases.
➢ The student will develop an increased awareness and concern of the surgical environment.

Program Learning Outcomes

The Expected Program Learning Outcomes can be found on the Surgical Technology web page.

Course Evaluation

See individual course syllabus for Surgical Technology Course evaluation guidelines.

Laboratory Evaluation

All clinical lab learning experiences will be evaluated weekly with the administration of four (4) hands-on clinical laboratory competencies and three written clinical practical exams that includes identifying surgical instrumentation and a comprehensive final written clinical practical exam.

Clinical Experience Evaluation

Clinical Experience Evaluation/Clinical Case Requirements

1. There will be designated dates for student/instructor consultation and evaluation throughout the semester. The student is expected to demonstrate a satisfactory level of performance in the clinical setting which indicates an integration of classroom theory and technical manual skills needed in the operating room.
2. Agreements with clinical agencies prohibit any compensation to student or faculty, or use of student for service while functioning within the Surgical Technology Program.
3. Criteria for Satisfactory clinical performance is based on:

a. Successful completion of all clinical objectives and competencies.
b. Adherence to Code for Professional Conduct.
c. Adherence to policies of the Surgical Technology Program.
d. Completion of case load requirement **(120 cases <u>minimum</u> for both day and evening cohorts).**
e. Arrival to clinical setting/clinical site fully prepared.

4. Criteria for Unsatisfactory Clinical Performance is based on:
   a. Failure to complete all clinical objectives and competencies.
   b. Failure to comply with attendance and punctuality policies. This includes repeated failure to notify clinical instructor regarding tardiness or absenteeism on scheduled clinical day.
   c. Failure to comply with the policies and procedures re: the Surgical Technology Program, and those enforced in the Clinical setting by the Institution.
   d. Inability to make adult decisions and demonstrate emotional maturity.
   e. Need for frequent and continuous direct guidance and detailed instructions to prevent mishap or error in carrying out duties of a Surgical Technology student described in the competencies.
   f. Failure to complete and submit all written work on the assigned dates. (See written assignment handout)
   g. Failure to demonstrate safe practice in the O.R. environment.
   h. The student's performance indicates continued lack of required preparation.
   i. Failure to demonstrate improvement to a satisfactory level in identified areas of clinical performance commensurate with level of preparation and performance.

*Eligibility to continue in the Surgical Technology Program will be evaluated/determined at **ALL** offence levels and will be acted upon according to the severity of the incident.*

Surgical Rotation Case Requirements
As adopted from the Core Curriculum for Surgical Technologists, 7th ed.

1. **The total number of cases the student must complete is 120.**
2. **Students are required to complete 30 cases in General Surgery. Twenty (20) of the cases must be in the First Scrub (FS) Role.**
3. Students are required to complete **90** cases in various surgical specialties excluding General Surgery. A minimum of **60** cases must be in the **First Scrub (FS) role** and distributed among a **minimum of four (4) surgical specialties.**
   • A minimum of ten (10) cases in four different specialties must be completed in the FS role (40 cases total)
   • The additional twenty (20) cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
   • The remaining thirty (30) cases may be performed in any surgical specialty in either the First Scrub (FS) role or the Second Scrub (SS) role.

4. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrub roles during surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic vs. Operative Endoscopy cases
    a. An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
    b. An endoscopy classified as a critical procedure is considered an operative case.
    c. Diagnostic and operative cases will be counted according to specialty.
    d. Diagnostic cases are counted in the Second Scrub (SS) role up to a total of ten (10) of the required 120 cases.
6. Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five (5) of the required 120.
7. Observation cases must be **documented**, but do not count towards the 120 required cases.
8. Counting Cases - *Examples*
    a. Cases will be counted according to surgical specialty.
        o Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
        o Patient requires a breast biopsy followed by mastectomy. It is one pathology – breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.
        o A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

Surgical Rotation Case Requirements

As adopted from the Core Curriculum for Surgical Technologists, 7th ed.

