



Washtenaw
Community College

SURGICAL TECHNOLOGY

STUDENT HANDBOOK 2025-2026

Important Notice: The guidelines, regulations, and policies outlined in this handbook are based on current conditions and may be updated as necessary. The institution reserves the right to revise this handbook in response to unforeseen circumstances. Students will be promptly informed of any updates to this manual, both in writing and verbally.

Table of Contents

Washtenaw Community College	7
Institutional Accreditation	7
Programmatic Accreditation.....	7
Welcome.....	7
The Profession of Surgical Technology	7
Staff Organization	8
General Information	9
Nondiscrimination Policy	9
The Student Right to Know and Campus Security Act of 1990.....	9
Family Educational Rights and Privacy Act (FERPA)	9
Public Safety Department.....	10
Emergency Warnings and Notification of College Closing.....	10
Drug and Alcohol Policy.....	10
Student Resource Center	11
College Financial Aid	11
Student Advising/Counseling and Faculty Advisors	11
Health Science Division Advisors	11
Personal Counseling	11
Learning Support Services	12
Student, Staff, and Faculty Responsibilities	12
Technical Standards Statement.....	12
Tutoring.....	13
Program Goals.....	13
Program Outcomes	13
Clinical Education Goal Statement	13
Statement of Professional Behavior.....	14
Professional Behaviors.....	14
Code of Ethics	15
Academic Calendar	16
Semesters.....	16
College Holidays/Breaks	16
Course Schedule	17
SUR Program Student Orientation	17
Semesters.....	17
Washtenaw Community College Student Expectations	18

Background Checks	18
Health Certification Forms	18
Immunization Policy	19
Immunization Procedure	19
CPR Certification	20
Clinical Assignments	20
Travel Requirements	21
Student Health Insurance	21
Student Liability Insurance	21
Health Insurance Portability and Accountability Act	21
Drug-Free Facilities	21
WCC Alcohol Policy.....	22
Degree Awarded	22
Certification Requirements	22
The Surgical Technology Advisory Board.....	22
Professional Organizations	22
Technology Needs	23
Audiovisual Use	23
Electronic Requirements	23
Student Email.....	24
Social Media	24
Electronic Devices and Phone Use.....	26
Policy Prohibiting Recording.....	26
Internet Use Policy.....	26
Program Curriculum	27
Attendance	27
Medical Issues	28
Medical Leave of Absence.....	28
Pregnancy Leave.....	29
Military Leave.....	29
Assignments	29
Examinations, Practical Exams, and Competency	30
Skill Competency/Check-Offs.....	30
Graduation Requirements	31
Withdrawing from the Surgical Technology Program	31
Refund Exception.....	32
Dismissal from the Program	32
Grievance Procedure.....	32
Academic Integrity	33

Student Privacy and Confidentiality.....	34
Disciplinary Action.....	35
Right to Due Process.....	35
Program Dismissal Appeal Process.....	36
Lab Safety and Expectations.....	37
Dress Code.....	37
Personal Hygiene.....	38
Open Lab.....	39
Guests.....	39
Infection Control, Personal Protective Equipment, and Universal Precautions.....	39
Clinical Education Policies and Procedures.....	40
Success In Clinical Education.....	40
Clinical Contracts.....	41
Clinical Education Placement.....	41
Clinical Attendance.....	42
Clinical Rotation Policy Statement.....	42
Interpretive Statement.....	43
Procedure for Make-up of Missed Clinical Hours.....	43
Tardy Policy.....	43
Pre-Excused Absence.....	43
Holidays and other Non-Class Days.....	43
Inclement Weather.....	44
Incident Occurrence during Clinical Education Experience.....	44
Clinical Rotation.....	44
Clinical Assignment.....	44
Professional Behavior.....	44
Student Responsibility for Clinical Belongings.....	46
Clinical Safety.....	46
Assignments During Clinical Education Experiences.....	47
Graduation/Completion Requirements.....	47
Faculty/Student Communication.....	47
Professional Ethics and Confidentiality.....	48
Learning Domains.....	48
Physical Safety.....	48
Biological Safety.....	48
Emotional Safety.....	49

Disclaimers	49
Unprofessional Practice	49
Progressive Discipline Procedure	49
Retention, Progression, Dismissal Policy	51
Dismissal.....	51
Readmission	51
Program Cost Breakdown.....	51
Appendix A: Student Confidentiality Agreement.....	53
Appendix B: Surgical Technology Program Statement of Acceptance.....	54
Appendix C: Mandatory.....	55
Appendix D: Skill Evaluation	56
Appendix E: Technical Standards	65

Washtenaw Community College

The purpose of the Washtenaw Community College (WCC) Physical Therapist Assistant Student Handbook is to provide students with important information that is specific to the Surgical Technologist (SUR) Program. This handbook is a supplement to the WCC College Catalog and WCC College Student Handbook. The Surgical Technology program follows all of WCC Board of Trustees policies. <https://www.wccnet.edu/about/policies/>

Please read this manual carefully. There is a Student Manual Verification “assignment” on the SUR Orientation Canvas site that you **must complete before the first day of class starting the program**. This “assignment” is an acknowledgment that you have received the manual and understand the content within.

