

MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE

SURGICAL TECHNOLOGY STUDENT HANDBOOK



2024-2025

Welcome!

The faculty are happy to welcome you to the Minnesota West Community and Technical College Laverne Educational Center for Health Careers in Surgical Technology.

The Surgical Technology Program Handbook is compiled as a supplement to the Student Information and Policies section of the Minnesota West website. The handbook will provide you with the policies and procedures of the Surgical Technology Program and the clinical affiliations. We expect that all students be cognizant and adhere to the policies outlined in this handbook.

We wish you much success!

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TABLE OF CONTENTS

Staff Directory

Administration.....	5
Faculty.....	5
Student Services and Support	5
Accreditation.....	5
Philosophy, Goals, Outcomes	7
Learning Domains.....	7
Program Curriculum.....	8
Program Overview & Course Descriptions.....	8
Program Plan.....	11
Clinical Affiliates	12
Policy & Procedures	
American Disabilities Act.....	13
Nondiscrimination Statement.....	13
Responsibility for Health Care Costs.....	13
Liability Insurance.....	13-14
Workers compensation.....	14
Student Employment Policy.....	14
Additional Program Requirements/Policies	
Physical Standards	
Background Study Process	
Vaccination & Physical Requirements	
Bloodborne Pathogen Policy	
Pandemic Policy.....	
Attendance	
Evaluation Methods.....	25
Grading system.....	26
Testing Guidelines/Distant Learning.....	26-27
Transfer Policy/Work Experience/Credit.....	28-29
Student Progress.....	30
Student Conduct.....	30
Equipment Use Policy.....	31
Appeals and Grievance Policy.....	32

Clinical Policies

Dress Code.....	33
Clinical Attendance.....	33
Hours.....	34
Timecards.....	35
Journal.....	35
Phone Calls.....	35
Breaks.....	35
Accidents/Incidents.....	36
Unsafe and Unprofessional Clinical Practice Defined.....	36
Probation Defined.....	37
Re-Admission Policy.....	37

It is important that you be will informed about your academic program. In order to accomplish this task, you should maintain the following items in your files:

- College Catalog https://www.mnwest.edu/images/academics/2020-2022_catalog.pdf
- Surgical Technology Program Outline
- Surgical Technology’s Student Handbook
- Surgical Technology’s Course Outlines and Objectives

Administration

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Surgical Technology Program Officials

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Student Services and Support Staff

Jill Arp	Luverne Resource Specialist	jill.arp@mnwest.edu	888-989-5102
Lori Tostenson	Granite Falls Resource Specialist	lori.tostenson@mnwest.edu	800-541-0332
Jill Arp	Luverne Advisor	jill.arp@mnwest.edu	888-989-5102
Laurel Christenson	Granite Falls Advisor	laurel.christianson@mnwest.edu	800-541-0332

LOCATIONS

Luverne Center – Main Site

(On-Campus Lectures and Lab)

Granite Falls Campus – Distance Education Site

(On-Campus Interactive Zoom Lectures & On-Campus F2F Lab)

ACCREDITATION

The Higher Learning Commission, North Central Association of Colleges and Secondary Schools accredit Minnesota West Community and Technical College. The Higher Learning Commission can be contacted at the following address:

Commission on Institutions of Higher Education
230 South LaSalle Street,
Suite 7-500
Chicago, IL 60604
800-621-7440

The Minnesota West Community & Technical College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350

ARC/STSA
19751 East Mainstreet, Suite #339
Parker, CO 80138
303-694-9262

SURGICAL TECHNOLOGY PHILOSOPHY, GOALS, AND OUTCOMES

The philosophy of the Surgical Technology program is consistent with the philosophy and purpose of the college: To provide quality, relevant learning experiences that enable the student to develop his/her whole being to the maximum of his/her ability. The basic

philosophy, as applied to the Surgical Technology program, is to provide a variety of learning experiences that will enable the students to use their knowledge and skills to function as an entry level Surgical Technologist. Emphasis is placed on delivering safe patient care while recognizing the legal, moral and ethical implications as they apply to the surgical technologist. The program addresses the needs of the surrounding medical facilities and prepares graduates to meet the academic, technical, and special needs as defined by the service area.

The Goals and purpose of the Surgical Technology program is to provide the student with planned learning experiences, which enable him or her to:

- 1) Enter the workforce with the skills and techniques necessary to be certification – eligible and meet employer expectations as entry level Surgical Technologists.
- 2) Work collaboratively as a team member.
- 3) Demonstrate professional ethical behavior.
- 4) Demonstrate a safe level of knowledge and practice related to patient safety, surgical technique, surgical procedures, ethical/legal responsibilities and surgical conscience.
- 5) Recognize the importance of professional engagement through membership to professional organizations and the completion of the national certification exam.

Program Learning Outcomes and Domains

Minimum Expectations: To prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Cognitive Domain

The student will:

1. Apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.
2. Apply critical thinking skills necessary to practice safely and effectively as a Surgical Technologist.
3. Relate the roles and responsibilities of the surgical technologist to all operative patients and practice within the confines of the scope of practice for Surgical Technologists.

Psychomotor Domain

The student will:

1. Demonstrate fundamental accuracy in technical skills necessary to perform safely in in general and surgical specialty areas.

- procedures.
2. Accurately apply the principles of asepsis in sterile and unsterile roles while displaying a strong surgical conscience in the application of aseptic technique.
 3. Demonstrate effective use of verbal and written communication skills as a member of the surgical team.

Affective Domain

The student will:

1. Respect the physical, psychosocial, and spiritual needs of surgical patients.
2. Demonstrate professional, legal, and ethical behavior consistent with the profession and the healthcare community relevant to the role of the Surgical Technologist.
3. Adhere to the recognized scope of practice in providing optimal patient care.

PROGRAM CURRICULUM

Minimum Expectation

The minimum expectation of the Surgical Technology Program at Minnesota West is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students are required to pass the required program curriculum with a C or better and meet the required program outcomes outlined in this handbook. Upon curriculum completion, all graduates must sit for the national certification exam administered by the **National Board of Surgical Technology and Surgical Assisting (NBSTSA)**.

Program Overview

The Surgical Technology program is accredited by CAAHEP and was developed to meet the rigorous Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology. The curriculum is guided by the Core Curriculum for Surgical Technology, 7th edition. The Association of Surgical Technologist (AST) collaborates with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) to set standards for education, such as the associate degree as the preferred level of entry into the profession. These standards guide our didactic, laboratory, and clinical components.

The classroom classes begin the fall semester and is designed to introduce the foundation of the field of surgical technology. The laboratory instruction familiarizes the student to the proper procedures, techniques, and skills necessary to work in the OR. The students learn, practice, and demonstrate the skills before performing the skills in the clinical setting. In the clinical setting, students will apply all previous theory/laboratory knowledge while being supervised by faculty or clinical staff. With the completion of the program, students are eligible to apply to sit for the Certification Exam for Surgical Technology.

