

AUGUSTA



**TECHNICAL
COLLEGE**

ESTABLISHED 1961



School of Health
of Sciences

**Surgical Technology Program
Student Handbook**

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Letter from the Director of Surgical Technology

I would like to welcome you to the Surgical Technology Program at Augusta Technical College. The purpose of our school is to provide theoretical instruction and practical application in job skill fundamentals and give meaning to education by relating training to the specific occupational goals of job placement or advancement in present employment.

As your instructor, I plan to guide and instruct you in attaining your goals of acquiring more knowledge, greater skills and becoming an asset to the Surgical Technology Profession. By working as a part of this instructor/student team, you will have the opportunity to enjoy and profit from your training here. It will not be an easy road; but we will travel this road together, learning every step of the way.

The purpose of this Student Handbook is to acquaint you with the policies and procedures of the Surgical Technology Program. Remember this document is in addition to the policies and procedures of Augusta Technical College. You must become thoroughly familiar with the contents of both documents as these policies and procedures will apply to you, not only as a beginning student but also throughout your entire period at Augusta Technical College.

You have now become part of a large job-training college with an average enrollment of over 3,000 students. My door is always open for questions and for someone with the desire for higher learning.

If you would like to know more about our prestigious profession please go to www.ast.org or www.nbstsa.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Gene Burke, Jr.', is positioned below the word 'Sincerely,'.

L. Gene Burke, CST, FAST, AAS
Director of Surgical Technology

**Augusta Technical College
Telephone Directory**

Department	<i>Area Code (706)</i>
General Information	771-4000
Academic Advising/Navigation	771-4824
Admissions	771-4028
American Heart Association Training Center	771-5702
Bookstore	771-4119
Business Office /Administrative Services	771-4011
Campus Security	771-4021
Career Services	771-4146
Continuing Education	771-4090
Counseling Center	771-4854
Disability Services to include Classroom Accommodations	771-4067
Distance Education	771-5700
Financial Aid	771-4149
IT/Computer Technology	771-4864
Library	771-4164
School of Health Sciences Office of the Administrative Assistant	771-4175
Special Populations Coordinator	771-4031
Student Accounts	771-4030
Student Activities	771-4019
Student Success Center	771-4062
Surgical Technology Program Fax	771-4181
Surgical Technology Program Director	771-4191

Surgical Technology Clinical Coordinator	771-4757
Testing Services	771-4153
Title IX Coordinator for Students	771-5730

Institutional And Academic Policies

College Accreditation

Augusta Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate of Science Degrees, Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Augusta Technical College.

College Vision Statement

Augusta Technical College will be a nationally recognized academic institution that transforms lives, organizations and communities through excellence, innovation, and partnerships.

College Mission Statement

Augusta Technical College, a unit of the Technical College System of Georgia, is a public post-secondary academic institution that builds a skilled workforce and economically stronger communities through high-quality, innovative, and affordable career-advancing credentials.

****Reviewed by Augusta Technical College Board of Directors, April 2021. Approved by Technical College System of Georgia State Board, May 2021.*

Equal Opportunity Statement

The Technical College System of Georgia and its Constituent Technical Colleges do not discriminate on the basis of Race, Color, Creed, National or Ethnic Origin, Sex, Religion, Disability, Age, Political Affiliation or Belief, Genetic Information, Disabled Veteran, Veteran of The Vietnam Era, Spouse of Military Member or Citizenship Status (Except in Those Special Circumstances Permitted or Mandated by Law). This nondiscrimination policy encompasses the operation of all Technical College-Administered Programs, Programs Financed by the Federal Government including any Workforce Innovation and Opportunity Act (WIOA) Title I Financed Programs, Educational Programs and Activities to include Admissions, Scholarships and Loans, Student Life, and Athletics. It also encompasses the Recruitment and Employment of Personnel and Contracting for Goods and Services.

The Technical College System and Technical Colleges shall promote the Realization of Equal Opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

For information on ***Title IX*** contact (since this is a Student Handbook and the program is only offered on the Augusta Campus, only the student contact is listed, for a full list of all contacts see the Augusta Technical College website):

- Migdaliz Berrios, Title IX/Equity Coordinator (Students), Augusta Campus-Building 1300-Records/Career Services office, (706) 771-5730, migdaliz.berrios@augustatech.edu

Statement on Sexual Misconduct

Our college is committed to fostering a safe, productive learning environment. Title IX and our college policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. Our college encourages anyone experiencing sexual misconduct to talk to someone about what happened, so he/she can get the support he/she needs, and our college can respond appropriate. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about college policies and procedures, please contact our Title IX Coordinator(s) which are listed above as well as on our college's website. Our college is legally obligated to investigate reports of sexual misconduct, and therefore the college cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible. As an instructor, I am also

required by our college to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator(s) with relevant details such as the names of those involved in the incident.

Special Learning Needs/ADA

If a student starts experiencing difficulty in learning the material assigned in class, has a need for non-standard note taking, test taking, or other course modifications, it is the responsibility of that student to notify the course instructor, in private. The instructor will work with students individually to help overcome any obstacles that may impede the learning process. However, the instructor will request that the student makes an appointment with the Disability Coordinator for approval of accommodations.

For information on *ADA/504/Classroom Accommodations*, contact:

- Karissa D. Wright, ADA/504 Coordinator, (706) 771-4067, Augusta Campus Counseling Center-Building 1300, kdavis@augustatech.edu.

Financial Aid

The office of Financial Aid provides information pertaining to grants, loans, and work-study programs to those students who otherwise would be unable to attend college. The Financial Aid office can be reached by emailing finaid@augustatech.edu or calling 706-771-4149.

Career Services/Job Placement

Augusta Technical College provides career placement assistance for graduates through a team effort built on the involvement of the faculty and coordinated through the Office of Career Placement. Students are encouraged to contact the Office of Career Placement at the beginning of their last semester of enrollment.

The goal of the Career Services Office is to provide services that enable students to meet their employment goals while in school and upon graduation. Career Services is considered a team effort at Augusta Technical College and involves program instructors, deans and directors, and counselors. The office processes full-time and part-time job order requests directly to the College website. Therefore, students may view the job openings from off-campus locations and in the library or career center. Other services offered by the office include mock interviewing, resume' and cover letter critiques, resume' referral to employers, career fairs, and workshops. The Career Services office can be reached by emailing careerservices@augustatech.edu or calling 706-771-4146.

College Attendance Policy

Students must establish enrollment and course participation each semester before financial aid funds is disbursed. Student attendance will be monitored for the first seven calendar days of each semester for financial aid purposes.

Emergency Closing

In the event weather conditions are such that travel to and from school for students and faculty would be hazardous or extreme temperature presents a safety comfort problem, the president of the college may close the school for the day or delay in opening the school. Augusta Technical College will announce any closing or delay on local radio, TV stations and through our automated phone attendant. Augusta Technical College will announce separately from Richmond, Columbia, Burke, Lincolnton, or Aiken Counties.

If Augusta Technical College has an emergency closing or calls off classes for any reason the following protocol will be strictly adhered to:

- If the student is not already in class or clinical, then they will not have to report to class or clinical. This time will not be held against the student, nor will it count for the student, as far as absences or for points in clinical.
- If the student is already attending class or clinical and classes are cancelled, the student ***must*** leave class or clinical, no exceptions. The time that is missed will not be counted for or against the student in any way.
- When classes resume to their regular schedule, if the student believes that they cannot make it to class or to the clinical site due to road conditions or other situations, this will be counted as an absence and all deductions and rules applicable to attendance will be applicable to the student.

Work Ethics Program

The principal mission of Augusta Technical College is to provide students with the necessary skills to become successful employees in the career field of choice. To be successful in this pursuit, students must possess both strong occupational skills and good work habits. Augusta Technical College is committed to incorporating these good work habits into every facet of its educational programs. Therefore, the Technical College System of Georgia (TCSG) and Augusta Technical College instructs and evaluates students on their work ethic in all programs of study. The following ten work ethic traits have been identified and defined as essential for student success. Those traits are:

- *Appearance* –Displays appropriate dress, grooming, and hygiene.
- *Attendance* –Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
- *Attitude* –Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
- *Character* –Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
- *Communication* –Displays appropriate nonverbal, verbal, and written skills.
- *Cooperation* –Handles criticism, conflicts, and complaints appropriately; works well with others.
- *Organizational Skills* –Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
- *Productivity* –Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
- *Respect* –Tolerates other points of view; acknowledge and appreciates rights of others, has regard for diversity.
- *Teamwork* –Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

A semester work ethic grade (3, 2, 1, or 0) for all non-developmental occupational course completed is issued to students and placed in the student's permanent academic record. The work ethics grade will not affect the academic grade point average (GPA) of a student. The work ethics grade, however, will be printed on the transcript. The following is an explanation of the numbers:

- 3 – Exceeds Expectations
- 2 – Meets Expectations
- 1 – Needs Improvement
- 0 – Unacceptable

College Grading Scale

The Program of Surgical Technology utilizes the grading scale as outlined by Augusta Technical College for all didactic and clinical courses (SURG prefix):

Letter Grade	Percentages	Grade Point
A	90% - 100%	4
B	80% - 89%	3
C	70% - 79%	2
D	60% - 69%	1
F	0% - 59%	0
I	Incomplete	Indicates that a student has satisfactorily completed a substantial portion of the required coursework, but for non-academic reasons beyond the student's control, has not been able to complete the course. It is at the discretion of the instructor as to whether an "I" grade is issued. The student must contact the instructor to develop plans for a timely completion of the course. If the required work is not completed on or before midterm of the following term, the "I" will automatically become an "F." If a grade of "I" is received in a course that is a prerequisite to other courses, the student must complete the required prerequisite and receive a final grade to be eligible to enroll in other courses.
IP	In Progress	Indicates that a course continues beyond the end of the term.
AU	Audit/Warranty	Indicates a student is registered to audit a course and attend classes without meeting all admission requirements for the course and without receiving credit. Students are not permitted to change from audit to credit after the drop/add period without meeting recommended admission requirements or from credit to audit after the drop/add period at the beginning of each term.
EXE		Credit by Exemption Exam
EXP		Credit by Exemption Portfolio
TR	Transfer Credit	Course grades less than "C" are not acceptable as transfer credit. Prior to spring semester 2012, courses accepted for transfer credit were assigned a grade of "TR" on the transcript. Transfer credits accepted beginning spring semester 2012 are assigned a grade of "TRA", "TRB", or "TRC". The third letter indicates the grade earned in the course.' Military transfer credits accepted beginning fall semester 20141 are assigned a grade of "TRM". Transfer credits for college pass/fail classes with a grade of "pass" and secondary articulated credit accepted beginning summer 2020 are assigned a grade of "TRP". Accepted credits earned by examination, including Advanced Placement, CLEP, and International Baccalaureate, are assigned a grade of "TR".
W	Withdraw	Signifies the student withdrew from the course.
Z	Withdraw	"Z" grades are used to denote unsuccessful completion due