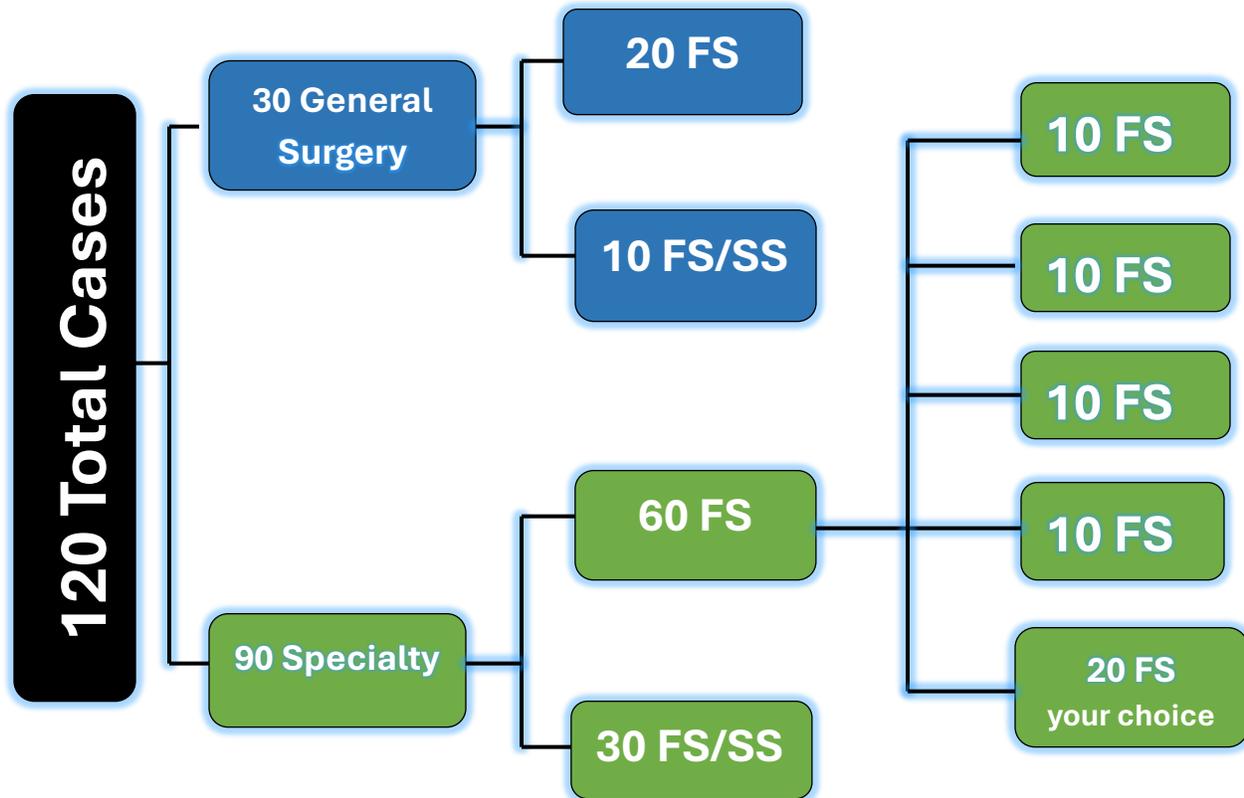**120 Total Cases**

- **30 General Surgery**
  - **20 FS**
  - **10 FS/SS**
- **90 Specialty**
  - **60 FS**
    - **10 FS**
    - **10 FS**
    - **10 FS**
    - **10 FS**
    - **20 FS your choice**
  - **30 FS/SS**

FS = First Scrub
SS = Second Scrub

Specialty Surgery includes:

- Cardiothoracic
- Otorhinolaryngologic
- Ophthalmologic
- Genitourinary
- Neurologic
- Obstetric and Gynecologic

- Oral/Maxillofacial
- Orthopedics
- Peripheral Vascular
- Plastics and Reconstructive
- Procurement and Transplant

First And Second Scrub Role and Observation

As adopted from the Core Curriculum for Surgical Technologists, 7th ed.

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.

    a. Verify supplies and equipment needed for the surgical procedure.
    b. Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
    c. Perform counts with the circulator prior to the procedure and before the incision is closed.
    d. Pass instruments and supplies to the sterile surgical team members during the procedure.
    e. 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:

    f. Sponging
    g. Suctioning
    h. Cutting suture
    i. Holding retractors
    j. 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.

Trocaire College Surgical Technology Students are made aware of clinical requirements on Orientation Day that is annually held prior to the beginning of each semester. Students are provided an updated copy of the Surgical Technology Department's Policy Manual that is reflective of clinical requirements necessary for program completion according to the 7th edition of the Core Curriculum for Surgical Technology. Students are required to sign and date a contract validating that they have read and agree to follow policy's contained within the manual. All Trocaire College Surgical Technology Instructors are provided with an updated manual that can be viewed and referred to by all clinical affiliate staff members on an ongoing/as needed basis. An updated copy of the Surgical Technology Policy Manual is accessible to the general public (including but not limited to potential Surgical Technology students and clinical affiliates) on the College's website located at www.trocaire.edu

Exams

Exam Policy

The student MUST pass the majority (greater than or equal to 60%) of unit exams administered in class to successfully pass the course**.** See course syllabus for administration of unit exams.

Examinations are administered promptly at the start of class. Students are required to place electronics- cellphones, apple watches/smart watches, iPads, tablets etc. at the front of the room for the duration of the examination.

Students may NOT enter the classroom once the examination has been administered. Students arriving late must wait until the examination time is completed before entering the classroom.

Examinations may not be made up.

Exam Review

See individual course syllabus for exam review policy/guidelines.

Clinical Practicals

Three (3) clinical practical examinations plus (1) final clinical practical examination will be administered throughout the semester to assess student understanding of course outcomes.