Upon completion of the program requirements, the graduate will be awarded an Associate of Applied Science degree. The program requirements for graduation are as follows:

1. The student must achieve a grade of C or above in each course comprising the curriculum of the program.
2. The student must complete a minimum of 425 clinical hours.
3. The clinical performance objectives must be completed and case requirements met established by ARC/AST.

Course Description Overview

SURG 1110 Surgical Microbiology 2 credits

This course will enable you to recognize how you can prevent the spread of disease and promote wound healing. You will study the structure and function of microorganisms, pathogenic microorganisms and the diseases along with the methods of transmission. The concept of standard precautions will be explored. Various methods of sterilization and disinfection will be discussed. You will study the wound healing process and classifications in conjunction of the body's defenses against disease. Prerequisite: Concurrent enrollment in SURG 1130.

SURG 1120 Surgical Pharmacology 2 credits

This course will enable you to assist in the preparation of drugs used in the operating room. You will study the uses, routes of administration, equipment needed and possible side effects of these drugs. The metric and apothecary systems of measure will be studied. You will convert standard time to military time, do temperature conversions, and study how to prepare a solution. Emphasis will be placed on the legal and safety aspects of drug administration. Prerequisites: SURG 1110 and SURG 1130. Can be taken concurrently with HC 1180.

SURG 1130 Operating Room Theory 2 credits

This course will enable students to function as an essential part of the medical team providing surgical care to patients in an operating room setting. Students will study the total operating room environment, which includes preoperative, intraoperative and postoperative care. The principles of electricity, physics, Lasers, computers and Robotics will be covered. Emphasis will be placed on principles of aseptic technique. Prerequisites: Concurrent enrollment with HC 1180 and SURG 1110.

SURG 1140 Operating Room Practices 4 credits

This course will facilitate students in development of fundamental operating room skill, to identify instruments and to prepare necessary supplies for surgical case management. Included will be a basic knowledge of electricity, physics and robotics. Emphasis will be placed on demonstrating the principles of aseptic techniques as they apply skills inherent in the role of the surgical technologist. The students will observe, practice and demonstrate these skills in a lab setting. Prerequisites: SURG 1110, SURG 1120, SURG 1130 and SURG 1150. Concurrent enrollment in SURG 1151 and SURG 1160.

SURG 1150 Operating Room Procedures I 4 credits

Enables students to understand various types of surgical procedures. Students will relate the knowledge learned in previous theory courses to specific surgical procedures. The types of cases to be studied will include general surgery (Gastrointestinal, Hernia repairs, Breast surgery, Thyroid & Parathyroid, Liver & Biliary Tract), OBGYN, Genitourinary, Orthopedic, Oral & Maxillofacial surgeries. The areas of anatomy, diagnostic testing, patient positioning, instrumentation, equipment and supplies necessary to complete a surgical procedure and the actual sequence of the procedure will be analyzed. Prerequisites: SURG 1110, SURG 1130, and HC 1180 (this may be concurrent). Concurrent enrollment with SURG 1120.

SURG 1151 Operating Room Procedures II 4 credits

Enables students to understand various types of surgical procedures. Students will relate the knowledge learned in previous theory courses to specific surgical procedures. The types of cases to be studied will include Ophthalmic, Otorhinolaryngologic, Plastic & Reconstructive Surgery, Cardiothoracic, Peripheral Vascular surgeries. The areas of anatomy, diagnostic testing, patient positioning, instrumentation, equipment and supplies necessary to complete a surgical procedure and the actual sequence of the procedure will be analyzed.

SURG 1160 Clinical I 2 credits

This course provides supervised occupational experience in the clinical setting. It applies knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with operating room policy and procedure. Prerequisites: SURG 1110, SURG 1120, SURG 1130, SURG 1150, HC 1180, and HC 1151. Concurrent enrollment with SURG 1140, SURG 1151 and BIOL 111.

SURG 1170 Clinical II 12 credits

This course provides supervised occupational experience in the clinical setting. It applies knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with operating room policy and procedure. Prerequisites: SURG 1110, SURG 1120, SURG 1130, SURG 1150, SURG 1160, HC 1151, and HC 1151. SURG 1181 Board Review 2 credits

This course is designed to prepare students to take the National Board certification exam by the National Board of Surgical Technologist and Surgical Assists. A review of all course work presented in the program with an emphasis on Certification exam specifications will be presented. Prerequisites: SURG 1160, SURG 1170, SURG 1151, SURG 1140, SURG 1120, SURG 1150, SURG 1130 and SURG 1110.

PLAN OF STUDY - COURSE # COURSE TITLE CREDITS

	Term	Course	Credits	Week	Notes
	Fall Year 1	HC 1151 Body Structure & Function PSYC 1150 Developmental Psychology HC 1180 Medical Terminology SURG 1110 Surgical Microbiology SURG 1130 Operating Room Theory Credits Fall - Year 1 15 credits	3 3 2 2 5		
	Spring Year 1	HC 2120 Disease Conditions ENGL 1101 Composition I SURG 1120 Surgical Pharmacology SURG 1150 Operating Room Procedures I General Electives Credits Spring - Year 1 17 credits	3 3 2 6 3		
	Fall Year 2	HC 1290 Health Care and Society BIOL 1115 Human Biology SURG 1140 Operating Room Practices SURG 1151 Operating Room Procedures II SURG 1160 Clinical 1 SPCH 1103 Interpersonal Communication Credits Fall - Year 2 14 credits	1 3 1 4 2 3	Week 6	
	Spring Year 2	SURG 1170 Clinical II SURG 1181 Board Review Credits Spring - Year 2 14 credits	12 2		
		Total 60 credits			

With the completion of the program, students are eligible to apply to sit for the Certification Exam for Surgical Technology.

CREDIT HOUR GUIDELINES

All Minnesota courses follow the Department of Education's Federal definition of credit hour. Typically, students enrolled in a 1 credit course should plan to spend approximately one hour per week (15-week term) on instructor led activities and an additional two hours per week for the student outside assignments or studying. This would be a total of 45 hours of time per credit over the length of the term on various types of learning activities.

CLINICAL INFORMATION

Program Hospital/Clinical Partners where students may be assigned a Clinical Rotation while a student within the program.