	COVID-19	to COVID-19 emergency. Z grades are excluded from attempted hours and GPA calculation. In March 2020, the Georgia Governor instructed colleges in Georgia to limit instruction to a fully online format due to concerns regarding the COVID-19 virus. In an attempt to assist students who may have been negatively impacted by changes relating to COVID-19, the Technical College System of Georgia (TCSG) created a 'Z' grade for students who withdrew/failed/or stopped attending classes because of a qualifying emergency related to COVID-19. In response to this, the 'Z' grade was implemented by Augusta Technical College beginning the Spring 2020 semester to credit the student with a no-penalty withdraw from classes.
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1. Grades will be issued at the completion of each semester.
2. Students **must** maintain a cumulative course numerical grade average of **70 % or higher** in all courses with the SURG prefixes, as calculated at the end of each semester, to advance to the next semester in the Surgical Technology Program.
3. A student who fails to attain a final course average of 70%, and is removed from the Surgical Technology Program, may re-apply the following year when the same course is offered. Due to limited class size and clinical availability, students who must repeat a course will be enrolled on a space available basis at the first feasible opportunity. ***The student is not guaranteed a slot in the next class and must re-apply for program admission according to established enrollment guidelines.***
4. If a student successfully re-enrolls and fails to meet the course numerical grade average of 70% in a second SURG course, the student ***will not*** be considered eligible to re-apply for admission into the Surgical Technology Program.
5. If a student does not repeat a failed course ***within a 24-month period***, the student will be required to repeat ***all*** SURG courses taken, pending selection by the Office of Admissions.

College Honor Code

The College Honor Code is required to be placed on each course syllabus. It will be located under the Augusta Technical College Addendum page.

College Academic Dishonesty Policy

Copy and paste the following link into the search engine of your choice to see the Student Code of Conduct policy to include the Academic Dishonesty Policy. Note, this policy will be upheld in every aspect of the Surgical Technology Program.

<http://augustatech.smartcatalogiq.com/2021/Student-Handbook-and-Wellness-Guide/Student-Code-of-Conduct/II-Student-Code-of-Conduct>

College Grievance Procedure/Policy

Augusta Technical College and the Surgical Technology program respect everyone's rights and recognizes that student dissatisfaction/disagreements may occur. The Official Grievance Policy can be located by copying and pasting the following link into the search engine:

<http://augustatech.smartcatalogiq.com/2021/Student-Handbook-and-Wellness-Guide/Grievance-Procedure-Policy>

College Graduate Warranty

The Technical College System of Georgia has developed curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications for each program of study and allow Augusta Technical College to offer its business partners this guarantee:

“If one of our graduates, who was educated under a standard program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, Augusta Technical College will retrain that employee at no instructional cost to employee or employer.”

This guarantee applies to graduates who are employed in their fields of training. It is in effect for a period of two years after graduation and includes those graduates who have failed to pass a State of Georgia required licensing examination within two years after graduation.

To inquire or to file a claim under this warranty, the employer in conjunction with the graduate should contact the Executive Vice President for Academic Affairs and Institutional Effectiveness at (706) 771-4171 to discuss the need for retraining. A letter from the employer on company letterhead must be submitted to the Executive Vice President for Academic Affairs and Institutional Effectiveness noting that the graduate is deficient in one or more areas as defined by the Technical College System of Georgia.

Graduation Information

Graduates are students who have achieved regular program admission status and have successfully completed a program of study as outlined in the *college catalog* with a program grade point average of 2.0 or higher. In addition, a grade of “C” or higher must be earned in courses specified on the program of study page of a program. A student who has completed all courses in a program with less than a 2.0 program grade point average is not eligible to be a graduate but may receive a transcript. When a student reenters after withdrawal or termination, the program of study in effect at the time of reentry must be completed. A student must complete at least 25 percent of the credit hours required for graduation in residence regardless of the amount of transfer and exemption credit awarded.

All Advisor Recommendation for Graduation forms will be evaluated by the Registrar. Students should see their advisors *prior to midterm of the term before their last planned term of enrollment* for graduation eligibility information. All eligible graduates are encouraged to participate in the ceremony. For participation in the graduation ceremony, applications for graduation must be submitted with the required fee to the college bookstore. For more information regarding the graduation ceremony visit the Commencement Information webpage.

Graduates who do not wish to participate in the graduation ceremony may request their degree/diploma/certificate by submitting a signed Request for Diploma form to the Student Records Office. No fee is required for the first copy of each credential.

Honor Graduates - Degree and diploma graduates who have achieved a program grade point average of 3.5 or higher are recognized at graduation as honor graduates.

College Withdrawal Policy

Students are responsible for withdrawing themselves from any or all of their classes through Banner Web; students may also submit a signed Schedule Change Form to the Student Records Office or send an email from their SmartWeb email address to the Registrar to withdraw from classes. Students who do not withdraw from classes will be assigned the grade(s) earned. No student-initiated withdrawals will be

processed after the withdrawal period ends. The withdrawal period runs through the 75% mark of all courses. Students may withdraw from any, or all, courses from their schedule through that period. A student who withdraws from a course will receive a 'W' for that course.

Any student receiving federal student aid (Pell, SEOG, etc.) who completely withdraws from all classes during a given period of enrollment, and completes less than 60% of the term, may be required to return funds to Augusta Technical College and/or the US Department of Education.

*****Important Note: The date in which you withdraw from all coursework will be the date utilized to calculate your percentage of course completion. *****

In certain instances, the Registrar or Vice President of Student Affairs may act on behalf of a student to withdraw the student from classes. This may include various situations such as active duty, suspension, incarceration, injury or illness, death, or additional formal requests for withdrawal. Depending on the circumstances, documentation (e.g., proof of incarceration, a letter from a physician/hospital, or a death certificate) may be required to accompany a withdrawal in these instances.

Unofficial Withdrawals: A student who earns all Fs in a given term or a combination of F's and W's (meaning the student withdrew from a class) may be considered an 'unofficial withdrawal'. Unofficial withdrawals are those who cease attending class(es). Faculty must enter a last date of attendance for students who earn a grade of 'F' for the class. Once grades are submitted and faculty rosters are verified at the end of a term, unofficial withdrawals (those who earned the F due to ceasing participation) may be required to return funds to Augusta Technical College and/or the U.S. Department of Education. Students who truly earned Fs that were not due to ceasing attendance are not considered to have withdrawn; therefore, those students' aid is not recalculated for the class(es) in question.

The institutional refund policy and federal aid refund policy (Return to Title IV) can be found in Financial Aid. We encourage you to be aware of these policies and how you are affected by them should you withdraw or otherwise cease attendance before a term concludes—***officially or unofficially.***

Program Policies

Program Accreditation

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTA).

CAAHEP is located at 9355 113th St N, #7709, Seminole, Florida 33775 and can be reached by going to their website, www.caahep.org, or by calling 727-210-2350.

The ARC/STSA is located at 6 West Dry Creek Circle, Suite 110, Littleton, Colorado 80120 and can be reached by going to their website, www.arcstsa.org, or by calling 303-694-9262.

Program Description

The basic beliefs, attitudes, and concepts that are the foundation of the Surgical Technology program are expressed in the following statements.

Surgical Technology is a program of study which is compatible with the policies of the Technical College System of Georgia and encourages each Surgical Technology student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Surgical Technology program is founded on the value attributed to individual students, the occupational field and technical education.

The Surgical Technology program of study is consistent with the philosophy and purpose of Augusta Technical College. The program provides academic foundations in communications, mathematics, and human relations, as well as occupational fundamentals. Program graduates are well trained in the underlying fundamentals of surgical technology and related areas and are well prepared for employment and subsequent upward mobility.

The Surgical Technology program is a training program that provides the student with the knowledge and skills to become a qualified surgical technologist. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to the work requirement. The present forward trend in this field is expected to continue for the foreseeable future.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner, which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic field, which requires attention to current curriculum and up to date instructional equipment. The Surgical Technology program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and life-long learning is paramount in the surgical technology field and related areas.

Graduates of the program receive an Associates of Applied Science in Surgical Technology degree and are qualified for employment as surgical technologists. Graduates are eligible and will sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) as a requirement of graduation.

Program Mission Statement

The mission of the Surgical Technology program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and become contributing members of the health care team. This will be accomplished by:

- (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and
- (2) meeting or exceeding the criteria set forth in the current CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology*.

Periodically, it is necessary to revise existing program policies, or publish new policies to meet the needs of Augusta Technical College or its Clinical Affiliates, or to meet the Accreditation Standards of AST, NBSTSA, CAAHEP and/or ARC/STSA. Students will be notified of all changes (verbally, if not in writing) prior to implementation. Students will have the opportunity to ask questions for clarification. Each student will be responsible for adding these changes to the current student handbook.

Technical Standards for Surgical Technology

The following technical standards were adopted from the Association of Surgical Technology website. To obtain the entire document go to

https://www.ast.org/uploadedFiles/Main_Site/Content/Educators/Physical_Disabilities.pdf

Surgical Technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of surgical technology technical functions. Therefore, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the surgical environment and for the observation necessary for patient assessment and care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people using monitoring devices (e.g., cardiac monitors, biomedical equipment, fire alarms, etc.).
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, positioning, and lifting patients required in meeting health needs related to surgical technology.
4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel; and
5. Sufficient intellectual and emotional functions to plan and implement care for individuals

AST Code of Ethics for Surgical Technology

The Code of Ethics shall serve as a guide by which Certified Surgical Technologists and student technologist may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. This Code is intended to assist Certified Surgical Technologist and student technologist in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients.

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

9. To report any unethical conduct or practice to the proper authority.
10. To always adhere to the Code of Ethics in relationship to all members of the health care team.

The Surgical Technologist continually strives to improve knowledge and skills by participating in continuing educational and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Program Student Files/Personal Information

Procedures relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended, the policies of Augusta Technical College, the State Board of the Technical College System of Georgia, and the Records Management Office Procedures and Regulations as established by the State of Georgia. Students, alumni, and other former students should contact the Student Records office on all matters relating to their academic records, transfer of credit, withdrawal, graduation, and other governmental or college certificates. Graduates of the program should contact the Surgical Technology Program Director on all matters relating to their Clinical Clearance Forms, Clinical Case Logs, or other program related records.