Clinical/Laboratory Grading Rubric

1st Semester		2nd Semester	
Written Work	15%	Written Work................	35%
Clinical Practicals.....	55%	Clinical Practicals	65%
Pre-Clinical Comp	20%		100%
Quizzes..................	10%		
	100%		
3rd Semester		4th Semester	
Written Work	35%	Written Work................	35%
Clinical Practicals.........	65%	Clinical Practicals	65%
	100%		100%

Grading Scale and Policy On Graded Assignment

College Grading System

Please refer to the Trocire College Catalog for the College Grading System:
https://trocairecollege2023-2024catalog.coursedog.com/academic-policies/grading-info

Quality Points	Letter Grade	Letter # Range
4.00/4.00	A+	97–100%
4.00/4.00	A	93–96%
3.67/4.00	A−	90–92%
3.33/4.00	B+	87–89%
3.00/4.00	B	83–86%
2.67/4.00	B−	80–82%
2.33/4.00	C+	77–79%
2.00/4.00	C	73–76%
1.67/4.00	C-	70–72%
1.33/4.00	D+	67–69%
1.00/4.00	D	63–66%
0.67/4.00	D-	60–62%
0.00/4.00	F	< 60%
0.00/4.00	WA	Withdrawal due to unsatisfactory Attendance
0.00/4.00	W	Withdrawal (without academic penalty)
0.00/4.00	IP	In Progress
0.00/4.00	I	Incomplete
0.00/4.00	S	Satisfactory
0.00/4.00	U	Unsatisfactory
0.00/4.00	AU	Audit
0.00/4.00	Z	Academic Amnesty

Surgical Technology Program Grading

There will be separate grades given in all courses within the Surgical Technology Program.
A passing grade of 73% (C) must be obtained in all areas of Surgical Technology core courses including the laboratory sciences. A failure in any area will require the student to repeat the failed course. The student may not progress to next level until the required coursework is passed successfully. See individual course contracts for specifics.

Academic Progression

Trocaire College Repeat Policy

Please see the Repeat Course Policy in the College Catalog.

Surgical Technology Progression/Repeat/ Dismissal Policy

If a student is unsuccessful in any of the Surgical Technology core courses, the student cannot advance to the next level of the Surgical Technology program. Students in the Surgical Technology Program will have the opportunity to **repeat 1 core Surgical Technology course ONE TIME.** This includes **ST100, ST101, ST103, ST104, ST106, ST201, ST202, ST203**, **ST204,** this also includes the laboratory sciences: **BIO130, BIO130L, BIO131, BIO131L, BIO223**, **BIO223L**.

Criteria for Inability to Progress

The student must meet the following course requirements to remain in the Surgical Technology Program:

1. Attend all classes/laboratory/clinical sessions as outlined in the course syllabus.

2. Demonstrate successful mastery of all four (4) pre-clinical competencies in the preparatory laboratory sessions (ST103). Before entering the clinical area, the student shall demonstrate mastery in the following pre-clinical competencies:

- Scrubbing, Gowning and Closed gloving
- Gowning and gloving a team member
- Basic back table and Mayo stand set up, Knife handle
- Draping and instrumentation for "opening of the abdomen" simulation competency

3. Meet all clinical competency evaluation requirements and clinical performance evaluation requirements.

4. Maintain a passing grade of "C" or better in all Surgical Technology core courses. **Students in the Surgical Technology Program will have the opportunity to repeat 1 core Surgical Technology course ONE TIME – as long as their GPA remains ≥ a 2.0.**

5. A 2.0 cumulative grade point average must be maintained in order to progress in the program.

6. Students will be retained within the Surgical Technology Program if their skills are consistently safe, and progress is sufficient to allow them to achieve skill levels expected for that course. Students who have missed clinical lab skills demonstrations and who have failed to make satisfactory progress or are unsafe with skills, will not be retained within the clinical setting and/or possibly remain in the Surgical Technology Program.

Withdrawal

Please refer to the Trocaire College Catalog for [Program/College withdrawal policies & procedures](#).

Leave of Absence

Please refer to the Trocaire College Catalog for [Leave of Absence Policies and procedures](#).

Readmission Procedure and Approval

Re-admission into the Surgical Technology program will be based on:

I.   The student who has <u>failed to achieve an overall GPA of "C" or better</u>. Documentation will be reviewed (transcripts/evaluations) & acted upon by the Surgical Technology faculty, who will make the final decision for student readmission based on the following criteria:
(1) Academic Performance:
a. examination grades

           b. attendance
- (2) Clinical Performance:
  - a. clinical evaluations to include demonstration of clinical competencies/skills
  - b. clinical remediation forms
  - c. attendance
- (3) College Laboratory:
  - a. attendance
  - b. pre-clinical competency mastery
  - c. clinical practical examination grades
  - d. performance
- (4) Clinical Instructor/Clinical Coordinator/ST Director's comments and recommendation
- (5) Achievement in other pre-requisite/core curriculum courses
- (6) Adherence to Code of Professional Behavior

Students recommended for readmission must successfully meet Admission Criteria established by the Surgical Technology Program. Students may have the opportunity to repeat 1 core Surgical Technology class, 1 time. If the student is unsuccessful on their 2nd attempt, they will be dismissed from the program for a period of two (2) years from date of dismissal. Readmission is based on clinical slot availability.