CLINICAL AFFILIATES

Avera Hospitals: Marshall, MN; Mitchell, SD; Sioux Falls; Rock Rapids, IA

Brookings Health Care System: Brookings, SD

Carris Health: Redwood Falls, MN

Center for Specialty Care: Fairmont MN

Chippewa County Montevideo Hospital: Montevideo, MN

Essentia Health: Duluth MN

Health Partners Institute, Bloomington MN

Mayo Clinic Health System: Mankato, MN

Murray County Medical Center: Slayton, MN

Osceola Community Hospital: Sibley IA

Sanford Hospitals: Sioux Falls; Worthington, MN

POLICY AND PROCEDURES

The student is responsible for understanding the policies and procedures of the Surgical Technology Program. The student will be asked to sign a statement that he or she has

reviewed, understood, and agrees to comply with the policies and procedures of the Surgical Technology Program.

American Disabilities Act and Reasonable Accommodations:

To receive a reasonable accommodation, you must complete an Application for Disability Services and provide documentation of the disability.

The Disability Services Office will generally require documentation of the disability by the appropriate licensed professional in order to evaluate a request for a reasonable accommodation. Documentation should reflect the nature of the disability and how it affects you in an academic setting. The law allows the college to request recent documentation. If the disability has changed or fluctuates in intensity, then an up-to-date evaluation of the condition may be requested to determine reasonable accommodations.

Accommodations are arranged each term and students need to communicate with the Disability Services Office prior to, or at the beginning, of each term to arrange for academic accommodations.

There are conditions for which accommodations may be appropriate under the American Disabilities Act. Minnesota West Surgical Technology Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact the college Disability Coordinator, Salome Chonko, 401 West Street, Jackson Campus, 1-800-541-0332 or salome.chonko@mnwest.edu. The student may also complete the Application for Disability Services found on the MN Website (https://www.mnwest.edu/images/student-services/disabilities_application.pdf).

NON-DISCRIMINATION POLICY

Minnesota West Community and Technical College will provide equal education and employment opportunities without regard to race, creed, color, sex, national origin, age, marital status, disability, reliance on public assistance, religion, or political opinions or affiliations.

RESPONSIBILITY FOR HEALTH CARE COSTS

Any health care costs incurred during the period of time a student is in the Surgical Technology program are the responsibility of the student.

LIABILITY INSURANCE

Liability Insurance costs for the student are included in the clinical and course fees.

WORKERS COMPENSATION

Students are not employees of the college or the clinical health care facilities therefore are not entitled to workers compensation.

STUDENT EMPLOYMENT POLICY

It is the policy of the Minnesota West Community & Technical College that students enrolled in the Surgical Technology Program do not accept or engage in paid employment as a Surgical Technologist. Should a student choose not to comply with this policy, the Minnesota West Community & Technical College, the Surgical Technology Program, the clinical affiliates of the program, all of the respective administrative personnel, and program officials, will not accept any legal obligation for any liability arising out of the actions of said student(s). If a student chooses to be employed by a clinical affiliated site, this employment is outside of all program didactic and clinical education time. At no time will a student be “staffed” during their clinical hours. Students are not allowed to be paid for clinical time nor are they allowed to complete any mandatory competency exams during paid time. Students will not be allowed to document any time in their clinical log book while they are employed as a student surgical technologist. If this is observed, students face the possibility of probation or possible termination from the program

Additional Program Requirements

PHYSICAL STANDARDS

As a surgical technologist, you may be required to:

- Stand or sit for long periods of time with no break. You should be able to stand for 6-8 hours.
- Function without nourishment or bathroom break for 6-8 hours
- Assist in lifting, transporting, and moving a patient.
- Push and control a patient gurney or bed.
- Push or transport heavy equipment.
- Hold in position a retractor for extended periods of time.
- Compensate for any range of motion limitations.
- Have excellent dexterity.

BACKGROUND STUDIES PROCESS

A background study is a screening to determine whether a person being studied has committed a disqualifying act. A Department of Human Services (DHS) background study includes a review of criminal history information maintained by the Minnesota Bureau of Criminal Apprehension (BCA) and records of substantiated maltreatment of a child or vulnerable adult and other applicable records. Fingerprints of the study subject are required to conduct a Federal Bureau of Investigation (FBI) record check. “Direct contact” means providing face-to-face care,

training, supervision, counseling, consultation or medication assistance to the people being served by the facility. A background study must be initiated by the college BEFORE a student begins providing direct contact.

Disqualifying Act

- A person can be disqualified if s/he is substantiated as a perpetrator of serious and/or recurring maltreatment of a vulnerable adult or a minor; and/or
- A person can be disqualified if s/he is convicted of, admits to or there is a preponderance of evidence that s/he committed certain crimes. A list of disqualifying crimes or conduct can be found in Minnesota Statutes, Section 245C.15.

Process

The college will input the student's data which will generate a MNDHS Fingerprint Authorization form. The student must review the form for accuracy and the information must be identical to their Acceptable Form of ID. The student must present the form along with their Acceptable Form of ID to the fingerprint technician. If the information does not match, the student will NOT be able to be fingerprinted. There is a \$9.10 fee for fingerprinting. Payment will be made at the fingerprint and photo location by check or money order. Checks can be made out to 3M Cogent. Cash and credit/debit cards are NOT accepted at the fingerprint and photo location. Credit and Debit Card payments must be made in advance by calling 3M Cogent Call Center toll free at 1-844-332-7671.

VACCINATION AND PHYSICAL REQUIREMENTS

Hepatitis B Vaccination:

The student will need the series of Hepatitis B vaccinations which consists of three injections. The second one should be received before the student begins the first day of clinicals, which will be in October. If the student is unable or unwilling to receive the vaccination they must converse with the Program Director and a waiver must be completed.

Tuberculosis:

The student will need either a two-step skin test, T-SPOT, TB, or Quantiferon which tests for tuberculosis. It is very important the student is tested prior to clinicals; some clinical affiliates (mainly Sanford Health Systems) require the test be done 14 days prior to clinicals.

MMR:

The student must have either two MMR vaccinations or a titer (blood test). You will need documentation of vaccinations. Please consult your healthcare provider.

DPT, Tetanus, and Polio:

DPT and Polio vaccinations must be documented on the vaccination form. Documentation of up-to-date Td/Tdap vaccination is also required.

Varicella (Chicken Pox):

The student must complete one of the following:

- 1) Positive Antibody titer or documentation of two vaccination.
- 2) Healthcare provider documentation of varicella (chicken pox) or herpes zoster (Shingles).

Either are acceptable to verify immunity.

COVID:

- 1) Safety of our students is our priority
- 2) Masks are required based on county COVID prevalence and vaccination rates.
- 3) Social Distancing is required.
- 4) Amendments to schedules and/or courses will be completed when needed during this pandemic to maintain safety of students. Clinical partner facilities may limit experiences to keep patients/residents/clients safe.
- 5) Vaccinations – required by clinical partner facilities for students. (Minnesota West students are not required to have the vaccine unless required by training facilities.) Nursing and Allied Health programs require hands-on experiences at clinical partner facilities for graduation.