If there are changes to your address, telephone and/or email, it is your responsibility to report this, in writing, to the admissions department and the program director. The program is not responsible for the inability to contact students where changes have not been reported. Grades **cannot** be provided over the telephone or by email.

The Technical College System of Georgia and Augusta Technical College requests that each student, upon graduation, leave an address, physical and email, along with a telephone number the student can be reached for three years after graduation. You will receive materials that the college/program will need to assist in getting statistical data which influences future funding.

Program Advisement

Each student is assigned a College Advisor. Prior to being selected for admittance to the Surgical Technology program, your assigned advisor is:

- Shanise Greene, Academic Navigator
706-771-4824 (Office Phone)
sgreene@augustatech.edu (Email Address)

After acceptance in the SURG prefix courses your advisor will become the Program Director. Please see him/her for all advisement regarding the program.

Criminal Convictions

Conviction of a felony or gross misdemeanor **may** prohibit employment in field. At this time, it will not affect the students ability to sit for the Certification Exam. For more information, contact the appropriate program advisor.

Program Sequence

To see the latest competitive admission process and to complete the ranking process for the Surgical Technology program, copy and paste the following link into the search engine of your choice:

<https://www.augustatech.edu/admissions-and-registration/competitive-allied-health.cms>

To view the complete Guided Pathway for the Surgical Technology program, copy and paste the following link into the search engine of your choice:

<http://augustatech.smartcatalogiq.com/2021/Semester-Catalog/Programs-of-Study/Credit-Programs/Allied-Health-Sciences-and-Nursing/Surgical-Technology-Associate-of-Applied-Science-Degree>

The Surgical Technology program is a lock-step program. All courses required in each semester must be successfully completed simultaneously. In the event that a student fails any individual class or must withdraw from any class, they will not be permitted to continue in any program course, include the corequisites for that semester.

Recommend Sequence for SURG Courses		
Year 2 – Fall Semester		
Course Prefix/Number	Course Title	Credit Hours
SURG1010	Introduction to Surgical Technology	8
SURG1020	Principles of Surgical Technology	7
SURG1080	Surgical Microbiology	2
Total Semester Hours		17

Year 2 – Spring Semester		
Course Prefix/Number	Course Title	Credit Hours
SURG1100	Surgical Pharmacology	2
SURG2030	Surgical Procedures I	4
SURG2110	Surgical Technology Clinical I	3
SURG2120	Surgical Technology Clinical II	3
Total Semester Hours		12

Year 2 – Summer Semester		
Course Prefix/Number	Course Title	Credit Hours
SURG 2040	Surgical Procedures II	4
SURG 2130	Surgical Technology Clinical III	3
SURG 2140	Surgical Technology Clinical IV	3
SURG 2240	Seminar in Surgical Technology	2
Total Semester Hours		12

As a requirement for graduation, each student ***must*** sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The exam is given at the end of the last semester on campus.

Total Credit Hours Required For Graduation (to include Pre-Requisite Courses): 70

Program Work Policy/Student Employment

The Program recognizes the need for students to seek employment while enrolled. It is the recommendation of the program faculty that student employment does not exceed twenty hours per week to allow for sufficient study and class preparation time. It is also the policy of the program that a student ***does not work*** 3rd shift the night before a clinical day.

Employed students must accept responsibility for maintaining satisfactory attendance, academic and clinical performance while meeting established standards. Employment cannot be used as an excuse for failure to meet expected standards of performance.

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Student Work Policy – approved by the Program Advisory Committee in October 2013.

Student Required Purchase List

A student required purchase list will be given out during program orientation. If there are any changes you will be notified verbally in the classroom. It is your responsibility to change the required purchase list in your possession. If the instructor of a specific class is someone outside the Surgical Technology program, before purchasing your required textbook, verify with that instructor the correct textbook so that you will purchase the correct book.

Program Attendance Policy

Classroom Attendance

Attendance for each class will be monitored by the course instructor so that documentation showing required hours of the program were met.

Students are expected to be punctual and attend all classes. Course participation, whether the class is traditional, web-enhanced, or online, includes completing activities such as submitting assignments, taking exams/quizzes, and interactive tutorials or computer-assisted instruction. Logging into the online class does not establish student enrollment and participation in the course.

In view of the intensive nature of the educational programs, it is necessary for every student to be **present and on time every day** for all classes as is required in the "world of work." Therefore, **there are no excused absences** from any course(s).

If a student is absent from class, it is **the student's responsibility** to obtain all information they have missed from their fellow classmates and are held responsible for any materials missed, regardless of reason for missing.

Clinical Attendance

Each clinical site has in place a system for recording daily student attendance, using a time clock. Each student will only clock in and out for themselves. Any student caught punching in or out for another student will be referred to the College Disciplinary Officer with the recommendation for immediate program expulsion.

At the start of each clinical day, students will clock in. Students will clock out and back in for lunch. At the completion of the clinical day, students will clock out. It is the responsibility of the student to clock in at the start of each clinic day, out for lunch, in at the conclusion of lunch and out at the end of each clinic day. **If a student fails to sign in and out they will be counted as absent, no exception.**

All hours missed during clinical rotations must be made up to ensure equitable learning opportunities. All make-up time must be completed by the end of the current semester. The appropriate way to schedule clinical make up is as follows:

1. Print the Clinical Make-up Form, this form is located at the back of this Student Handbook and is in BlackBoard in all clinical classes.
2. Complete the form by placing your name, ID Number, Address, Telephone Number and Date/Days you wish to make up the hours.
3. Sign the form and present it to the Clinical Site Manager.
4. Once the Clinical Site Manager approves the Date/Days for make-up, turn the form into the Program Director/Clinical Coordinator.
5. If approved, this form will be returned to you with a timecard attached to record the make-up hours.

Once a student has missed the equivalent of three (3) clinical days based on these guidelines, they are subject to administrative withdrawal and will receive an “F” for the course.

Scheduled absenteeism (i.e., appointments, vacations, marriages, etc.) must be reserved for periods when classes are not in session. If a student must leave the clinical site early (due to illness, emergency, etc.) the Program Clinical Coordinator must be notified.

The following times cannot be used to make up missed clinical time:

- **Lunch Breaks:** Students may not skip lunch breaks, continue to work, and count that time toward time owed (make-up)
- **Minimum Time Block:** Students will not make up time in shorter increments.
- **Holidays:** Due to departmental reduction in staffing on holidays, and the available level of adequate supervision and school closure, no make-up time is permitted to be scheduled for any holidays and/or school closings.
- **Students employed by clinical affiliate sites:** It is the position of the program that students employed by the clinical facility will not act in the capacity of "student" while they are being compensated (on the clock). No time can be made up while the student is being paid for the hours. Furthermore, no case requirements can be completed while the student is being compensated for hospital work.

The program’s policy on tardiness is three tardies equals one absence. Tardiness for didactic portions of your education is described as arriving after the roll has been called. Tardiness for clinical is described as arriving to clinical site after the morning staff meeting has started. The term “arriving” in the clinical setting means that you are ready for work, i.e., changed out of uniform into scrubs, have hair cover, shoe covers, etc. as needed to start your day. Penalties for tardiness at the clinical site will result in point deductions from the weekly instructor evaluation (See “Clinical Point Deduction” Sheet) as well as a deduction in Work Ethics.

Jury Duty/Court Summons

Students receiving a summons for Jury Duty, or a court appearance must provide the Program Director/Clinical Coordinator with appropriate notification prior to the date of appearance. The student must produce a copy of the summons to be excused for the time required. All work missed must be made up by the student immediately upon return.

Procedure

1. Upon receipt of a summons for Jury Duty or court appearance, the student is required to immediately notify the Program Director/Clinical Coordinator. A copy of the summons will be made and maintained in the student’s administrative file.

2. The Program Director, Clinical Coordinator and student will evaluate the lesson plans for the days (dates) the student is expected to be absent, and assignments will be made if applicable.
3. Since all class work is located on BlackBoard, there is no excuse for not doing the classwork. There will be no change of due dates for classwork. All tests/exams will be made up on the day that you return from Jury Duty or court appearance. This will take place after the completion of the class for that day. If you fail to make up a “pop quiz” then you will receive a “zero” for that pop quiz. If you fail to make up a tests/exam, all rules regarding make up test start on that day.

Leave of Absence

It is the policy of the program that there is no leave of absence (LOA). If you must leave for an extended period, you must withdraw from the program until you can return to finish.

Program Withdrawal Policy

If withdrawal from the Surgical Technology program becomes necessary, the student is advised to consider the circumstances carefully. Thought should be given to the time frame for withdrawal without penalty, as well as possible re-entry to the program.

Anyone wishing to withdraw from the program and/or courses ***must*** meet, in person, with the program director for advisement and counsel on the best course of action. You must complete the “Student Withdrawal or Dismissal Form for Surgical Technology Students.” A copy of this form is included in this handbook.

Personal Medical Emergencies and Incomplete Course Work

In the event a student experiences a significant personal medical emergency, which necessitates a brief interruption in attendance, a grade of “I” (incomplete) will be awarded for the course(s) if work is not made up by the end of the current semester. If an extended period is necessary, the student will be encouraged to withdraw from the program until they can return and complete the course/program. This policy should not be construed as a “blanket” policy, as each case will be considered individually and shall be handled at the discretion of the program director.

Procedure

If a student experiences a significant medical emergency that necessitates a brief interruption in attendance, the following procedure should be followed:

1. The program director is to be notified as soon as possible on the nature of the emergency and the estimated length of recuperation specified by the student’s physician.
2. Documentation will be requested from the student’s physician outlining the date the student may return to class and clinical activities, with appropriate accommodation/duty restrictions if applicable.
3. If all clinical time missed is not made up by the end of the semester, a grade “I” will be submitted. All Augusta Technical College’s policy regarding incomplete grades will be followed.
4. The student and clinical coordinator will develop a written schedule of make-up time upon return to clinical activities.

Readmission Policy

The purpose of this policy is to outline the policy for readmission to the Surgical Technology program. This policy will be put into effect for readmission no matter the reason a student leaves the program.