II. For a student who has successfully completed Surgical Technology 101 or 103 one (1) year previously and requested a leave of absence from the program (for valid reasons) and desires to return to the program:

- (1) The student must demonstrate successful mastery of Pre-clinical Competencies before beginning Surgical Technology 104 and 106.

- (2) The student must contact the Director of Surgical Technology upon application for readmission to the program so that the student can complete these requirements before the start of Surgical Technology 104 and 106 courses.

III. For a student who has successfully completed Surgical Technology 101 or 103 two (2) years previously and requested a leave of absence from the program (for valid reasons) and desires to return to the program:

- (1) The student must obtain a passing grade of 73% or better on an examination equivalent to the ST 101 and 103 final.

- (2) The student must demonstrate successful mastery of Pre-Clinical Competencies* before beginning Surgical Technology 104 and 106.

- (3) The student must contact the Director of Surgical Technology upon application for readmission to the program so that the student can complete these requirements before the start of ST 104 and 106 coursework.

IV.   For the student who has completed Surgical Technology 101 or 103 more than two years previously and requested a leave of absence from the program (for valid reasons) and desires to return to the program:

    (1)   Advances in practice and changes in the program in the two plus year time frame will necessitate that the student repeat all Surgical Technology coursework.

V.   For the student who has successfully completed Surgical Technology 100, 101, 103, 104 and 106, readmission to the 201/202/203/204 level courses will follow the same guidelines that have been established for the 100 level courses.

General Policies

Student Associations

Please refer to the [Student Life page](#) of the Trocaire College Catalog.

The Surgical Technology Club

The Surgical Technology Club is open to all students in the Surgical Technology Program. Please refer to the Trocaire College website for information on all [Student Clubs & Associations.](#)

Program Committees

Program Advisory Council

The role of the Surgical Technology Program Advisory Committee is to provide feedback and assess the Surgical Technology Program outcomes. The advisory committee shall serve in an advisory capacity and does not have administrative authority.

A list of [Program Advisory Councils](#) can be found in the College Catalog.

Health Requirements for The Surgical Technology Student

Physical Examination

A health report consisting of a medical history, a standard immunization record (including **all campus and clinical affiliate requirements**), and a physical examination is required of each accepted student. **The health report "shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior."** (New York State Department of Health Code 405.3 [b] [10]).

All health records and immunizations (including TB testing, the flu shot, and the Hepatitis B vaccination), MUST be kept current and updated as needed throughout the entire period of enrollment. Health record/immunization/CPR information must be submitted to the Wellness Center and/or Clinical Coordinator prior to entering

the program and updated as warranted. Refer to the [Health Records](#) page on the Trocaire website.

Based on the NYS Public Health Law, the NYS Hospital Code, NYS Education Department regulations, and the NYS Department of Health, Health Science Programs have established the following specific standards for physical, mental and emotional health as a basic requirement for students in Health Science Programs.

Students are advised that the College and clinical agencies associated with the Allied Health Programs will rely upon the health information supplied by and for the student. Any student who withholds or knowingly submits incorrect health information shall be subject to disciplinary action.

a.   The student must have adequate visual acuity (with or without corrective lenses), sufficient hearing (with or without hearing aids), and communication skills necessary to meet objectives of the program.

b.   The student must have sufficient physical ability and manual dexterity to meet program requirements including: the physical ability to stand, walk, kneel, lift, bend, push, carry, hold, grasp without assistance and draw up solutions in a syringe.

c.   Students must have submitted proper documentation of all required health information or provide a documented statement of medical/religious exemption prior to the commencement of classes and/or continuance in a Health Science Program. (Students accepted after the scheduled registration dates will be allowed 30 days for completion of health records.)

d.   Students whose health records are not received are incomplete or not in compliance with required information, will not be permitted to attend classes or clinical experiences beyond the 30 day extension. Information regarding access to community health agencies is available through the Wellness Center.

e.   The student will be responsible for submitting to the Wellness Center or CastleBranch all required and *updated* immunization records, test results, medical clearance forms, and annual health assessments. Failure to do so will result in suspension of clinical experiences, and in some cases, suspension from class attendance. CastleBranch link is accessible on the [Health Records](#) page.

Technical Standards for the Surgical Technology Student

1.   The Surgical Technology program criteria for admittance to the clinical site for students with health or physical restrictions require the student to be able to:

a.   Stand continuously for a minimum of 6 hours and remain alert/awake.

b.   Lift and carry a minimum of 25 pounds across a room.

c.   Move and manipulate O.R. equipment such as O.R. tables, beds, stretchers, and complete case carts.

d.   Manipulate instruments/supplies at the surgical field with efficiency, dexterity, and good hand-eye coordination.

e.   Assist in positioning of patients (involving the lifting of extremities & trunk).

f.   Assist with surgical prep of patients which involves elevation of extremities while the surgeon prepares the limb.

g.   Assist with transfer and transport of patients.

h.   Wear and tolerate latex products as needed.

i.   Able to communicate and write English proficiently.

j.   Hear activation/warning signals on equipment.

k.   Able to stand, bend, stoop and/or sit and be capable of ambulating without assistive devices.

l.   Demonstrate sufficient visual acuity (enough to load fine suture material onto needle holders).

m.   Able to wear PPE (including lead apron) for extended periods of time.

n.   Ability to maintain sterility on a consistent basis when implementing all principles of aseptic technique.