Physical:

A physical will be required for all students. The Health History Form for Nursing/Allied Health Students is available on the website at: <http://www.mnwest.edu/student-forms>

All information will remain confidential.

CPR – Basic Life Support

Bloodborne Pathogen Policy

This policy has been developed regarding responsibilities for adherence to the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for prevention of transmission of blood borne pathogens. This policy recognizes individual rights, confidentiality of test results and health records for students. The policies and procedures outlined here are to protect students, staff, faculty and patients from the spread of disease and to maintain a safe learning and work environment.

Minnesota West Community and Technical College (MWCTC) respect the rights of individuals with communicable diseases. The college will not discriminate against any person on the basis of disability as defined by the Americans with Disabilities Act, including individuals with communicable diseases. Individuals with communicable diseases will not be excluded from participating in the programs, services and activities of the college unless their participation creates a substantial risk to the health and safety of other individuals which cannot be eliminated by reasonable accommodation and the use of standard precautions.

MWCTC respects the privacy rights of individuals with communicable diseases. The college will comply with the Minnesota Data Practices Act and the Family and Education Records Protection Act in maintaining records containing sensitive health information pertaining to students or employees and will not disclose health data in violation of these laws.

Education:

Before engaging in activities where there is a potential risk for exposure to blood or body fluids all students in the healthcare fields will be educated about bloodborne pathogens and recommendations for safe practice. The Administration/Faculty of Minnesota West Community and Technical College are responsible for disseminating information about bloodborne pathogens and their transmission to their students. The curriculum must reflect content related to bloodborne pathogens and the practice of standard precautions.

Bloodborne Pathogens Education will be provided as follows:

PROGRAM	COURSE
Practical Nursing	NURS 1180 Clinical Application NURS 1140 Nursing Skills Lab NURS 1120 Nursing Care of the Adult I
Associate Science Nursing	NURS 2180 Clinical Application NURS 2140 Professional Nursing Skills
Medical Laboratory Technician	MDLT 1100 Introduction to Lab Science
Medical Assistant	MDLT 1100 Introduction to Lab Science
Dental Assisting	DEN 1130 Preclinical Dental Assisting
Surgical Technology	SURG 1110 Surgical Microbiology

Radiology Technology	RADT 1100 Introduction to Rad Tech and Patient Care
Massage Therapy	MSTH 1100 Introduction to Massage
Emergency Medical Services	All EMS courses
Phlebotomy	MDLT 1100 Introduction to Lab Science
Certified Nurse Assistant	HC 1175 Nurse Assistant

Students may be participating in activities within courses that have potential for exposure to infectious diseases. All measures must be exercised to minimize risk. Students who fail to adhere to the Blood Borne Pathogens Policy pose a risk to themselves and others and may be withdrawn from the program.

Definitions:

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

Contaminated: The presence of blood or other potentially infectious materials on an item or surface.

Engineering Controls: Controls that isolate or remove the bloodborne pathogens hazard from the environment. Examples of environmental controls include sharps disposal containers, self-sheathing needles, and needleless systems.

Exposure: Skin, eye, mucous membrane, non-intact skin, or other parenteral contact with blood or other potentially infectious materials. Exposure may occur because of a percutaneous injury, or contact with mucous membranes or non-intact skin.

Other Potentially Infectious Materials: Blood as well as cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, semen, and vaginal fluids are

considered to be contaminated. Standard precautions do not apply to feces, emesis, urine, nasal secretions, sputum, sweat, or tears unless they are visibly contaminated with blood.

Personal Protective Equipment (PPE): Specialized clothing or equipment worn for protection against a hazard. General work clothes (uniforms) are not considered PPE.

Post-Exposure Prophylaxis: Drug and/or immunization interventions administered to help prevent acquiring a blood-borne infection.

Standard Precautions: This is an approach that treats blood and certain body fluids. These are a set of precautions designed to prevent transmission of bloodborne pathogens. They involve the use of appropriate hand washing combined with the use of appropriate protective barriers, such as gloves, gowns, masks, protective goggles or face shields, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. Standard precautions also include the concept whereby health care workers take all necessary precautions to prevent injuries caused by sharp instruments or devices.

Standard Precautions:

Minnesota West Community and Technical College requires use of standard precautions in healthcare programs. Education is provided to students by faculty in classes where there is an anticipated potential for exposure. (See information about education above).

Engineering Controls:

These include sharps disposal containers, needleless systems, self-sheathing needles, and other mechanical devices. Annual review of appropriate engineering controls will be performed by instructors teaching in programs utilizing engineering controls.

Hand Washing:

Hand washing is the single most effective method to prevent the transmission of infection. Various hand washing agents, plain or antimicrobial and alcohol-based hand sanitizers are available in campus labs and clinical sites. Students, faculty and staff should follow the recommendations published by the CDC for hand washing. <http://www.cdc.gov/handhygiene/>

- A. Hands should be washed with soap and water when hands are visibly dirty, contaminated with blood or body fluids, contaminated with protein-based substances, and at the beginning of the clinical or lab experience.
- B. The preferred method of hand hygiene is with an alcohol based hand sanitizer when hands are not visibly dirty.

Hand hygiene should be performed at the following times:

- ✓ Before direct contact with all patients
- ✓ Before donning gloves
- ✓ After removing gloves
- ✓ After contact with patient intact skin
- ✓ After contact with blood, body fluids, excretions, mucous membranes, non-intact skin, or wound dressings
- ✓ During patient care, if hands are moving from a contaminated body site to a clean body site
- ✓ After personal contact such as nose blowing, sneezing, or using the bathroom
- ✓ Before preparing or eating food
- ✓ After touching the patients surroundings

Food and drink may not be stored in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potentially infectious materials are present. Eating, drinking, applying cosmetics, handling contact lenses is prohibited in work areas where there is reasonable likelihood of occupational exposure.

Personal Protective Equipment (PPE):

Students must use appropriate PPE whenever there is risk of occupational exposure. Gloves must be worn whenever the student expects to have hand contact with blood or other potentially contaminated surfaces. Gloves must be changed between patients and hands must be washed before applying and after removing gloves.

Masks and eye protection devices with various types of shields must be worn during activities that could generate aerosols, splashes or splatters to protect the mucous membranes of the nose, mouth, and eyes. The protection provided by any mask is compromised if it does not fit well, because a poor fit may allow splatter to enter around the edges of the mask. Adjust it so that it fits snugly against the face. Keep beard and mustache groomed so that the mask fits well and can be worn effectively. Change the mask between patients or if the mask gets wet. Remove the mask as soon as treatment is over. Don't leave it dangling around your neck or leave the room with a mask on. When removing a mask, handle it only by the elastic or cloth tie strings. Never touch the mask itself.