Note: Students may be readmitted to the Surgical Technology Program **ONLY ONCE**, regardless of the reason for leaving. A college application must be submitted to the admission’s department for re-entry

into the college if a student has not attended within the last two semesters. A Surgical Technology Application for Re-admission must be completed and submitted to the program director prior to the application deadline for the year in which you wish to be readmitted to the program. A student must re-enter the Surgical Technology program within two years of withdrawal to be considered for advanced placement within the program.

Surgical Technology courses taken two or more years prior to readmission will have to be repeated. In cases of significant curriculum revision, courses taken less than two years prior to readmission may have to be repeated. Students, who are readmitted, no matter how long they were out, will be tested in the basic skills, up to the withdrawal point in the program, and must obtain 80% on the exam and/or competency lab test to ensure competency in didactic information and practical skills.

Applicants for readmission will be accepted on a space available basis. If there are more students applying for readmission than available space, the following criteria will be used as a guide for readmission in the following order:

1. Students who dropped due to medical problems (personal or family).
2. Students who dropped due to financial problems.
3. Students who dropped due to academic failure of a class.

Any student being readmitted to the Surgical Technology Program must all the program admission criteria to include, but not limited to, Clinical Clearance, CPR and Background/10 Panel Drug Screen Requirements.

Readmission after withdrawal during the first semester in the program:

Any student who initiated taking courses in the Surgical Technology Program but withdrew within the first semester of the Surgical Technology Program, will not be eligible for advanced placement. This student will need to apply to the program and will be considered for admission with the pool of "new" applicants. Re-admission is on a space available basis and is not guaranteed.

Readmission with unsatisfactory grades:

Any student who leaves the program because of unsatisfactory grades has the option to apply to re-enter the program and repeat the unsatisfactorily completed course(s) if the student left the program within 1 year, if it has been longer than 1 year the student will need to repeat the entire program. These students will be accepted on a space available basis and is subject to aforementioned guidelines. Readmission options can only be used one time.

Classroom and Lab Accessibility

Students will have access to classrooms and labs during the class hours indicated on the semester schedule of classes, unless otherwise noted by the instructor. If a student desires access to the classroom or lab outside of these hours, prior arrangements should be made with the course instructor. Each lab will be locked when classes are not scheduled for that room. The instructor will work with students individually to help overcome any obstacles that may impede the learning process.

Electronic Devices

Classroom and Lab

1. Cell phones are not allowed in class at any time.
2. Cell phones will not ring or audibly vibrate during class.
3. Students will not answer or place a cell phone call or receive or send text messages in class.
4. Students will not exit the room during class to answer a cell phone call. You may make cell phone calls during your breaks only.

5. Students expecting a phone call that they must answer will remain outside the classroom until they have received and completed this expected call. What you miss from lecture is your responsibility. If this makes you late for class, you will be counted as tardy. Per student handbook, three tardies equal one absence.
6. Students will inform their family, friends, and other associates that in case of emergency they should call (706) 771-4175 and have the administrative assistant deliver the message to the student's instructor who will in turn give it to the student. This will avoid any infractions of cell phone guidelines above.

Cell Phone Policy during Exams (Unit or Final)

All above rules still apply but this one will be in addition:

7. All cell phones must be off during test/exam times. Any ring, vibration, etc., your test will immediately be turned in and you will receive a 0 for that test. You will not be allowed to make up this test nor will you receive any credit for this test. This includes final exam, pop quizzes and/or unit exams.

Clinical Assignments

You may use your cell phone during clinical hours **ONLY** for instructional use (taking pictures of back table set ups, taking pictures of note cards for procedures). You may **NOT** use your cell phone for personal use unless you are on a break or lunch. If it is reported that you are abusing this privilege, it will constitute a Critical Incident and all rules associated with a Critical Incident will apply.

Use of Calculators

Calculators may not be used during class work, tests, quizzes, and examinations. Cellular telephones and other devices will not be permitted.

Late Assignments

The Surgical Technology program expects each student to complete and submit all assignments by the date due, as found on the course syllabus/calendar. No late assignments will be accepted. Assignments not completed and submitted by the due date will receive a score of "0".

Extenuating circumstances will be handled on a case-by-case basis and will be at the discretion of the course instructor.

Program Lab Management Plan

Many courses include hours designated as lab hours. During these hours, the student is expected to complete lab assignments as determined by the instructor. The instructor will monitor the lab, while providing direction and instruction.

The laboratory is managed, equipped, and arranged to provide a safe working environment for practicing of lab skills. The instructor maintains a commonsense approach to laboratory activities and allows for manikin and live work as applicable. All students performing any lab procedure must always have a Surgical Technology instructor present. Scheduled lab days and times are noted on course calendar. Any student desiring to use the lab outside of the assigned time frame must schedule with an instructor. If the specific objective is dangerous then an instructor ***must*** be present in the lab. Laboratory organization and operations reflect a simulated work experience like that of in field practices. Safety is number one while working in the lab. Students are expected to demonstrate professionalism and maintain neatness in their work areas.

Conduct in the Lab

Safety and operation instructions are discussed with students prior to them performing any procedure or skill. Information regarding Occupational Exposure to Bloodborne Pathogens Standards, Major Points of Work Practice and Engineering Controls are emphasized. Practices such as handwashing, donning PPE (personal protective equipment), using sharps/biohazard containers, and proper specimen collections are reinforced with each skill taught. Any malfunction or loss of equipment is reported to the instructor who will notify the Dean. Equipment and supplies are to be used in the same manner as in the clinical area.

Documentation of Blood and Airborne Pathogens Training, along with Documentation of Hazard Chemical Communication Training TCSG Forms are kept in the Program Director's office. These are to be completed for each cohort that will have use of the lab.

Lab Safety Rules

The Surgical Technology laboratory is a mock operating room, scrub area, and central sterile processing area designed to give students "hands-on" experience prior to their clinical rotations. Room set up, furniture, scrub sink, sterilizer, and instrumentation are a representation of what students will encounter in the workplace. While in the surgical technology lab area, students are expected to adhere to the following policies and procedures:

1. No children are allowed in the lab area at any time.
2. Students will use lab facilities under the ***direct supervision*** of an Augusta Technical College Surgical Technology & Central Sterile Processing instructor or his/her designee. Assignments will be given according to material covered in the didactic aspect of the program. Students are given notice prior to a lab assignment so they may review pertinent data and so that proper attire may be worn.
3. Weekly cleaning of floors and counter tops is the responsibility of Augusta Technical College's custodial personnel. All other cleaning assignments will be the responsibility of the Surgical Technology & Central Sterile Processing students assigned to/or using the laboratory. Lights and furniture will be damp dusted prior to any lab use just as is done in the operating room prior to beginning the day's surgical schedule. Upon completion of lab use all garbage will be bagged up and set outside the lab for the custodian to take to the dumpster.
4. Any supplies or equipment found to be defective (to include electrical cords) ***must*** be brought to the instructor's attention immediately for removal and/or repair.
5. Safety should always be first and foremost on the minds of students in the lab setting, the same as if in the operating room. OSHA safety rules should be followed in addition to the following:
 - a. use of safety goggles when scrubbing and setting up cases
 - b. disposing of all sharps in appropriate sharp containers which are discarded in accordance with Augusta Technical College regulations
 - c. no practicing of donning or doffing scalpel blades and/or needles without direct supervision from an Augusta Technical College Surgical Technology & Central Sterile Processing instructor or his/her designee
 - d. knowledge of shut off valves and electrical switches
6. Accidents or safety hazards ***must*** be reported to the instructor immediately.
7. Students are responsible for appropriate attire while in lab. Any student not having on proper attire for lab will not be allowed to be in the lab. Students are allowed to attend lab sessions only during the designated lab time he/she is assigned. Lab groups will contain no more than 4 students at any given time.
8. All Surgical Technology students are required to purchase school accident/health insurance each semester.
9. All supplies required for use in the lab will be purchased by Augusta Technical College.

10. Evaluation of laboratory management plan is evaluated by the Surgical Technology Program Chair and approved by the Program Advisory Committee every year.

First Aid Kits

A first aid kit is located on the wall beside the lab exit door. The first aid kit will be reviewed for expiration each semester as the Clinical/Lab Committee inspects labs for safety.

Safety Data Sheets

Safety Data Sheets are in the Surgical Technology Red Lab Manual. If, at any time, a chemical is added to the lab, the Program Director will ensure that the SDS is placed in the Red Lab Manual.

Biohazard Waste Disposal

Sharp's containers will be placed in the lab for disposal of all needles and sharps. When the sharps container is full it will be replaced with a new one. The full sharps container will be taken to the Medical Assisting Lab and placed in the Bio-Hazard Box for medical pick up. The Medical Assisting Department handles the packaging and pickup of all Bio-Hazard Material.

Injury Reporting

Personal accidents occurring in the lab are to be reported to the instructor who will then access the necessary Accident Report Forms. Action will be taken, dependent upon the accident, following Augusta Technical College Exposure Plan. The Emergency Plan for Augusta Technical College which includes information about dialing 9, 911, Fire, EMS, Law Enforcement and Emergency numbers are listed and posted in each lab area.

Lab Supplies

The need for supplies is identified every semester and equipment is identified annually by the instructor and Program Advisory Committee. These items are ordered according to the Guidelines for Purchasing Supplies and Equipment.

Maintenance of Lab Equipment

Maintenance of equipment is conducted on an as needed basis and as dictated by manufacturers' instructions. When additional services are warranted, a Maintenance Repair Work Order is completed and sent to the Augusta Technical College Maintenance Department. If the Maintenance Department is unable to repair the equipment, a requisition is completed requesting repair or maintenance by an outside company and sent to the Business Office.

At this point, there is no equipment that requires calibrations but if/when the time comes all calibrations will be performed per manufacturers' instructions.

Lab Manual

The Surgical Technology Lab Manual (Red Notebook) will be kept in the lab for students and visitors alike. The contents of the lab manual will be as follows:

1. Lab Safety Rules (which are also posted on the wall)
2. Lab Management Plan
3. Augusta Technical College's Exposure Control Plan
4. Augusta Technical College's Hazard Communication Program Plan
5. Safety Data Sheets for all chemicals located in the Surgical Technology & Central Sterile Processing Lab

Addendum

Guidelines for Classroom and Lab Operations (effective 8/20/2020)

The following guidelines are based on recommendations from the Governor's Office, the Department of Public Health, and the Centers for Disease Control (CDC). Faculty and students are expected to comply with these guidelines to prevent virus spread and protect the health and safety of everyone on campus.