2.   Functioning during surgical procedures requires multiple complex and/or fine activities involving gross motor activity of the upper and lower extremities. The student must be able to:

a.   Demonstrate manual dexterity.

b.   Pass instruments quickly and efficiently.

c.   Arm a needle holder.

d.   Draw up medications in a syringe.

e.   Assemble equipment, large and small.

f.   Drape equipment and the surgical patient without contamination with speed, accuracy and efficiency.

g.   Be able to freely move about the surgical field with speed, efficiency, accuracy.

h.   Be emotionally and physically stable to function in a high stress environment.

Medical Release Requirement

1. A student missing (2) consecutive days of clinical education due to medical reasons **will be required to produce a medical clearance from a physician indicating there are no restrictions for** the student to re-enter the clinical areas.*

2. Any student with a seizure disorder must present medical certification, from the attending physician, of being seizure free for one year and confirms that the student does not pose a risk to patients or personnel and the medical condition will not interfere with the student's duties.

3. Any student who has been treated, hospitalized or absent due to pregnancy, surgery, injury, serious physical and mental illness or emotional disorders must present medical documentation of:
   - Ability to participate with or without restriction in classroom, college laboratories and clinical areas.

4. Any student who, because of medical restriction that cannot be reasonably accommodated, is unable to meet program objectives will be required to withdraw from the respective program.

The Program Director will make the final determination as to whether a student's medical restriction can be reasonably accommodated.

Communicable Disease Policy

During the clinical experience, students may encounter patients in their care who have communicable diseases. Provision of health care carries with it an inherent risk to the provider that can be rationalized when proper infection control measures are observed. This risk should be accepted as an unalterable aspect of the health professions, and as such, can never be justifiably used as a basis for refusing to treat a patient.

The Surgical Technology Program policy is that no student will be excused from participating in an assigned surgical case on the basis that the patient has a communicable disease, except when exposure to disease presents risk to an unborn fetus.

Proper observance of infection control policies and procedures will always be enforced, thus minimizing the possibility of any student acquiring a communicable disease from a patient. These guidelines may include, but are not limited to, protective tight-fitting mask, gloves, gowns, and protective eyewear.

Students who refuse to treat assigned patients may be subject to dismissal from the program and will be advised to consider other careers.

Any student who has been exposed to and/or has any communicable disease or condition must:

1) Contact the Program Clinical Coordinator and the Wellness Center at (716) 827-2579.
2) Obtain and submit a written physician's release to return to classes and/or clinical

BLS/CPR

All students MUST be **CPR Certified** through an ILCOR (International Liaison Committee on Resuscitation) provider prior to entering the clinical setting and **MUST MAINTAIN** certification throughout the duration of the program.

Pregnancy Policy

Pregnancy Policy (as per Title IX of the Education Amendment)

The statute reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The Surgical Technology Department may not discriminate against any individual who is enrolled in the program and who is pregnant.

Appropriate reasonable accommodations and alternate comparable activities will be offered as the situation warrants. Students enrolled in the program are instructed in proper safety precautions and personnel monitoring prior to being admitted to any area where x-rays are being taken and bone cement is being used. Students are required to comply with all safety precautions and the importance of keeping exposure to x-rays as low as possible through a combination of time, distance, and shielding.

Should any student suspect pregnancy, they voluntarily may report it to the Clinical Instructor and/or Clinical Coordinator and Program Director. **Upon confirmation of pregnancy, the student must obtain a written statement of medical clearance from her doctor regarding health status and advisement for continued participation specifically in the Surgical environment**.

The pregnant student may voluntarily choose to withdraw from the program without penalty. If at any time the pregnant student feels (despite clearance from her OB/GYN), that she is working in an unsafe area or under conditions she feels could be detrimental to herself, the embryo or fetus, she should report to the Clinical Instructor immediately.

For more information, contact Trocaire's Title IX Coordinator, Shani Smith at SmithS@Trocaire.edu.

Technology Requirements

For Surgical Technology courses with content delivered in the online format, it is the students responsibility to make sure there is access to a computer, or mobile device that can uphold the LMS (Blackboard) requirements and WI-FI to complete the course requirements. Please see course syllabi for specific course technology use and requirements. The Office of Information Technology Help Desk provides student support and manages the computing resources of the College.

Student ID

Each Surgical Technology Student is required to obtain a Trocaire student ID badge with picture, first and last name, and identifying as a Surgical Technology student. Students are required to always wear their student ID badge while on campus and while at the clinical site.