Protective eyewear may include goggles, safety glasses with side shields, or regular glasses with solid side shields. Protective body clothing that is fluid resistant must be worn during activities that could generate aerosols, splashes, or splatters.

Laundry:

Student clothing or uniforms that have become contaminated with blood or body fluids must be transported in a tied fluid resistant bag and laundered separately in hot water. Handle

contaminated clothing as little as possible. It is the responsibility of the student to take their contaminated laundry home.

Housekeeping:

Student should contact both instructor and facility staff member prior to cleaning contaminated areas. Contaminated work surfaces must be decontaminated with an appropriate disinfectant after completion of procedures. Students must wear gloves when cleaning contaminated surfaces. Students must use mechanical means to pick up broken glassware that may be contaminated. Broken contaminated glassware must never be picked up by hand, even if gloves are worn.

Regulated Waste:

Liquid, semi-liquid blood items that are caked with dried blood (or other potentially infectious materials capable of being released during handling) should be placed in appropriate containers. Containers must be closable, able to fully contain all contents, and prevent leakage of fluids during handling, storage, and transport. They must be labeled with a biohazard label and/or color-coded red. All regulated waste is disposed of according to applicable local, state, and federal laws.

Hepatitis B Vaccination:

Students are required to receive the Hepatitis B vaccination series. The expense of the vaccination is the student's responsibility. If a student is not medically eligible to receive the Hepatitis B vaccination series, they must sign a Hepatitis B waiver form (see appendix). Refusal to receive Hepatitis B vaccination may limit clinical opportunities or placement in a clinical site.

Procedure Following an Occupational Exposure to Blood/Body Fluid

Student Exposure/Injury:

1. Remove all soiled clothing.
2. Wash wounds and skin with soap and water. Flush mucous membranes copiously with water for at least 15 minutes.
3. **Immediately** report the exposure to your supervising instructor after cleansing the area.
4. Follow up consultation will be required. This may involve treatment at an emergency department or public health department for an evaluation.
5. If the clinical institution has an established protocol, follow their protocol.
6. Fill out Student Report of Blood/Body Fluid Exposure and give to your supervising instructor.

7. Expenses as a result of this exposure are the student's responsibility, not the responsibility of MWCTC. (**Note:** Expenses may also include laboratory testing of patient's blood.)

Supervising Instructor responsibilities when student is exposed or injured:

1. Have student prepare a Student Report of Blood/Body Fluid Exposure
2. Give the report to the Administrative Secretary.
3. Inform the student of the importance of getting medical care.
4. Inform the student that they will be responsible for all expenses incurred.
5. Follow-up with the student in one week.

Record Keeping:

A confidential medical record is maintained for each student with occupational exposure. The medical record includes:

- Student name
- Exposure incident report
- Form refusing Hepatitis B vaccination (if applicable)
- Form refusing post exposure evaluation and follow-up (if applicable)

Additional information may be accessed at the following websites:

<http://www.cdc.gov/search.do?queryText=bloodborne+pathogens&action=search&searchButton.x=14&searchButton.y=12>

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051

http://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact01.pdf

<http://www.osha.gov/Publications/osh3186.pdf>

<http://www.health.state.mn.us/divs/idepc/dtopics/bloodborne/hcp.html>

References

Centers for Disease Control and Prevention (2012). *Workplace safety and health topics*

Retrieved from <http://www.cdc.gov/niosh/topics/bbp/genres.html>

Minnesota Department of Health (2012). *Information about bloodborne pathogens for health professionals.*

Retrieved from <http://www.health.state.mn.us/divs/idepc/dtopics/bloodborne/hcp.html>

Occupational Safety and Health Administration (2012). *Model plans and programs for the OSHA bloodborne pathogens & hazard communications standard.*

Retrieved from <http://www.osha.gov/Publications/osha3186.pdf>

Minnesota West Community and Technical College

Student Report of Blood/Body Fluid Exposure

Name: _____

Address: _____

Phone: _____

Date of Birth _____

Date of Injury: _____ Time: _____

Date of Report: _____ Time: _____

Facility where incident occurred:

Describe the incident in detail: (Attach extra sheets if needed)

Was the affected area washed/flushed?

Describe where the incident occurred. (pt. room, lab, hallway)

What potentially infectious materials were involved in the incident? (Type, blood, wound drainage, etc.)

What were the circumstances that contributed to the incident?

List the Personal Protective Equipment that was being used at the time of the incident.

Did you receive any follow up care after the incident? Describe the care that you received. (Wash and bandage wound, went to ER, received prophylactic medications, etc.).

Student Signature _____ Date _____

PANDEMIC POLICY

The Surgical Technology program will follow the Minnesota West Policy in the event of a pandemic. Due to the uniqueness of our program some adjustments may have to be made including but not limited to the following: Clinical location assignments, clinical hours, clinical days of attendance. Decisions will be made based on a case by case basis with the advisement of the clinical instructor, the program director, the clinical coordinator and the student. The program will assure equitable treatment to students and will assure that students will be allowed to complete their clinical rotation. In the event that classes are cancelled on campus due to a pandemic, clinicals will continue, if possible. Course work will be made available via e-mail or D2L. The Student class schedule may be altered by the program director when the pandemic subsides.

ATTENDANCE POLICY

The student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Technology program depends, in part, on consistent attendance. In academic courses, grades are earned on the basis of the student's attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinical based courses, attendance is one of the factors that will be evaluated weekly. Guidelines for missed clinical days are established and failure to comply may result in termination from the program.

Evaluation Methods

Didactic (Classroom/Lab)

The student's progress in didactic instruction may be evaluated by written exams, quizzes, individual projects, oral presentations, worksheets, collaborative projects, papers, term papers and laboratory demonstrations. A minimum average course grade of a C; 75 % and above is required to pass each course in order to progress in the program.

Clinical

There are clinical competencies and surgical cases that all students must demonstrate to establish eligibility for the ARC/ST exam.

The student must demonstrate the following cases:

1. The total number of cases the student must complete are 120. Total of 80 in the First Scrub Role.
2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.

4. The surgical technology program is required to verify through the surgical rotation documentation of the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
6. Observation cases must be documented, **but do not count towards the 120 required cases.**
7. Counting Cases

Cases will be counted according to surgical specialty.

Examples:

- Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
- Patient requires a breast biopsy followed 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.

GRADING SYSTEM

Grading Scale:

92-100%....	A
83-91%.....	B
75-82%.....	C
67-74%.....	D
66%-below..	F

The grade of a "D" is not awarded or accepted for transfer in the Surgical Technology Program. Students must maintain at least a 75% to pass.

The course syllabi will provide the student with the requirements for each course. Students must pass all sections of the Surgical Technology Program curriculums in order to receive a certificate of completion.