- Wear masks/face coverings in buildings/hallways while on campus. Refer to the course syllabus addendum for facial covering and social distance guidelines for classroom management.
- Practice healthy hygiene habits. Wash hands regularly, after contact with high-touch surfaces, or when visibly soiled. Use hand sanitizer when washing hands is not possible.
- Practice social distancing and remain six feet from others wherever possible. Refer to the course syllabus addendum for facial covering and social distance guidelines for classroom management.
- Do NOT rearrange classrooms or labs.
- Prepare class/lab materials prior to class starting and place items at student tables/desks.
- Take attendance daily on sign-in sheet or via QR code and maintain accurate records for contact tracing purposes.
- Do not allow food or drinks in the classroom or lab.
- Keep work areas and student desks clean and free of unnecessary items.
- Instruct students to maintain control of personal items (backpacks, purses, cellphones, etc.).
- Minimize movement in the classroom or lab. Avoid circulating the room and crossover traffic flow.
- Whenever possible and except for health programs, avoid conducting group activities or other activities that require close student-to-student or instructor-to-student contact.
- If close contact is necessary for labs, wear proper Personal Protective Equipment (PPE), in addition to face coverings, and practice hand hygiene (handwashing/hand sanitizer) before and after activity.
- Minimize use of shared items that are difficult to clean/sanitize.
- Assign students their own supplies, when possible, to prevent shared usage. Students who prefer to provide their own supplies may do so when possible.
- Sanitize lab instruments after each use (microscopes, tools, etc.).
- Allow time at the end of class for each student to sanitize their work area/desk prior to leaving. In addition, upon arrival, students and faculty should be free to disinfect the workspace. Clean high-touch classroom surfaces with disinfectant wipes after class.
- For computer labs, the College has purchased disposable keyboard covers and disposable mouse covers, and students will dispose of them when they leave. Faculty who teaches or work in computer labs will receive their supply from their appropriate Vice President, Dean or Campus Coordinator.
- For classes using laptops within a Computer on Wheel (COW) configuration, spray disinfectant spray on a paper towel and then clean the exterior of the laptop with the paper towel. Clean the interior (monitor and keyboard) with 70% alcohol wipes.
- Limit non-essential visitors (guest speakers, field experts, etc.) in the classroom/lab. Consider using WebEx or Blackboard Collaborate instead.
- End class on time or 5 minutes early to facilitate entry and exit from the classroom with minimal congregation around doorways and in hallways.
- Monitor yourself for signs of illness and do not report to campus if you are ill. Remind students to do the same.
- A Supply Request Form is available for Campus Coordinators, Deans, and Directors to authorize disinfecting supplies for your work area. The request form is available in the Forms and

Documents Repository and includes: disinfectant wipes (such as Clorox), disinfectant spray (such as Lysol), hand sanitizer, disposable masks, and gloves.

Professional Conduct

The conduct of the Surgical Technology student reflects upon the individual, the clinical site, Augusta Technical College, and the surgical technology profession. Therefore, the surgical technology student must conduct himself/herself in a professional, mature manner at all times. Surgical technology students will adhere to all policies in the program handbook and any additional Augusta Technical College policies. Failure to comply with these policies will result in appropriate disciplinary action including program suspension, and/or expulsion. The disciplinary action taken will be at the discretion of the College's Disciplinary Officer and will reflect the inappropriate behavior displayed by the student. It is the student's responsibility to be aware of all clinical requirements, college requirements, and the requirements for completion as stated in the syllabus and class calendar.

The Surgical Technology program reserves the right to refuse admission and/or program continuation to any student who is involved in any activity considered unprofessional or not conducive to proper patient care.

Hospital policies, procedures, and rules are to always be followed. Any questions regarding these policies, procedures, or rules should be directed to the designated clinical instructor, the program clinical coordinator, or program director for clarification.

Misconduct is defined as: deliberate violation of a standard or improper behavior (Webster's); and is characterized by the following behaviors during class and/or clinical time:

- Non-Alert Condition
- Possession of drugs or alcohol
- Under the influence of drugs or alcohol
- Sleeping at the clinical site
- Theft from the clinical site
- Immoral or unethical conduct as deemed by program faculty or clinical site.
- Smoking in prohibited areas
- Unapproved extended breaks or lunches
- Eating or drinking in prohibited areas
- Refusing to do assigned tasks within the realm of qualifications
- Forgery/falsifying any record of attendance, evaluation tool or case log sheets
- Leaving the assigned clinical site without permission from the clinical site supervisor **and** Augusta Technical College faculty. This includes leaving the specifically assigned Operating Room or Central Sterile Processing Unit, even if the student remains on the hospital premises but is not in their assigned area participating in assigned tasks
- Contacting the clinical site regarding criminal background or urine drug screens
- Taking photographs or video recordings in the operating room or restricted hospital area as prohibited by hospital policy
- Making negative comments regarding the school or clinical site on any type of social media, to include, but not limited to texting, Facebook, TikTok, etc.
- Violation of any HIPAA regulation including: recording or disclosing any patient information including personal information, pictures, videos, or health information. This is to include taking pictures in the operating room by which any patient may be identified, including taking pictures of the surgery schedule.

Program Safety/Emergency Procedures

It is the policy of Augusta Technical College to maintain an aggressive safety program throughout all college departments to prevent personal injury and material damages. An effective safety program includes the dissemination of safety precautions that are known to be instrumental in preventing accidents and maintaining a safe working and learning environment.

The instructor is responsible for making each student aware of the established guidelines outlined in the Augusta Technical College Safety and Health Program. A copy of the Augusta Technical College Safety Manual is located in the Surgical Technology Program lab. Students and faculty are expected to abide by these guidelines and to make suggestions and recommendations for improvement to the college's Health and Safety Committee.

Program Policy on Drug/Alcohol Usage

It is the policy of the Surgical Technology Program to observe a zero-tolerance policy relative to the use and/or possession of illicit drugs and alcohol. This policy will apply to all enrolled Surgical Technology students. Furthermore, it is the policy of the program to prohibit the unauthorized possession or use of alcohol, controlled substances, or illegal drugs. Students are prohibited from reporting to class or clinical assignments under the influence of alcohol, illegal drugs, or controlled substances not prescribed to them by a physician or other licensed healthcare provider. If a student is on prescribed drugs, they must have a statement from their physician stating they can perform all clinical/lab responsibilities.

If a student shows "reasonable suspicion" and it is determined that an alcohol/drug screen is necessary, the program director/clinical coordinator will:

1. Take the student to a quiet and private area and express concern that the student does not appear to be able to perform his/her duties at this time and that the student is suspected to be under the influence of some substance. Depending on the student's condition, the presence of college/hospital security may be requested.
2. The student will be sent home after the program director/clinical coordinator has arranged transportation with a student's relative, emergency contact individual or other responsible adult.
3. The program director will document the observed behavior, which will be maintained in the student's file.
4. A drug or alcohol screen will be required, within 24 hours, at the student's expense. The burden of proof shall rest with the student. If the student refuses to comply with the test within the 24-hour deadline or if the results are positive, unless the student can produce a medically acceptable prescription dated prior to the test, program expulsion will be the outcome. As with all disciplinary actions, the student has the right to appeal according to the published College Grievance policy.

Title 20-1 of the Official Code of Georgia Annotated: any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until later.

Definitions:

Indicators for "reasonable suspicion" include (but are not limited to):

- *bizarre or unusual behavior*
- *slurred speech, the smell of alcohol on the breath, irrational behavior*
- *repeated mistakes or accidents not attributable to other factors*
- *violation of safety rules / policies and procedures which potentially jeopardize the wellbeing of patients, hospital employees, fellow students, and / or others*
- *deteriorating clinical performance or attendance problems not attributable to other factors*
- *apparent physical state of intoxication or drug induced impairment of motor functions*

Illicit drugs – any drug, medication or controlled substance not prescribed for the individual by a licensed healthcare practitioner.

Program Policy on Communicable Diseases

This policy is necessary to safeguard the health and safety of the student surgical technologist and patient alike. All students are required to report any communicable disease(s) contracted in or out of the hospital clinical site immediately to the Program Director and/or Clinical Coordinator.

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Students with a suspected or confirmed communicable disease will not be permitted to report to clinical sites or class, to ensure the health of others and compliance with infection control procedures. Upon confirmation, the student will not return until appropriate documentation clearing them is submitted. No exceptions to this policy will be made.

For communicable diseases acquired outside of school activities

The student must submit documentation from their personal physician (or local health department) clearing them to return to didactic and clinical assignments. The student is responsible for all charges related to medical evaluation and treatment.

For communicable disease exposure at clinical sites

The student will complete an institutional incident report and forward it in accordance with clinical site policy. In addition, the program director and clinical instructor must be notified, and an Augusta Technical College Incident Report must be completed within 24 hours of the exposure.

The student must report to either their private physician (in which they will be responsible for the expenses), report to the program director for referral to the appropriate medical facility that Augusta Technical College is contracted with or clinical site emergency room (if life or limb is in danger) the same day as the exposure for evaluation and treatment (if necessary). Documentation of this visit must also be forwarded to the program director within 24 hours of exposure.

Payment for medical attention received will be made from the student services accident insurance policy if the above procedure is followed. The premium for this policy is paid each semester as part of the "student services fee" at the time of registration.

The exposed student will be required to follow through on subsequent blood or medical treatment as deemed necessary by the healthcare provider. Documentation must be submitted to the program director each time the student returns for a subsequent visit. Failure of the student to follow through will release the school from liability.

For bloodborne pathogen exposure at clinical sites

In the event a student is injured while performing the tasks associated with a clinical assignment, the student/clinical staff should:

1. *Life/Limb Threatening*

- a. If major incident (bleeding or unconscious) has occurred the clinical site will immediately transport the student to the emergency department for assessment and initial treatment.
- b. Notification of the program faculty should be made by the clinical site.
- c. The student must be evaluated the same day as the injury.
- d. It is the student's responsibility to comply with follow-up care and treatment. Each follow-up appointment must have separate insurance paperwork for the college to make payment.
- e. Failure to complete the follow-up care and treatment will release the college, program, and clinical facility from liability.