Safety

Universal Precautions

   a. Students enrolled in the Surgical Technology program are instructed in the proper safety precautions regarding OSHA regulations and "Universal Precautions". The clinical sites provide the necessary scrub and surgical attire. Wearing of protective eyewear (surgical goggles) is mandatory at all times during surgical procedures due to potential exposure to contamination with body fluids and other hazardous waste material(s). Students failing to comply with policy will be relieved of duty until compliance is assured. Students are responsible for the purchase of approved protective eyewear.

   b. Students enrolled in the Surgical Technology program are instructed in the proper safety precautions regarding surgical procedures using lasers and x-ray. The clinical site provides the necessary laser specific goggles and masks for students as well as x-ray protection devices.

AST Standards of Practice on Radiation Safety

Please read the following information from AST: Standards of Practice for Ionizing Radiation Exposure in the Surgical Setting.

Student Policies

Social Media

Students may not post or otherwise publish confidential or protected information. No information identifying a patient, patient situation, or clinical facility may be posted on any social media platform.

Social media platforms include, but are not limited to: Facebook, LinkedIn, Snapchat, YouTube, Twitter, Instagram, TikTok, or any other social media platform in the future.

Student use of photography and/or recording devices is prohibited in all classroom, laboratory and clinical sites, unless formal permission from the instructor of record is granted in advance.

Students are expected to maintain professional boundaries in their communication with others. Students should not give healthcare advice on social media platforms.

Students should not "follow" or become a patient's "friend" on a social media platform. Any violation of this policy must be promptly reported to the program facility.

Disciplinary actions, up to and including student removal, will be taken accordingly. Students may be banned from the clinical facility, and/or subject to immediate expulsion from the Surgical Technology Program. Students may also be subject to civil and/or criminal actions.

Cell Phones

Cell phones should be silenced or shut off and out of sight during class/laboratory. Students will be required to silence and place cell phones, Apple/Smart watches, tablets and any other smart device at the front of the room for examinations and quizzes.

Students are not permitted to carry personal cell phones while in the clinical setting or operating room. Phones should be secured in a locker or with the students' belongings. They may only be used for necessary personal business with the clinical instructor's permission or during designated breaks.

Student Drug and Alcohol Policy

Please refer to the Trocaire College Policy #604 in the Student Handbook.

Disruptive Behavior Policy

a. Definition: Disruptive behavior or misconduct is defined as physical or verbal behavior including (but not limited to) the following: actions, covert or overt in nature, language and/or gestures that disrupt the learning experience, or indicate disrespect to fellow students, staff, and patients. Disruptive behavior will not be tolerated in the class, clinical or lab setting of the Surgical Technology Program.

b. Purpose: This policy is designed to emphasize the need for all individuals to treat others with respect, courtesy, and dignity and to protect all persons within the class, clinical or lab setting from behavior that does not meet that standard.

c. Documentation of disruptive behavior: Documentation of said disruptive behavior shall be detailed and descriptive in nature and signed in Trajecsys by all individuals involved.

d. The report will be submitted to the Program Director, Clinical Coordinator, Instructor and/or other appropriate person in charge at the particular location where the incident occurred. Documentation is critical because it distinguishes between a single incident and a pattern of behavior. Factual, objective language will be used to describe the

behavior as much as possible, specifically as it relates to the educational/professional situation.

A meeting with the person/persons involved shall ensue after documentation has been forwarded to the Program Director. The meeting shall include discussion relevant to the misconduct identified including (*but not limited to*) the following:

- How the behavior was inappropriate, unprofessional and/or disruptive.
- How the behavior will not be tolerated.
- Corrective action to address future unprofessional behavior (anger management, psychiatric evaluation and assistance, etc.).
- The perpetrator will be given a written reprimand regarding the unprofessional behavior noted and a warning that if behavior continues or is deemed intrusively/alarmingly inappropriate, he/she will be dismissed from the program immediately.

- If repetitive disruptive behavior/misconduct continues to be a problem, a formal written report will be made to the Dean of Allied Health and official College policies will be followed that include (*but not limited to*) the following:

- Depending on the type, nature and severity of the behavior involved, the person/persons involved will be reprimanded (with formal documentation established) or dismissed from the class, lab or clinical setting.
- Any more than 2 reprimands could result in immediate dismissal from the Surgical Technology Program.
- The severity of the situation and the determination of the outcome will be the responsibility of the Program Director. The Program Director will follow the policies/guidelines established by ARC/STSA, AST, the Surgical Technology Department and/or those maintained by Trocaire College.

Student Conferences/Meetings

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours are posted on individual office doors, in course syllabi, and/or on Blackboard. Instructors may be contacted by leaving a message on instructors' voice mail or by email. Students should contact the Allied Health Operations Coordinator at 716-827-2484 to make an appointment with the Program Director or Dean of Allied Health.

Admission of Experienced Medical Professional

Persons desiring to enter the ST program at Trocaire College with previous medical background and/or experience will be evaluated on an individual basis with regard to the clinical expectations of the program, academic requirements and laboratory competencies.

Course Challenge

A Course Challenge is allowed by the College in special and exceptional cases in which it has been clearly determined that prior educational and/or vocational experience has provided a learning experience equivalent to that of the particular college course. Application and guidelines are available from the Vice President for Academic Affairs and Program Directors for matriculated students who have presented documentary evidence of their prior experience. Applications should

be submitted no later than the official registration days in the fall and spring semesters. The application and accompanying evidence will be evaluated by the Vice President for Academic Affairs, and/or the Director of the program involved. Following the approval of the application, the Program Director will arrange a time and place for the applicant to take the examination before the semester's end.