In-Person Learning, Distance Learning, and Online Testing Guidelines

Upon admission to any college within the Minnesota State Colleges and Universities (Minnesota State) system, every student is required to establish a person-specific identification code. This code, known as a StarID, is a unique, secure identifier that replaces the need for multiple logins across the Minnesota State system. The StarID is required to access the Learning Management System (LMS) used at Minnesota West, therefore providing proof of individual student work

with every course and assignment completed through the LMS. Minnesota West's LMS is D2L Brightspace, which also provides access to Respondus Lockdown Browser, a home proctoring provider. Every course offered by Minnesota West has the ability to be on D2L and thus each faculty has access to Respondus Lockdown Browser to assist with maintaining stringent student integrity.

Therefore, in addition to the specific behaviors listed in the Minnesota West Code of Conduct, the following measures may be taken in the Surgical Technology general education requirements and/or in the Surgical Technology specific coursework should the need arise:

Surgical Technology students may need to complete tests in a proctored home environment through Respondus Lockdown and Respondus Monitor or other required home proctoring provider.

Online Testing Guidelines:

- The testing space needs to be quiet and clear of the following items: no pets, no people (adults or children), no electronic devices (including cell phones, smartwatches, ear buds/headphones, iPads/iPods, other devices, etc.)
- No other person is allowed to enter the testing space while taking the test.
- No outside resources can be used such as textbooks, notes, or electronic resources.
- If a student prefers to wear non-electronic ear buds, they must be shown and placed into ears in front of the proctored recording.
- Do not read questions out loud.
- No food and no beverages (no water bottles). No eating is allowed during final tests.
- While testing, stay in one chair – do not get up or leave the testing space.
- Students may have one piece of blank 8x11 inch paper and one pencil (which must be shown during the environmental scans). The paper, whether it's used or not, must be torn up into small pieces at the end of the test in front of the proctored recording.
- Eyes must be kept on the computer screen unless writing on the blank paper.
- The test must be taken in a well-lit area so that the camera can pick up facial features.
- There must be no communication with any other person by any means during the testing.
- No other person is allowed to take the test with you or for you.

Environmental Scans: The testing space should include only the testing device and the allowed paper and pencil. The environmental scan should include the entire testing area (the clean

desk/table/testing area and the computer/device). The desk and walls must not have any writing on them in your testing space. The proctored exam may ask for a second environmental scan during the test. The second environmental scan may be done at random for each test per the faculty member discretion. When this happens, do not log out of the test; show the environment (the clear desk and testing space) and continue testing.

These guidelines are given to avoid test disruption and/or distraction. It is critical that the student demonstrates the knowledge to successfully complete a course, and these are ways to ensure that occurs. If an emergent issue arises during the test, it should be communicated directly into the proctored exam recording and the instructor should be notified immediately after completing the test. Test integrity and cheating will follow the college and program policy earning zero points.

CREDIT FOR PREVIOUS COURSES/WORK EXPERIENCE/TRANSFER POLICY

Students will not receive class credit for previous work experiences.

Students transferring non-Surgical Technology course credits from other institutions would be required to submit an official transcript of their credits through the admissions department.

Students who have completed previous Surgical Technology-related coursework that may be relevant to the Minnesota West Surgical Technology Program will need to be aware of the following:

- The Surgical Technology Program will review any core course work from other accredited Surgical Technology Programs on a case by case basis.
- All students applying for a transfer into the Surgical Technology Program must take appropriate admission assessments and meet cut scores prior to transfer process.
- The Surgical Technology Program will not accept credit for work experience or experiential learning unrelated to the Surgical Technology curriculum standards and curriculum design.
- Students transferring to Minnesota West Surgical Technology Program must complete a residency requirement of one third of their credits at Minnesota West.
- Students must be in good standing from their previous college.
- Student's Surgical Technology coursework grades must be equivalent to a C or higher in order to transfer.
- Students must have equivalent credit hours from previous Surgical Technology Program to coursework in Minnesota West's Surgical Technology Program.

- The Surgical Technology Program also follows Minnesota State Board Policy 3.35, which can be found in the appendices, and the Surgical Technology Program will defer to the Board Policy 3.35 when needed.

Procedures:

- Students will complete appropriate admission assessments
- Students who wish to have transcripts reviewed by the college must be a current student at the college. The Records Office will review general education and some technical credits. A petition can be used to appeal a decision. Transfer of credits should be completed prior to the end of the first semester.
- Transfer credits are only accepted with a letter grade of “C” or higher. The student must meet graduation requirements of the program with a “C” or better for Anatomy and Physiology (or equivalent course) and an average of 2.0 GPA or better for the remaining required general education courses.
- o If an appeal is made regarding a general education course, the Program Director will review and if unable to determine will defer to the expertise of the general education faculty to review the appeal.
- o A syllabus and calendar must be provided to ensure the course meets the current course equivalency.
- Students who want to transfer credits from another Surgical Technology Program must supply the following documentation to the Surgical Technology Program at the beginning of one semester prior to the start of the program. (Example: If a student wants to start in the fall semester, the student would submit documentation in January of the same year).
- o Current official transcript
- o All course syllabi (this should include a list the ARC/STSA for all the course objectives)
- o Letter from the Program Director stating student is leaving in good standing (on college letterhead)
- o Previous Surgical Technology Program Curriculum Design
- Faculty members of the Surgical Technology Program will review documentation to ensure accrediting standards are met and make recommendations to the potential student for placement within the curriculum.

- Students may be required to complete an exam/skills check off to ensure knowledge/skills content to be considered for placement into the curriculum. All previous coursework must be completed (or equivalent) prior to placement.
- Students will be notified if acceptance is granted and what requirements must be met, prior to the end of the semester when documentation is provided.
- Faculty members of the Surgical Technology Program will defer to the college policy for Credit for Prior Learning if the above procedures do not apply to the student request.

STUDENT PROGRESS

The Surgical Technology Program requires students to work with a variety of clinical sites which can and will present with a diversity of experiences. This requires strong communication between the students, instructors, and preceptors. Students will be provided feedback from grades, practical exams, clinical evaluations, and clinical conferences. There are 2 types of student conferences:

- 1) Weekly clinical conference. The student may be required to meet more frequently as deemed necessary by the instructor.
- 2) As needed conference. The student who is experiencing academic, attendance or attitudinal difficulties will be required to meet with the program director to address concerns. A written conference form will be provided for all conferences and a Plan of Study may be implemented.