2. *Non-Life/Limb Threatening or Blood/Airborne Exposure*

- a. If a student experiences an exposure to blood or airborne pathogens through a needle stick or some other patient care procedure, the student must notify the clinical facility and clinical instructor immediately.
- b. The student will leave the clinical site and report to Augusta Technical College Surgical Technology Program Directors office to fill out paperwork and then be sent to the appropriate medical facility for blood testing and/or other medical care as needed.
- c. The program director will call the appropriate facility to ensure the student is seen as soon as possible.
 - i. Upon arriving at the medical facility identify yourself as a student at Augusta Technical College's Surgical Technology program.
 - ii. Fees for services provided by the facility will be covered by the student accident insurance policy through the college. If another facility is used, the student will bear the responsibility for filing their own insurance and assuming costs of any service not covered under student accident insurance policy.
3. All incident forms must be completed and turned in to the business office at Augusta Technical College within 24 hours.
4. The injured student will not be permitted to return to program activities until cleared (in writing) by a licensed physician. All time missed from clinical rotation and course work must be made up in accordance with current program policies.

Program-Specific Graduation Requirements

In addition to the graduation requirements published in the Augusta Technical College catalog, the following are program-specific graduation requirements.

In order for the program director to certify program completion for Surgical Technology eligibility purposes, each student must successfully complete all of the following:

- All required courses with a final average of 70 or higher (see grading scale policy)
- A minimum of 575 required clinical rotation hours (state requirements)
- A minimum of 120 cases. See Surgical Rotation Case Requirements and/or Program Director for more information regarding Case Requirements.
- Student must take the Certified Surgical Technologist exam with their graduating class.

A detailed discussion of each item will be presented during Clinical Orientation.

Insubordination/Inappropriate Behavior

It is the policy of the Surgical Technology program to ensure the integrity of the learning environment and to take necessary action to make sure an appropriate environment conducive to learning is always maintained, with authority granted by the laws of the State of Georgia. Insubordinate and inappropriate behavior interferes with the daily operation of the program and adversely impacts the rights of other students by disrupting the learning process.

A student displaying inappropriate, disrespectful, or otherwise disruptive behavior will result in immediate referral to the Vice President for Student Affairs for appropriate action. Furthermore, the Augusta Technical College catalog outlines the appropriate "Student Code of Conduct". The full catalog may be obtained electronically on the school's website: www.augustatech.edu.

Inappropriate behavior will not be tolerated, and appropriate action will be taken to ensure that an appropriate learning environment is maintained. See also Clinical Disruptive Behavior Policy.

Disruptive Behavior (Classroom or Clinical):

It is the policy of the Surgical Technology Program to ensure the integrity of the learning environment and to take necessary action to make sure an appropriate environment conducive to learning is always maintained, with authority granted by the laws of the State of Georgia. Behavior that either directly or indirectly impacts the smooth operation within a clinical department will not be tolerated.

Immediate referral to the Vice President for Student Affairs with a recommendation for program expulsion if:

1. A department requests that a student be removed for disruptive behavior. Or
2. A department requests that a student not return because of disruptive behavior. Or
3. A patient lodges a complaint against a student. Or
4. Grossly negligent behavior that, in any way, jeopardizes the safety/life of a patient. Or
5. A clinical site submits a request to discontinue their affiliation with the college as a direct result of a student's behavior. Or
6. Any other behaviors that adversely impact the day-to-day operation of a department, patient care, intimidate or harass another student, technologist, or department staff member. Or
7. A student has been removed from a clinical rotation due to lack of proficiency in performing required competencies/skills for clinical area after remediation has occurred from being removed from a previous clinical site (i.e., a clinical site asks that a student be removed due to a lack of proficiency, the student is remediated and then another site ask for the student to be removed due to a lack of proficiency).

An expelled student has the right to due process, as outlined in the College's Grievance Policy, which will also include a full investigation and hearing. In the event the expulsion is not upheld, the student will be required to make up any clinical hours missed during the expulsion in addition to all academic assignments.

Inappropriate behavior will not be tolerated, and appropriate action will be taken to ensure patient safety, the integrity of the program, and the preservation of clinical affiliation agreements.

Program Approved Clinical Sites

1. Augusta University Medical Center
1120 15th Street
Augusta, Georgia 30904
(706) 721-3341
2. Children's Hospital of Georgia at Augusta University Medical Center
1446 Harper Street
Augusta, Georgia 30904
(706) 721-4457/5336
3. Doctors' Hospital
3657-Wheeler Road
Augusta, Georgia 30909
(706)-651-4520
4. University Hospital
1350 Walton Way
Augusta, Georgia 30901
(706)-774-5895
 - a. University Hospital – McDuffie County Campus
2460 Washington Road
Thomson, Georgia, 30824
(706) 595-1411
5. Veterans Administration
950 15th Street
Augusta, Georgia 30901
(706) 733-0188 ext. 271

Program Requirements to Attend Clinical

There are specific requirements that each student must adhere to in order to attend clinical rotations. These requirements are taken directly from the Memorandum of Agreements that are between Augusta Technical College and the clinical site. Each program *must* attest to each clinical site prior to sending students, that the following have been completed and the program has on record:

1. School of Health Sciences Clearance Form to include:
 - a. TB Blood Test (preferred) or the two step Mantoux TB Skin Test/PPD
 - b. Proof of a Tetanus, Diphtheria, and Pertussis vaccination within the last 10 years.
 - c. Hepatitis B Titer showing student immunity or note from physician stating student is a non-converter.
 - d. MMR Titer showing student immunity or note from physician stating student is a non-converter.
 - e. Varicella Titer showing student immunity or note from physician stating student is a non-converter.
 - f. Season Flu Vaccination – Proof of vaccination and must include lot number of serum.
 - g. Physical Examination Form
2. Background and 10-Panel Drug Screening performed by PreCheck Corporation. Information will be given to each student during Program Orientation.
3. Current Health Insurance must be identified each semester.
4. Current BCLS Healthcare Provider CPR card from the American Heart Association.
5. Students Uniforms.

Health Insurance Portability and Accountability Act of 1996 (HIPPA)

HIPPA is a federal law that requires special training for health occupations students on policies and procedures with respect to protected health information. It is important that you understand the concepts, especially as they apply to your position and responsibilities as a student.

The Privacy Regulations require clinical sites to create a fair set of practices that:

- Inform people about how their information is used and disclosed
- Ensure that people have access to their own information
- Maintain administrative and physical safeguard to protected health information (PHI)
- It is important that you are mindful of these regulations, even if you do not routinely encounter protected health information as part of your job responsibilities.

Protected health information (PHI) is any information that relates to the past, present, or future physical or mental health condition of an individual.

HIPPA is the first federal law establishing privacy standards that define and limit the circumstances in which an individual's PHI may be used or disclosed by others. The law provides patients with more control over how their personal health information is used and disclosed.

Policies have been developed on the use and access to information you need to carry out your job duties. The use of PHI should always be kept to what is relevant to the circumstances.

Breaches and Sanctions

HIPPA is a federal law and individuals are personally accountable for compliance. Violators will be subjected to sanctions and penalties including:

- Civil Liability
- Civil money penalties are \$100.00 per violation, up to \$25,000.00 per year.
- Criminal penalties for certain actions could include up to 10 years in jail.
- Civil penalties are imposed for unintentional violations, which can be just sloppy private practices.

The Health and Human Service's Office for Civil Rights is charged with investigating and reviewing HIPAA Compliance. For further information, visit their website at www.hhs.gov/ocr/hippa.

Hepatitis B Vaccination Policy

In accordance with the Technical College System of Georgia Blood Borne Pathogens Plan (created in 1993), all students enrolled in the clinical portion of the Surgical Technology Program must complete the Hepatitis B vaccination (HBV) series, receive a titer showing immunity, have a note from a licensed physician stating that they are a "non-converter", or sign a Technical College System of Georgia waiver. Students failing to comply with this requirement will not be permitted to attend clinical.

Students refusing the HBV series will be supplied with appropriate counseling prior to signing an official Technical College System of Georgia waiver. After signing the waiver, the student will release Augusta Technical College and its clinical affiliates of liability for Hepatitis B exposure. After signing a waiver, the student can decide to begin the HBV series at any point in the future. If this decision is made, the student will also be required to submit documentation after each dose is received.

CPR Certification

All Surgical Technology students are required to obtain Cardiopulmonary Resuscitation Certification through the American Heart Association. It is the student's responsibility to provide the program director with a copy of an *American Heart Association BCLS for Healthcare Provider* CPR card. All

students are required to maintain this certification throughout the program. If for any reason this certification lapse's the student will be removed immediately from the clinical site until certification is acquired. All policies requiring Attendance will apply.

Uniform Requirements, Restrictions and Grooming Standards

It is the policy of the surgical technology program that all student surgical technologists always conform to uniform requirements. These requirements are as follows:

1. Uniform top and scrub pants/skirts in designated color.
2. Black uniform shoes or solid black athletic shoes. Canvas shoes are not permitted. No open toe or backless shoes are permitted.
3. Socks or hose must be worn each day.
4. Clothing should fit properly. Clothing that is too tight or transparent is not acceptable and student will be dismissed from clinical if caught in clothing that does not fit properly.
5. If a student wishes to wear an undershirt beneath the uniform top, it must be plain white in color with no writing or image printed on it.
6. The uniform shirt will always be tucked in.
7. The school uniform must be clean and pressed.
8. A lab coat must be worn, and it must have a program patch sewn on the left shoulder.

In addition, students will be required to adhere to the following dress code standards:

9. Hair must be clean, neat, and off the collar.
10. Male students must be clean-shaven or maintain a well-groomed mustache or beard.
11. Hands must be clean with nails trimmed (no longer than the tip of your finger). No nail polish or artificial nails are permitted.
12. Undergarments must be worn and should not be visible through the uniform.
13. Conservative make up, no perfume or cologne, and no offensive odor. Students should eliminate offensive body odors by bathing and using deodorants/antiperspirants.
14. Oral hygiene, including brushing, flossing, and the use of mouthwash, is to be practiced.
15. No earrings of any kind are permitted.
16. No studs or posts are to be worn in the tongue or worn where they are visible on the face or body while in the clinical area. This is the policy of many healthcare agencies due to infection control guidelines.
17. Necklaces are not permitted while in clinical or uniform.
18. Wedding and engagement rings may not be worn while in clinical. No jewelry is acceptable.

Students not conforming to uniform requirements will be sent home and counted as absent for the clinical day. Subsequent occurrences may result in program expulsion, and/or a letter grade deduction for the clinical course for repeat offenses. (*See also clinical make-up time & attendance policies*).

Student Uniform Regulations

The following clinical guidelines are provided and upgraded by the administration of the School of Health Sciences. The Surgical Technology program will abide by all guidelines provided by the administration.