Ethics And Professional Conduct

Association of Surgical Technologist Code of Conduct

1. Adherence to Student Code of Conduct as published in the Trocaire Student Handbook, Section V: https://trocaire.edu/academics/wp-content/uploads/sites/2/2024/02/2023-24_Student_Handbook.pdf
2. Adherence to Association of Surgical Technologists Professional Code of Ethics.
3. Attitudes and Behaviors – Development of attitudes that will best further the fundamental purposes of health professionals is an important aspect of professional preparation; therefore, the Surgical Technology Program expects students to present professional behavior at all times.
   The following areas are mandated as expected professional student behavior:
   a. The student must demonstrate a positive attitude toward both the field of Surgical Technology and more particularly the patient. Empathy for patients; respect for co-workers and supervisors is essential.
   b. Honesty and integrity are two qualities that are essential for the health care provider. Therefore, these areas will be looked at critically throughout the program and addressed during classroom/clinical evaluation time(s).
   c. Confidentiality - Students entering a health science profession will be expected to conduct themselves appropriately. Information concerning patients, e.g. surgical schedules, received directly or indirectly, is never to be given out or discussed. Students are to conduct themselves both in and out of the program in a manner which will not discredit the hospital, the college, the profession of Surgical Technology or themselves.
   d. Responsibility and Accountability - The faculty believes that responsibility and accountability are imperative for the practice of Surgical Technology.

Responsibility means being reliable and trustworthy; accountability means that each person is answerable for his/her individual actions. The student must apply theoretical knowledge, practice ethical and professional behavior in order to give safe and effective patient care. A high level of performance is needed from day one for patient safety, surgical outcomes, the CST's own safety, and the safety of their colleagues. The faculty is here to assist the student in acquiring knowledge and techniques to meet our combined goals. However, the student must make the decision to learn as well as to have a strong motivation to succeed. In order to work together successfully, students and faculty need to have mutual expectations.

Professionalism

Professional Behavior

Professionalism – The Surgical Technology Department at Trocaire College requires a high-level

of professionalism.

- Professional behavior while representing the Surgical Technology Program at Trocaire College is expected at all times.
- Professional behavior is to be upheld by all students at all times. Unprofessional or unethical conduct will not be tolerated and will result in an unsatisfactory day.
- Students MUST conduct themselves in professional manner to reflect positively upon themselves and the program they represent.
- The student is to accept responsibility and accountability for their actions.
- Surgical Technology is a profession requiring education, decision-making skills, and maturity.
- If at any time the student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, faculty, staff, clients and/or the health care team, the student will be disciplined for unprofessional conduct at the discretion of the Surgical Technology Program Director.
- Depending on the severity of the behavior, disciplinary action could include dismissal from the Surgical Technology Program.

Unprofessional conduct includes (*but is not limited to*) the following:
- Verbal or non-verbal language, voice inflections, actions, or insubordination which compromise harmonious accord or working relations with peers, faculty, staff, clients, families/significant others or health care team members.
- Leaving assigned clinical area or classroom without permission/notification
- Failure to be alert and not sleeping during class/clinical
- Hindering clinical flow in laboratory or at clinical site
- Violation of safety rules/guidelines on campus or at clinical site
- Actions that may compromise contractual agreements between Trocaire and affiliate agencies.

Confidentiality/ Privacy

Students entering a health science profession will be expected to conduct themselves appropriately. Information concerning patients, *e.g.* surgical schedules, received directly or indirectly, is never to be given out or discussed. Students are to conduct themselves both in and out of the program in a manner which will not discredit the hospital, the college, the profession of Surgical Technology or themselves.

Academic Integrity

Please refer to the Trocaire College Catalog for the policy on [Academic Integrity & Dishonesty.](#)

Cheating or plagiarism will not be tolerated. If detected, the following procedure will be followed:
- A failing grade of 'F' or 0% will be entered for the test or other educational activity in question.
- If the activity is a major test, the student will be assigned a failing grade for the course, mid-term or final.

Student's Own Work Policy

All assigned work/homework must be handed in ON TIME and reflect each students **own individual work**. Extenuating circumstances regarding due dates will be evaluated on an individual basis.

Student Success

Open Laboratory Offerings

The Surgical Technology program is dedicated to our students' success. Open laboratory sessions serve as valuable resources, offering additional opportunities for students to practice and enhance their skills and receive extra help in challenging areas of content or training. Open Lab sessions are offered throughout the semester. Days/times are posted outside of the Surgical Technology Lab (room 206).

Palisano Learning Center (PLC)

Trocaire College offers additional academic support through the Palisano Learning Center, located on the 4th floor of the Main Campus.

Student Services

Advisement and Student Services Center

Please refer to the Advisement & Student Services link.

Reasonable Accommodations

Trocaire College provides reasonable accommodations for students with disabilities. Please refer to the Wellness Center for more information.