STUDENT CONDUCT

CLASSROOM PARTICIPATION

All students are expected to constructively participate in all class activities. Constructive participation includes, but is not limited to:

- Offering constructive comments, asking questions that enhance class progress, and requesting clarification when needed. In general, constructive participation means those acts or activities which contribute to the educational progress of the class.
- Non-constructive behavior includes, but is not limited to:
 - Sleeping, doodling, reading non-class material
 - Talking to other students during lecture. This is disturbing to the entire class.
 - Creating disturbances that distract you and your classmates from the class activity.

CLASS ARRIVAL AND DEPARTURE

Students are expected to arrive at class in a timely manner. Coming in late is very distracting. The instructor reserves the right to only allow students to enter the classroom on breaks once the lecture has started.

Except for serious reason beyond their control, students should remain in class for the entire class period. If the student must leave class early due to a serious or important reason (medical/family), please discuss this with the instructor before class starts.

Medical, legal, or academic appointments (if at all possible) should be made during non-class periods.

CLASS CONDUCT

All students should conduct themselves in a professional manner.

No student should attend class under the influence of alcohol or illegal drugs.

Bring your textbook, notebook, outlines, pens/pencils, highlighter and paper to class.

Cell phones must be turned off or silenced during class time. Leave your phone in your backpack or purse during class. If you are waiting for an important message, please let the instructor know prior to the beginning of the class period.

Weapons, radios, etc. should not be brought to class.

Unless prior permission is given, children and outside visitors are not to attend class.

No children are permitted in the lab area.

POLICY ON USE OF EQUIPMENT

When using the lab and any lab equipment and supplies:

- Before any student operates a piece of equipment, they will be instructed on the purpose, function, and procedure of the equipment/treatment.
- Each time an item related to a potential safety hazard is used, the student will identify the type of safety issue addressed through either verbal or written instruction.
- Wear appropriate apparel.
- Students will be instructed on proper body mechanics/techniques when transferring/lifting techniques.
- All pieces of equipment will be cleaned using antibacterial wipes or spray after use/between use.

General workspace guidelines:

- Eliminate and keep work area free from tripping hazards
- Position instruments appropriately.
- Work space should allow easy access to equipment and supplies.
- Keep all labs/work space clean during and after use.
- Return equipment/supplies to their original location after use.

In the event of an emergency:

- Notify the faculty member present in the lab as soon as possible.
- If immediate medical attention is required, arrange for transportation to the hospital or if necessary call 911.
- For injuries that do not require immediate medical attention but do warrant medical consultation, a first aid kit is available in the lab.

Policy on Safety Procedures:

- All spillage will be wiped up immediately, and reported to maintenance if necessary.
- All accidents will be reported immediately. Complete an incident report, if necessary.
- Handwashing hygiene is mandatory with all procedures.
- Broken equipment is to be reported to the Program Director or lab instructor.
- Smoking or chewing of tobacco is not allowed on campus.
- Training is done before students operate any equipment: Purpose, function, procedure, and safety measures when operating.

DISRUPTIVE BEHAVIOR:

Students must refrain from all behavior that is disruptive to class progress. This includes, but is not limited to:

- Making threats against others
- Physically interfering with others
- Verbal harassment
- Sexually uninvited advances to others
- Stalking, leering, staring or other threatening behavior
- Attempts to dominate class activity, unreasonable requests for attention, or preventing others from participation
- Provoking another to an aggressive or hostile behavior
- Also see “Code of Conduct” on the Minnesota West website: www.mnwest.edu

Student Discipline/Termination Policy

- Not achieving a grade of C or above in each required course in the program.
- Failure to comply with Behavior Contract.

The student disciplinary procedure will be initiated due to substandard, unethical or inappropriate conduct. The Minnesota West Surgical Technology Program will follow the student code of conduct and the policies and procedures outlined on the Minnesota West webpage under Code of Conduct.

APPEALS AND GRIEVANCE POLICY

A student who feels that their right to an education is being affected unfairly due to the presence of a technical college academic or non-academic policy has the right to seek remedy. A student may complain concerning any college issue, and discuss it with the appropriate employee, and /or administrator as established by college procedure. A student has the right to seek remedy through the College's designated complaint, appeal, or grievance procedures. Students should use available informal means (direct conversation) to have disputes resolved before making a complaint or filing an appeal or grievance. No retaliation of any kind against students, faculty/staff shall be taken for participation in a complaint, appeal, or grievance.

Minnesota West Community & Technical College informs students of the established complaints, appeals, or grievance procedures available in the Student Information & Policies section of the Minnesota West website. The College has an established time frame for each step of a procedure. These procedures shall not substitute for other procedures specified in Minnesota State College and University System (MnSCU) procedures or negotiated agreements. These procedures shall also protect data privacy rights. All appeals and grievances must be submitted in writing on the Appeals and Grievance Form which states appeals and grievance procedures and timelines. Appeals and grievances are reviewed by standing campus committees, which report their findings directly to students. Appeals and grievances unresolved at the committee level may be submitted to the Senior Vice President or their designee for review. The decision of the Senior Vice President is final and binding.

If the appeal or grievance involves a Minnesota State College and University System or the actions of MSCTC's President or Senior Vice President, a student may further appeal the decision through the MnSCU Chancellor to the MnSCU Board of Trustees. The decision of the MnSCU Board is final and binding. Due Process procedures are outlined in the Student Information & Policies section of the College website.

CLINICAL POLICIES

DRESS CODE

Students must wear a Surgical Technology name tag while at the clinical site. The student must follow hospital policy on appropriate and professional attire (per hospital policy) to and from the clinical site. A pair of shoes should be purchased for use in the O.R. only. Shoes of an athletic cut are acceptable and comfortable. Toes and heels must be covered. Please bring extra socks in case of wet procedures where no boot covers are available. Protective eyewear must be worn during all surgical procedures, and if not worn will be considered a safety violation. Fingernails should be short and unpolished. Hair should be cut or secured in such a manner that prohibits extension beyond surgical hair cover. Good, personal hygiene is mandatory for the Surgical Technologist. No visible body piercings. Please remove all visible jewelry and leave at home. Do not wear perfume or cologne.

ATTENDANCE

The Surgical Technology program policy on attendance is more stringent because of the required documentation of skills, demands of the curriculum, and the problems encountered when clinical activities are missed because of the quantity and quality of make-up work that faculty/clinical sites can provide. For these reasons, the Surgical Technology program has the following expectations regarding student attendance:

Excused Absence – An absence can be excused ONLY if the student has notified the program faculty member and the clinical instructor prior (at least 30 minutes) to the scheduled clinical missed day. Excused absences could include illness, death of immediate family member, jury duty, military duty or any circumstance with PRIOR approval. Excused absences require documentation at the discretion of the program faculty/instructor. Students must also notify the program faculty member and the instructor if they will be late/tardy.