The Surgical Technology faculty reserves the right to change any policies and procedures as necessary. Written notification to currently enrolled students will be provided for any changes.

Institutional Accreditation

Washtenaw Community College is accredited by The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Phone: 800-621-7440
www.hlcommission.org
[Verification of WCC Accreditation](#)

Programmatic Accreditation

The Surgical Technology Program at Washtenaw Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th St. N. #7709
Seminole, FL 33775
Phone: 727-210-2350
Email: mail@caahep.org
Website: www.caahep.org

Welcome

Welcome to the Surgical Technology Program! Throughout your time here, you'll receive comprehensive training to build a strong foundation as a Surgical Technologist, grounded in current scientific evidence. Upon successfully completing the program, you'll be well-equipped to enhance the health and wellness of your patients under a surgeon's supervision. Our faculty is excited to support you over the next two years and beyond. We encourage you to actively engage in your education and welcome your feedback throughout the learning process.

The Profession of Surgical Technology

Surgical Technologists are experts in maintaining sterility and possess the knowledge and skills to assist surgeons and patients during surgical procedures. They play a crucial role in saving lives

and healing those who are injured. Working as part of a team alongside the Surgeon, Circulating Nurse, and Anesthesia Providers, Surgical Technologists contribute to delivering the highest level of care to every surgical patient. Effective teamwork is built on mutual trust, respect, and open communication. With faculty support, students are expected to develop and strengthen these qualities throughout the curriculum, helping each other learn. These attributes should also be demonstrated in interactions with faculty and during clinical education experiences.

Staff Organization

President:	Rose Bellanca, BS, MS, Ph.D.
Executive Vice President of Instruction & Chief Workforce Development Officer:	Brandon Tucker, Ph.D.
Executive VP of Stud. & Acad. Svcs:	Linda Blakey, MS, MA
Dean of Health Sciences:	Shari Lambert, DNP, RN
Department Chairperson:	Kristina Sprague, CDA, RDA, BS
Program Director, Clinical Coordinator, and Full-Time Faculty:	Kathryn Sandusky, MHA, CST, CRCST Office: TI 122 E Telephone: 734-973-3743 Email: kswalker1@wccnet.edu
Full-Time Faculty:	Keith Pellerito, BAS, CST, CRCST Office: TI 122 Telephone: 734-477-5686 Email: kpellerito@wccnet.edu

WASHTENAW COMMUNITY COLLEGE

General Information

Nondiscrimination Policy

Washtenaw Community College does not discriminate based on religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, or any other protected status as provided for and to the extent required by federal and state statutes, nor does the college discriminate based on sexual orientation, gender identity or gender expression. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. [Notice of Nondiscrimination Statement](#). [View information on pregnant student rights](#).

Inquiries or complaints by students or employees regarding the College's nondiscrimination policies may be addressed to:

Linda Blakey, VP of Student & Academic Services & Title IX

Coordinator Room No: SC 247

Phone: 734-973-3536

Email: lblakey@wccnet.edu

The Student Right to Know and Campus Security Act of 1990

The Student Right to Know and The Campus Awareness & Security Act of 1990 requires institutions to disclose information about graduation rates, crime statistics, and security information to current and prospective students. WCC is in full compliance and provides information annually through various means, including college publications, wccnet.edu, or email. [WCC Student Right To Know Policy](#). Inquiries concerning the Student Right to Know and Campus Security Act should be directed to: deanofstudents@wccnet.edu

Glenn Richards

Room No: SC 275

Phone: 734-973-3480

Email: grrichards@wccnet.edu

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the privacy of student educational records, access to those records, and disclosure of information from them. WCC is committed to making sure that student rights under FERPA are protected. Questions concerning FERPA should be referred to Enrollment Services located in the Student Center Building, 2nd floor, room 203. [WCC FERPA Policy](#).

Public Safety Department

The Public Safety Department is the campus authority responsible for ensuring the safety and security of the College community, buildings, and property. Its officers enforce campus safety and security regulations, including parking regulations. In case of emergency, Campus Resource Officers are responsible for implementing emergency procedures at Washtenaw Community College in coordination with local law enforcement agencies as needed. Copies of the emergency procedures and equipment are available on the College's webpage at [Emergency Procedures and Equipment](#).