The program uniform should be worn with pride and professionalism. It identifies the wearer as a student in the Surgical Technology program from Augusta Technical College. The following policies are in addition to the program policies already mentioned. If there is a difference within the policies, the most stringent policy will be adhered to. The following policies must be adhered to:

1. The Augusta Tech student name must always be visible. The name pin should be worn when you are in hospital scrubs.

2. The student should arrive early to the scheduled clinical facility in a clean, well pressed uniform.
3. No printed under-garments or “Sting bikinis.” There will be a “Uniform Inspection” prior to you attending clinical. If you fail this you will be required to purchase new uniforms.
4. Shoes must be black in color and be kept clean and polished. Shoestrings should be clean or replaced as needed.
5. Hair must be clean, neat, and styled to give a professional image. It must be off the collar. Minimal hair pins, barrettes, etc. should be used. Buns, braids, and secured ponytails work best for long hair.
6. No perfume, perfumed lotion or cologne can be worn. Effective deodorants are mandatory to assure no body odors are present.
7. The student must practice oral hygiene and exhibit a clean, healthy mouth with no hint of halitosis. Gum chewing is not permitted at any time during clinical rotations. Breath mints should be kept discreet.
8. Visible “passion marks” or “hickies” are prohibited. If you are seen with one, you will be dismissed from clinical until this “mark” is no longer visible.
9. Please advise your family members to call the School of Health Sciences Administrative Assistant at 706-771-4175 for emergencies during clinical rotations.
10. Proper tools must be brought to the clinical area: black ink pen, notepad, Daily Surgical Log and Preceptor Evaluations. It is recommended to carry a small coin purse that fits in the uniform pocket for incidentals and for safekeeping purposes.
11. When visiting the clinical facilities for workshops or orientations, students should present themselves in school uniforms.
12. **Females**
 - a. Only white or black hosiery with no design, runs, or holes, should be worn. Support hoses are recommended. Knee high hose or plain socks are allowed under pants.
 - b. Make up should not be excessive.
13. **Males**
 - a. Only plain white or black socks are permitted.
 - b. Support hose is suggested and can be worn under socks.

Above all, “less is best” to achieve a professional image. Your uniform does not need enhancing with accessories. Wear it with pride and remember you represent your school, your profession, and each other

Travel Requirements

Students will clinical rotations off campus to maximize educational opportunities. Students will be responsible for providing their own transportation and any fees associated with attending clinical. Augusta Technical College and/or the Surgical Technology Program are not liable for any accidents during the off campus surgical rotation.

Conduct While In Clinical

Students will obey the rules and regulations of the clinical facility where they are assigned. A review of hospital policy will be provided during orientation. Familiarity with hospital safety and emergency codes and infection control practices will be followed by all students for each facility.

Students should arrive at the assigned clinical facility at least 15 minutes early. Any tardiness or absence should be reported to the clinical area and to the instructor. You should also plan to eat something prior to arriving at your clinical site to prevent nausea or dizziness.

Students are not allowed in the clinical area unless assigned. Visiting of classmates should be limited to after clinical hours—not during the day. Also, visitors picking you up from clinical should meet you in the lobby. They are not allowed in the clinical area.

Obtain and obey all parking regulations for students at clinical facilities.

If disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area. A meeting will be set up the next day with the clinical instructor and program director. If you are asked to be removed from 2 clinical sites, you will be expelled from the program.

Students will not be allowed in clinical without required health forms being complete.

Any hours missed from clinical will be made up according to the policies of the program area and at the discretion of your clinical instructor. All clinical days missed for whatever reason must be made up prior to the next semester to stay on the SURG path.

It is not recommended that you leave clinical for lunch. Most areas do not allow enough time to leave and return you your area with being late. You may bring your lunch or eat in the hospital cafeteria.

Smoking is not allowed in any clinical facility. Do not ask to take a smoke break. Do this only at lunch or if a regular break is scheduled. Most areas do not have regular breaks other than lunch.

Workplace interaction will be reflected on work ethics grade and clinical evaluation.

Clinical Area Responsibilities

Students are required to maintain a clean environment in their assigned clinical area. This will also include stocking of rooms with supplies and replenishment of the room linen. The facility clinical instructor will assign specific duties to students who have completed their assigned cases before the end of the day.

Under no circumstances will a student eat or drink in patient areas. Doing so violates OSHA Blood-borne Pathogens policy. Food and beverage consumption must be done only in designated areas within the hospital.

Clinical Rotation Assignments

To ensure that all clinical activities are educationally sound, and to ensure equitable learning opportunities, it is the policy of the surgical technology program to assign student rotations through clinical areas and facilities on a rotating basis.

A clinical rotation schedule will be distributed to each student and clinical instructor for each facility prior to the commencement of clinical activities. Rotation schedules will define the start and end dates, facility, and specific areas for each rotation period.

In the event of decreased workload in the assigned area, a clinical site may reassign the student to another similar area to maximize clinical learning experiences. Furthermore, students are not permitted to “visit” in areas other than their assigned area.

Student Supervision

The clinical education portion of the curriculum consists of a structured, competency-based system interrelated with the didactic portion of the program. Through the interaction between students, the clinical instructors and staff, and surgical patients, students have an opportunity to complete mandatory and elective competencies (as required by the ARCSTSA) and achieve the program's mission and goals.

Clinical Requirements of Case Completion

In accordance with the ARC-STSA position regarding "clinical competence", the following guidelines are in place:

Surgical Specialty	Total # of Cases Required	Minimum First Scrub Cases	Maximum Second Scrub Cases that can be Applied Towards 120 Cases
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/Maxillofacial • Orthopedics • Peripheral Vascular • Plastics • Procurement/Transplant 	90	60	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy 	Not Mandatory	Not Mandatory	10 Diagnostic Endoscopy Cases may be applied toward the second scrub cases.
Labor & Delivery	Not Mandatory	Not Mandatory	5 Vaginal Delivery cases may be applied toward the second scrub cases.
Totals	120	80	40

Notes

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 (60) 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. Diagnostic endoscopy cases and vaginal delivery cases are NOT mandatory. But up to 10 diagnostic endoscopy case and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
5. Observation cases must be documented, but do not count towards the 120 minimum required cases.

Counting Cases

Cases will be counted according to surgical specialty. Examples below:

1. A 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 and repair of Lefort I is oral-maxillofacial surgical specialty.
2. Patient requires a breast biopsy followed immediately by a mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

Definition of Clinical Case Roles

1. First Scrub Roll

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed to document a case in the first scrub role. A student not meeting the five 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.

2. Second Scrub Roll

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

3. Observation Roll

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.

Clinical Logs

It is the policy of the Surgical Technology Program to comply with all program accreditation requirements published by AST, the ARC/STSA and/or NBSTSA.

As one method for documenting compliance, students during clinical rotations will maintain clinical logs as a record of the volume and variety of procedures performed and to document those clinical activities are indeed educationally valid.

Procedure

1. Clinical Logs are provided within the classroom and on the appropriate Learning Management System of the college.
2. The clinical logs must accompany each student during clinical rotation activities. ***It is the student's responsibility to update these logs daily by documenting the procedures they have observed, assisted with, or performed.***
3. These clinical logs will be turned in on a weekly basis. Each student is responsible for making a copy for their records. These logs will be considered as a part of the student's permanent record and any falsification of these forms will result in immediate expulsion from the program with no opportunity for future enrollment into the program.
4. The program director, clinical coordinator and/or clinical faculty members will inspect student clinical logs to ensure policy compliance.
5. Failure to submit a completed clinical log by the end of the semester will result in the student receiving a grade of "F" for the course no matter what the numeric grade is. The student will not be allowed to continue in the program due to Accreditation Standards.

Leaving Assigned Clinical Rotation Areas

Students are not permitted to leave their assigned clinical area during a scheduled clinical day without the permission of the program director, clinical instructor, and clinical preceptor. The designated preceptor will assign each student a lunch period according to the rotation area workload (*see Lunch Break policy*).

If a student leaves an assigned area without the permission of the program director, clinical instructor, and preceptor, disciplinary action will result including program expulsion.

Clinical Warnings

Each time a clinical policy is violated, the student will receive a documented verbal or formal written warning. Specific clinical policies have been outlined and described throughout the Student Handbook. Accompanying each policy is the penalty for violation. As with all disciplinary issues, the student may appeal in accordance with the program Due Process Policy. Clinical warnings (reprimands) will adversely impact the student's clinical grade.

Procedure

1. If a clinical policy is violated, the student will either receive a written reprimand or other action (up to and including expulsion from the program) depending on the severity of the issue involved.
2. If the student receives two reprimands in the same semester, the final clinical grade will be reduced by one letter grade.
3. The student will be subject to program expulsion if a third reprimand is received.

The program director will be involved once the student receives a reprimand. A formal meeting will be held with the student and Clinical Coordinator to discuss the student's educational goals and the feasibility of continued program enrollment.

The site clinical instructor will perform primary clinical supervision and policy adherence monitoring. The clinical coordinator will coordinate and oversee student supervision. Each site clinical instructor has the authority to issue reprimands to students for violating clinical policies, in accordance with specific program policy governing the violation.

Incomplete Clinical Courses

Below, the Augusta Technical College policy regarding grades of "incomplete" for courses can be found. This policy can also be found in the College catalog:

"I" Incomplete - assigned by special arrangement with the instructor to a student who has not completed all required course work by the end of the semester. This grade turns into an "F" if another grade is not assigned by midterm of the next semester."

Incomplete clinical courses continue to be an ongoing issue. The first day of each semester a course syllabus is distributed to each student that outlines the minimum requirements for successful completion of the clinical course. In addition, a specific number of clinical hours must be completed, as defined by the Technical College System of Georgia for each clinical course.

In accordance with the Augusta Technical College policy referenced above, an incomplete "I" grade will be assigned only in the event the student has made arrangements with the appropriate faculty member(s). For clarification, the surgical technology program policy will require arrangements to be made with both the clinical coordinator and program director. Assignment of a grade of "I" will ultimately be at the discretion of the program director.

For the purposes of good record keeping, any student wishing to make special arrangements must request a formal meeting with the clinical coordinator and program director in writing. Once the request is received, a meeting will be scheduled during which time all of the student's clinical records will be evaluated and a determination made if the student is genuinely able to benefit from continued enrollment in the program.

Students not requesting special arrangements *at least three weeks* prior to the completion of a clinical course will receive a grade of "F" in accordance with Augusta Technical College policy.

Pregnancy and Voluntary Disclosure

To provide the pregnant Surgical Technology student with necessary protection in accordance with all standards and regulations while assuring they are performing assigned clinical tasks throughout the pregnancy.