Unexcused Absence – An absence which does not meet the definition of excused absence or one in which the program faculty member/instructor were not contacted prior to the scheduled clinical time is considered unexcused. Unexcused absences could include car trouble, routine doctor appointments, dentist appointment, child care issues, failure to complete required immunization requirements, etc.

Policy regarding UNEXCUSED absences:

2 unexcused absence/incident will result in written programmatic counseling.

3 unexcused absences/incidents will result in Probation. See policy on Probation.

Inclement Weather:

In the event of inclement weather, the college may close one or more of its campuses. The student will still be allowed to attend clinical if they are able to get to the facility safely and the clinical facility preceptor agrees to have the student at clinicals. If the student cannot safely get to clinicals, they will not be held responsible for missing a day but will be required to complete the required cases and hours during that semester.

This information is communicated to students, staff, faculty, and the public through a variety of methods including the college website, email system, mass media radio and television stations and Star Alert, a free Minnesota West emergency notification system that allows students and employees to receive notice – by cell phone and/or e-mail – of campus-related emergencies that threaten life safety or severely impact campus operations. Students are expected to use good judgment in evaluating personal safety in traveling to classes or clinical placements. Students are expected to notify faculty/staff at the campus of any absences.

Holidays/weekend/evenings/alternate schedule:

Students should follow the college holiday schedule for clinicals. There may be times when the student may need to attend clinical on non-calendar days to make-up work or to obtain the

required number of cases. The student needs to verify the alternate schedule with the preceptor and program director before the non-calendar day schedule is implemented.

HOURS

Clinical 1 – The student must complete 16 hours per week for SURG1160 Clinical 1.

The student, at the discretion of your instructor, may bank hours. You are encouraged to bank hours in facilities where the surgery schedule may be light or varies. Students must complete 95% of clinical time in order to pass the course. It is the student's responsibility to make sure this objective is accomplished.

Clinical 2- The student must complete 36 hours per week in SURG1170 Clinical 2. At some facilities, the surgery schedule varies; this may necessitate working more hours one day and fewer hours another. It is up to the instructor and facility to assign hours and days, not the student. Instructors are always to be notified of any changes in schedules.

The student, at the discretion of your instructor, may bank hours. You are encouraged to bank hours in facilities where the surgery schedule may be light or varies. Students must complete 95% of clinical time in order to pass the course. It is the student's responsibility to make sure this objective is accomplished.

TIMECARDS

Trajecsys will be used for clocking in and out for clinical and lunch breaks. Each clinical day, it is the student's responsibility to log into Trajecsys at the clinical site and use the time clock. The student will be allowed to clock in 15 minutes before their scheduled start time in order to complete their first scrub and locate their preceptor/operating room. Student will be responsible for clocking out for lunch and clocking back in after lunch. Student is allowed a 30-minute lunch break. Time cards will be reviewed and approved/not approved weekly by your instructor. No student may leave a clinical site early without notifying and obtaining approval from the instructor. The student must notify the facility and clinical instructor of any absences, and all hours missed must be made up.

JOURNAL

Students are to keep a weekly journal online through Trajecsys, in which you are to document a daily entry. The entries are to include the events of the clinical day, including, but not limited to: difficulties encountered, experiences that went well, and any feelings from the day. Student will also have a journal binder for other forms that they will use during their clinical rotation. Have your journal with you at clinicals.

PHONE CALLS

In the event of an emergency, the student can be reached by calling the surgery unit. The caller must identify the student by name and notify the staff that it is an emergency.

NO CELL PHONES ARE TO BE BROUGHT TO THE O.R. They are to be turned off and left in your locker, vehicle, or purse. Turn them off before you enter the building. Students are not to be on their cell phones in the break rooms.

BREAKS

Students must eat a good breakfast before coming to clinicals. The hospital or outpatient center will have cafeterias or vending machines available for food or drink selection. Follow the facility policy on storing food at the clinical site. Fifteen-minute breaks can be taken between cases if time allows. Remember, as a student, prepare for extra time for setting up cases. **NO SMOKE BREAKS** will be **ALLOWED**. Most facilities are smoke free and the college students will abide by the facility policies.

ACCIDENTS/INCIDENTS

If the student is involved in any kind of accident or incident at the clinical site, the operating room supervisor should be notified immediately as well as the supervising clinical specialist. Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the program director to be placed in the student's file.

A Minnesota West Allied Health policy exists concerning contact with bodily fluids. This policy will be reviewed in detail during orientation to the program. Students are expected to know and follow these policies and procedures in the clinical areas.

If a student is injured, he/she may be treated by his/her own private physician or in the hospital emergency room. The student is responsible for seeking treatment.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care.

The following are examples which may serve as guidelines for the student's understanding of unsafe clinical practices. These examples are not inclusive:

PHYSICAL SAFETY: Unsafe behavior: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

BIOLOGICAL SAFETY: Unsafe behavior: fail to recognize error in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

EMOTIONAL SAFETY: Unsafe behavior: threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be considered unsafe practice or to reflect negatively upon the Surgical Technology program or Minnesota West.

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitutes violation of legal or ethical standards.

Violations of these standards are considered to be of utmost importance. At the clinical instructor's discretion, the student may be removed from the clinical site immediately. Such a violation WILL result in the student being placed on probation and may result in program termination.

PROBATION DEFINED

Probation is a trial period in which the student must improve or be terminated from the program. A student may be placed on probation in the Surgical Technology program by the Program Director and/or Evaluation Committee for any of the following reasons:

- Academic failure
- Unsatisfactory performance in the clinical setting
- Unsafe or unprofessional practice
- Inability to maintain physical or mental health necessary to function in the program
- Lack of attendance

Probation Procedure:

Probation may begin only following a conference with a student. Members present may include the clinical instructor, program director, Minnesota West non-surgical technology faculty, and or Dean of Allied Health. Minnesota West's probation status forms will be filled out and signed by the parties attending the conference.

READMISSION POLICY

All requests for re-entry must be submitted in writing to the program director. For re-entry into the program, a letter must be submitted by April 1st, preceding the academic year in which re-admission is requested. Requests will be accepted following the withdrawal.

Readmission is limited to one time. Approval for readmission to semesters 3 or 4 of the clinical sequence requires prior passage of a Clinical Readiness Exam. Readmission to the program is based on several factors:

1. Review of student files by the Program Director and/or Evaluation Committee

2. Recommendation by the Program Director/faculty
3. Academic status of the student requesting readmission
4. Proper and timely completion of all Minnesota West requirements
5. Space available at clinical sites

Readmission for re-entering students will be filled in the following sequence:

- Former Minnesota West students who withdrew in good standing and
- Successful challenge by students from another CAAHEP accredited surgical technology program who withdrew in good standing.

Any readmission will be at the discretion of the Program Director in consultation with the Evaluation Committee and the Dean of Allied Health.