The Office of Public Safety is located on the second floor of the Campus Parking Structure on the northeast side facing the Occupational Education (OE) Building. The office is staffed 24 hours a day, 365 days a year. Public Safety officers are on campus during evening classes and may be available to escort students to cars at the end of evening classes. Students requiring an escort should contact the Office of Public Safety using available emergency and house phones. Students may call the Office of Public Safety at 734-973-3411 (or 3411 from a College house phone) to report any suspicious activity or safety concern.

Emergency Warnings and Notification of College Closing

Bad weather, utility outages, or other circumstances may cause WCC to cancel classes or delay the start of classes. WCC has implemented an emergency notification service that sends messages via email, text message, phone call, or TTY/TDD device for the hearing impaired. To sign up for the WCC Alert Service log in to MyWCC and choose "[WCC Alert – Emergency Notification System](#)."

You also can learn if WCC is closed by checking the WCC homepage at wccnet.edu. Local radio and television stations will also provide information.

NOTE: Please see the Clinical Education section for the procedure of WCC closing while students are out in the community in their clinical education experiences.

Drug and Alcohol Policy

Except for certain circumstances, Washtenaw Community College does not permit the possession, consumption, use, or sale of alcoholic beverages in any form on campus. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on Campus property is strictly prohibited. Refer to the Student Handbook and Staff Manual for the full policy regarding the use of drugs and alcohol on campus. These policies detail disciplinary actions that may be taken by Washtenaw Community College against violators of this policy. The Board of Trustees website contains the official [Drug-Free Workplace policy](#) as well as the [Alcoholic Beverages on College Property, Use, and Possession policy](#).

Scholarships, Grants, and Financial Aid

Scholarships, grants, and other forms of financial assistance are available to aid students in completing the Physical Therapist Assistant Program. A student may obtain information

regarding scholarships, grants, and financial aid from the following areas:

Student Resource Center

Room No: SC 206

Phone: 734-677-5105

College Financial Aid

Financial Aid Office, 2nd floor of Student Center Building

Financial aid opportunities may exist through the Washtenaw Community College's Honor Society, Phi Theta Kappa, and WCC Foundation scholarships.

Student Advising/Counseling and Faculty Advisors

All full-time faculty are available for advice and counsel to the students. Based on students' needs and requests, faculty advisors monitor academic achievement and provide guidance and assistance

in meeting academic requirements, serve as mentors to students, assist students with study and coping skills, and write letters of recommendation.

Policy: Members of the SUR Faculty will meet at least once a semester with each student to review a student's overall status in the Program. Students are strongly encouraged to seek advisement from their instructors as soon as they recognize the need for assistance.

Procedures:

1. The Program Director will assign students to the SUR Program Faculty for Advising.
2. The Program Director will notify the students of who their faculty advisor is.
3. The faculty will notify their advisees of possible meeting times.

Health Science Division Advisors

The Health Science Division has 3 academic advisors available to advise students enrolled in the health sciences programs:

Michael Brown mbrown102@wccnet.edu

Whitney Lee whlee@wccnet.edu

Brittany Tripp brtripp@wccnet.edu

Personal Counseling

Licensed professional counselors are available to assist students with their academic, career, and personal needs Monday through Friday by appointment. To make an appointment call 734-677-5223.

Learning Support Services

Whenever possible equal access for individuals with disabilities will be achieved by implementing principles of Universal Design. When barriers still exist, you may request reasonable accommodations as a means of securing equal access.

<https://www.wccnet.edu/succeed/#4>

Student, Staff, and Faculty Responsibilities

<https://www.wccnet.edu/succeed/disability/accommodations/guidelines.php>

The applicable health program faculty will work with Learning Support Services and any necessary stakeholders to determine reasonable accommodations for lecture classrooms, laboratories, and clinical placement sites. An offer of admission may be withdrawn, or a student may be dismissed from the program *at any point* if the student cannot articulate or demonstrate how a standard will be met, even with reasonable accommodation.

Clinical placements used by WCC health programs make an independent determination of reasonable accommodations specific to that site. WCC will make a good-faith effort to assist you in requesting clinical site accommodations. The college cannot guarantee a placement site will be able to accommodate you reasonably. This may mean you could fall out of sequence with your clinical placement schedule and/or affect the completion of your program due to a lack of progress.

Please see this webpage for more information on documentation requirements:

<https://www.wccnet.edu/succeed/disability/accommodations/verification.php>

Technical Standards Statement

(See Appendix E)

Policy: Students will be required to participate in lectures, lab, and clinical situations that require certain physical and cognitive abilities. Students must complete and sign the Student Technical Standards Form before starting the program and may be required to sign it at the beginning of each semester and/or clinical experience. Students are expected to notify program faculty if for any reason they are unable to perform the described activities.