Policy

It is the policy of the Surgical Technology program to comply with all federal and state regulations regarding disclosure of pregnancy by student surgical technologist and to protect the unborn child from harm including but not limited to radiation exposure.

If a student becomes pregnant (or suspects they may be pregnant), it is recommended that they notify the program director immediately in writing. ***Disclosure of pregnancy status is voluntary.*** Every effort will be made to protect the health of the student and developing fetus.

Procedure

1. If the student chooses to disclose the pregnancy, the notification must be in writing and will include the estimated date of conception and projected due date (a form is attached for convenience purposes).
2. The program director will immediately notify the OR supervisor to coordinate a safe environment for the developing fetus relative to the student's clinical activities. At no time will a pregnant student be permitted to perform clinical activities deemed unsuitable by her physician. The determination of her ability to engage in didactic and clinical education will ultimately be determined by her physician. Input from the program director, clinical coordinator, and OR supervisor should also be considered.
3. Following written documentation from her physician that she is permitted to continue clinical activities, the student will meet with the program director and clinical coordinator to discuss educational options. Each pregnant student will be handled on a case-by-case basis. Options include, but are not limited to, the following:
 - a. Continuation in both the didactic and clinical portions of the program without altering clinical rotation schedules.
 - b. Program officials will closely monitor both student and fetal exposures. Any radiation exposure shown on monitoring reports will result in a conference between the student, program director, and clinical coordinator to re-evaluate continuation with clinical activities relative to the risk of radiation exposure.
4. Following delivery, the student will be assigned to missed clinical areas to ensure completion of all necessary competency evaluations and equitable learning opportunities.
5. Upon completion of a leave of absence, the student will be allowed to resume her studies without prejudice. Regardless of the educational option the student chooses, all academic and clinical standards must be met; including attendance requirements (see also attendance policy).
6. Any declared student may Withdraw the Declaration of Pregnancy at any time. The Surgical Technology Program "Withdrawal of Declaration of Pregnancy" form should be used for this purpose.

Additional Guidelines

1. During all x-ray exposures, the pregnant student must remain behind fixed protective barriers or outside of the Operating Room.
2. No declared pregnant student surgical technologist will be terminated from the program (unless specifically ordered to do so by her physician).
3. The ultimate decision on what educational option to be taken will be made by the student and will depend primarily on physician recommendation, remaining length of the pregnancy, remaining program length, and input from the program director and clinical coordinator.
4. The Obstetrician's recommendations will be followed in all cases.
5. Time missed from the program must be made up in terms of clinical hours before certification of graduation will be awarded. Make-up hours will be completed in the specific rotation area(s) missed (see clinical make-up policy).

Program Responsibilities

1. The program shall coordinate a safe working environment for the pregnant student.
2. The OR Supervisor shall be advised of any declared pregnant student.
3. The program director and/or clinical coordinator shall review with the student:
 - a. The nature of potential radiation exposure and injury associated with in utero exposure
 - b. The required measures to be taken throughout the term of the pregnancy

Student Responsibilities

1. Strictly adhere to all safety precautions for protection purposes. Any breach of these policies will be met with corrective action.
2. Continue in designated enrollment status (pending physician approval) performing normal duties. Using established protective measures, the student should be able to perform normal duties throughout the pregnancy without fear.
3. Immediately report to the program director and/or clinical coordinator when the pregnant student feels that she is working in an unsafe area or under conditions that may be detrimental to herself or the unborn child.

Hospital Equipment & Supplies

Hospital equipment and supplies are to be used only for the purpose intended. Students are not permitted to remove any hospital equipment or supplies from the hospital premises. Students in violation of this policy are subject to immediate expulsion from the program.

Hospital equipment and supplies should be cleaned and returned to the proper location following completion of each surgical procedure.

Helpful Internet Websites

www.augustatech.edu	Augusta Technical College
www.google.com	Google
www.yahoo.com	Yahoo
www.orlive.com	Live Surgeries
www.osap.org/resources/cdcwb	Office Safety and Asepsis
http://cdc.gov/wonder	Center for Disease Control
www.ast.org	Association of Surgical Technology
www.arcst.org	Accreditation Review Council on ST & SA
www.caahep.org	CAAHEP
www.nbstsa.org	NBSTSA
www.iahcsmm.com	Central Sterile Processing
www.SynthesSimulation.com	Synthes Instrumentation
www.Jnjgate.com	Ethicon
www.webMD.com	Pharmacy Search Engine
www.edheads.org	Practice Surgeries

Helpful Downloadable Apps for Your Smartphone

CST Surgical Technology Exam Prep by Elsevier

CST Flashcard 2018 Version by Advanced Educational Technology Inc.

- This app states that it is the 2017 Edition, it has been updated to current exam material

LANGE Surgical Tech Review

Surgical Technologist Exam CST

Program Forms



A Unit of the Technical College System of Georgia
Department of Surgical Technology
3200 Augusta Tech Drive
Augusta, GA 30906
(706) 771-4000 tel
(706) 771-4016 fax
www.augustatech.edu

Voluntary Declaration of Pregnancy

Student Name (Last, First, MI): _____ Date: _____

Student ID#: _____ Program: _____

Phone: _____ Email: _____

In accordance with current State Regulations, I wish to voluntarily declare that I am pregnant.

My estimated Date of Conception was: _____

My estimated Date of Delivery is: _____

In making this declaration, I wish to be afforded the protection that is specified under this regulation. I am also aware of the Surgical Technology program's policy on pregnancy and will abide by all rules and regulations presented in this policy.

Student Signature

Date

Program Director Signature

Date

Clinical Coordinator Signature

Date

The clinical site was made aware of this declaration on _____, 20__.

Clinical Coordinator Signature

Date

Note: The student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's administrative file.



A Unit of the Technical College System of Georgia
Department of Surgical Technology
3200 Augusta Tech Drive
Augusta, GA 30906
(706) 771-4000 tel
(706) 771-4016 fax
www.augustatech.edu

Withdrawal of Declaration of Pregnancy

Student Name (Last, First, MI): _____ Date: _____
Student ID#: _____ Program: _____
Phone: _____ Email: _____

In accordance with current State Regulations, I wish to voluntarily withdraw my Declaration of Pregnancy.

In withdrawing this declaration, I understand that I will not be afforded the protection that is specified under the current state regulations. I also understand that if I am pregnant and withdraw this Declaration, I am releasing Augusta Technical College, the Surgical Technology program, any affiliated clinical site, and all personnel associated with these entities of any responsibility for embryo/fetal demise.

Student Signature

Date

Program Director Signature

Date

Clinical Coordinator Signature

Date

The clinical site was made aware of this declaration on _____, 20__.

Clinical Coordinator Signature

Date

Note: The student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's administrative file.



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Student Application for Re-Admission

Student Name (Last, First, MI): _____ Date: _____

Student ID#: _____ Program: _____

Phone: _____ Email: _____

Date of Withdrawal: Semester: _____ Year: _____

Desired Reentry: Semester: _____ Year: _____

Reason for Withdrawing:

- Academic Failure
- Medical
- Financial
- Other (explain)

I certify that all information on this application is correct.

Student Signature

Date

Complete and return to the Program Director of the Surgical Technology Program in Bldg. 900, Room 913.
Augusta Technical College is an Equal Access/Equal Opportunity/Affirmative Action Institution.

For Administrative Use Only:

- Accepted for Re-admission for _____ Semester
- Not Accepted

Program Director Signature

Date



A Unit of the Technical
College System of Georgia
Department of
Surgical Technology
3200 Augusta Tech Drive
Augusta, GA 30906
(706) 771-4000 tel
(706) 771-4016 fax
www.augustatech.edu

Clinical Time Make Up Form

Student Name (Last, First, MI): _____ Date: _____

Student ID#: _____ Phone: _____

Clinical Site using for Make-Up Time: _____

Total Number of Days needed for Make-Up: _____

****I request to make up the above stated time on:**

Date Requested	Day Requested

Student Signature

Date

Director/Educator of Clinical Site, please check one of the following and sign this form.

Approved for the dates above

Cannot accommodate dates above

Clinical Representative Signature

Date

Program Director/Clinical Coordinator approval.

Approved

Not Approved

Reason: _____

Program Director or Clinical Coordinator Signature

Date



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Student Withdrawal or Dismissal Form for Surgical Technology Students

Student Name (Last, First, MI): _____ **Date:** _____

Student ID#: _____ **Program:** _____

Phone: _____ **Email:** _____

Reason for Program Withdrawal or Dismissal:

Student has been advised that they need/will be withdrawn from the following classes:

Course Registration # (CRN) 5 digits	Course Number and Title	Instructor Name

Faculty Recommendation:

- Student may reapply to the **Surgical Technology** program for _____ semester, 20____.
- Student will need to audit _____ semester, 20____.
***Student must pay out of pocket to audit courses. Financial aid will not cover audit courses.**
- Student may not reapply to the **Surgical Technology** program.

Explanation: _____

Faculty Required Actions:

- A student conference was held, and a copy of this form was provided to the student.
- Student has been notified of withdrawal or dismissal and was provided with an electronic copy of this form.

Student Signature

Program Director Signature

Date

Date



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Student Handbook Acknowledgement Form

Student Name (Last, First, MI): _____ **Date:** _____

Student ID#: _____ **Program:** _____

Phone: _____ **Email:** _____

Place your initials next to each statement indicating your agreement. Sign and date at the bottom of the sheet.

_____ I have read the Surgical Technology Student Handbook in its entirety. I understand the included policies and hereby agree to abide by them.

_____ I understand that I must personally complete all required clinical competencies and that accommodations cannot be made which would waive the accomplishment of each required competency.

_____ I understand that failure to reach any critical competency by the assigned due date will result in my dismissal from the Surgical Technology program on the date of failure. I further understand that such dismissal may negatively impact my GPA and/or financial aid.

_____ I understand that I will be working at clinical assignments at my own risk, and that the clinical sites are not responsible for my medical care should I be injured.

_____ I understand and will abide by the Student Work Policy. I understand that I cannot receive any compensation for clinical experience and if I am found to be doing so, it will result in immediate expulsion from the program with no chance for re-admittance to the program.

_____ I understand that before I attend clinical each requirement on the Clinical Clearance Form must be completed or started. If started, I understand that I must complete the requirement to stay in clinical rotations. These requirements consist of a physical, immunizations, titers, background check and 10-panel urinalysis.

_____ I have read the National Technical Standards contained in the handbook and I certify that I am able to meet all the standards with or without accommodations.

Student Signature

Date