Title IX Resources/Non-Discrimination Policy

Trocaire is dedicated in creating and maintaining a working and learning environment which is free of discrimination and intimidation. For more information, please go to Title IX and Non-Discrimination Resources on the Trocaire website.

Grievance Policy Procedure

Trocaire College provides students the right to file an academic grievance. The Surgical Technology Program follows the Student Appeals Process as outlined in the College Catalog.

Student Accident/Incident Report

Injury or Incident at College

Surgical Technology students will be provided with accident insurance by the College. Health insurance is not included in this policy but students in the Surgical Technology Program are encouraged to maintain health/medical insurance from the agency of their choosing. Forms for insurance claims are kept in the Academic Services Office. Regardless of where incident/injury occurs, students must report to Academic Services Office for necessary paperwork. If an incident/injury occurs at the College, the student must inform the instructor.

Then, the appropriate incident forms must be completed and sent to the Wellness Center.

Injury or Incident at Clinical Agency

If an incident/injury occurs at the Clinical site students must report incidents to the instructors and appropriate hospital personnel immediately. The student should inform personnel that he/she is a student in the Surgical Technology Program at Trocaire College. The Clinical Instructor will assess the situation and decide whether to send the student home or, if necessary, send the student for immediate medical care. The financial responsibility for emergency health care is the responsibility of the student. The affiliating agency can provide basic health services to the student; however, the student should be encouraged to seek medical attention from their own provider to ensure in network status and minimize financial impact. When an incident occurs at a clinical site, appropriate Facility and College forms must be completed.

Graduation

Surgical Technology Program Completion Requirements

In order for students to successfully complete the Surgical Technology Program, they MUST show evidence of the following:

- Completion of ALL courses according to the Surgical Technology Degree Audit (with a grade of "C" or better in all Surgical Technology Core Courses including all laboratory science courses).
- Total of at least 60 semester hours with a cumulative Quality Point Average of 2.0.
- Completion of 120 surgical cases as illustrated on pages 21-23 of the ST policy manual according to the 7th ed. of the Core Curriculum for Surgical Technology.
- The potential graduate student from the Surgical Technology program will be offered the opportunity to take the web-based CST examination offered on campus (once the student has scrubbed the required 120 cases). Successful passing of the CST examination is now required in New York State in order to obtain gainful employment as a Surgical Technologist in NYS.

*The Surgical Technology program is offered either during the day or evening hours. The evening curriculum is identical in content to the day program with the same requirements for program completion. However, in addition to the regularly scheduled evening clinical experiences, the evening students are offered clinical interim sessions during the daytime in January (before the start of the Spring semester) and in May (immediately following the Spring semester) for added opportunities to the student to meet case requirements. These clinical days provide a comprehensive experience of surgical cases which normally occur during the day rather than evening hours.

Degree Audit

The minimum degree requirements and course curriculum for the Surgical Technology Program associate degree can be found in the Trocaire College Catalog under Program Information.

Trocaire Graduation Requirements

Please refer to the Trocaire College Catalog under Graduation Requirements.

Graduate placement

To view The Surgical Technology Program's most current graduate placement outcomes click on the link.

National Certification Exam

Preparation for Certification exam

The Surgical Technology Program is dedicated to training and educating students to obtain entry-level employment as a certified Surgical Technologist. Once students have obtained and logged the required 120 scrubbed surgical cases, the students then participate in taking practice mock certification exams to prepare them to sit for the National Certification exam administered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Eligibility

Students may establish eligibility to take the CST examination under the following conditions:

1. Candidate is a graduate from a NBSTSA recognized surgical technology program or is actively enrolled with proof of 120 scrubbed cases in an accredited Surgical Technology Program.

2. Candidate is a current or previously certified as a CST, and is renewing by examination. (must provide evidence of NBSTSA certification).

3. Candidate is a graduate from a NBSTSA recognized surgical technology program that has had accreditation revoked, rescinded, or failed to renew accreditation. Candidates are eligible to take the CST examination if the candidate was actively enrolled or graduated from the program at anytime it held the appropriate accreditation.

4. Candidate is a graduate from a surgical technology undergoing accreditation. Candidate is eligible to take the CST examination as long as they were actively enrolled when the accreditation site visit occurred and are subsequently eligible upon the official granting of accreditation.

5. Candidate who has successfully completed a military training program in surgical technology. Required documentation to establish eligibility includes a DD214 demonstrating graduation from a military training program and/ or a graduation certificate.

Candidates may not test more than three times during any calendar year. Candidates are required to pay the total testing fee (processing and examination) each time to test.

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Department of Surgical Technology
Policy Handbook
2024-2025

This signature validates that I have read and fully understand the Policy Manual of the Surgical Technology Department at Trocaire College and will abide by its guidelines (and/or modifications as warranted) for the duration of time that I am in the Surgical Technology Program.

Student Signature:

Student Name (printed):

Date:

Instructor Signature:

Instructor Name (printed):

Date:

Student Signature Page *(copy to be kept in Student Portfolio)*