Procedures:

1. The Program Director will review the Technical Standards Statement Form with the students at Student Orientation.
2. All students will receive access to this form after the first orientation.
3. The Technical Standards Statement Form will be kept in the student's account on Viewpoint Screening.
4. A student may not participate in class or lab sessions until this statement is on file.
5. Students may be required to sign the Technical Standards at the beginning of each semester, before clinical education experiences, and/or after missing classes due to any medical condition and/or hospitalization.

Direct any questions or concerns regarding this form or student participation to the Program Director.

Tutoring

Tutoring is provided for all students enrolled in credit classes. Tutoring is a free service provided one-to-one on a drop-in basis. Group tutoring or Supplemental Instruction Groups may be arranged.

Tutoring hours may vary. Please call 734-973-3420 or email LCLab@wccnet.edu

Policy: The Surgical Technology Program faculty are committed to student success. Students are encouraged to utilize the instructor's office hours. It is the student's responsibility to take advantage of the many resources available on campus, including the Library, the Writing Center, the Academic Skills Center, and the Learning Support Services (LSS).

Program Goals

The goal of the Surgical Technology program at Washtenaw Community College is to prepare competent entry-level Surgical Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Further, the Surgical Technology Department will allow students to develop the knowledge and skills necessary for employment as a Surgical Technologist and become contributing members of the Allied Health Profession.

Program Outcomes

Upon completion, the Surgical Technology graduate will be able to:

1. Utilize the principles of surgical asepsis and sterile technique during surgical case management without contamination.
2. Demonstrate perioperative case management as required for each surgical procedure.
3. Anticipate and pass instrumentation and equipment in the standard sequence and order required by the surgical procedure and surgeon.
4. Communicate clearly with the entire surgical team regarding all aspects of each surgical procedure.
5. Advocate for the patient by following HIPAA guidelines on confidentiality and promoting patient safety before, during, and immediately after the surgical procedure.
6. Prioritize and coordinate all aspects of each surgical procedure using critical thinking and problem-solving skills.
7. Recognize safety hazards to self and others within the Operating Room as well as in the handling and passing of surgical equipment and avoid such injuries by using standard precautions.

Clinical Education Goal Statement

It is the goal of the clinical education portion of the Surgical Technology program (CST) curriculum that students will be placed in facilities that will provide diverse and comprehensive experiences based on clinical course requirements, that will develop and foster those skills

required of an entry-level Surgical Technologist. Students will have the opportunity to work in Operating Rooms, and if deemed appropriate, in certain special areas of interest.

Statement of Professional Behavior

Policy: Professional Behavior is vital to the success of each student surgical technologist. The CST Program at Washtenaw Community College, and the Surgical profession. Throughout the curriculum, professional behaviors are used to guide the professional development of students. The professional development of the student is reviewed individually throughout the professional curriculum. If a student demonstrates behavior inconsistent with the ten Professional Behaviors (see below), the AST Standards of Ethical Conduct, or state law ([MI Administrative Rules](#)), the following response will occur:

Procedures:

1. The instructor will meet with and discuss the specific behavior with the student.
2. The instructor will write down the specific behavior demonstrated by the student and the professional behavior expected of the student.
3. The instructor will document the meeting with the student and the actions to be taken by the instructor and/or student to correct the behavior.
4. If the behavior continues after the initial meeting,
 - a. The instructor will request a meeting with the Program Director and the student.
 - b. With the Program Director's approval, a remediation plan will be established.
5. If the student fails to demonstrate appropriate professional behaviors following the implementation of the remediation plan, the Program Director may elect to dismiss the student from the Program.
6. The Program Director will provide a letter to the student outlining the reason for their dismissal.

Note: At any time if the Program Director believes that a student's behavior is harmful to others, is a violation of state law, or AST Standards of Ethical Conduct for the Surgical Technologist, the Program Director may decide that the best course of action is to dismiss the student from the Program. The Program Director must outline the cause and situation surrounding the dismissal in writing. The program faculty will review the situation, and recommend a course of action.

The student will be notified of their violations of the WCC Student Rights, Responsibilities, and Conduct Code ([Policy](#)) by either the program faculty or appointed College staff (depending on the nature and severity of the situation). The student will have the opportunity to respond to any allegations.

Professional Behaviors

(Adapted from Professional Behaviors for the 21st Century [link](#)).

Professional behaviors are the behaviors required for success in surgical technology careers.

1. Critical Thinking
 - a. The ability to question logically; identify, generate, and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information. The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision-making process.
2. Communication
 - a. The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.
3. Problem-Solving
 - a. The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
4. Interpersonal Skills
 - a. The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner.
5. Responsibility
 - a. The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community, and social responsibilities.
6. Professionalism
 - a. The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Surgical Technology profession.
7. Use of Constructive Feedback
 - a. The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.
8. Effective Use of Time and Resources
 - a. The ability to manage time and resources effectively to obtain the maximum possible benefit.
9. Stress Management
 - a. The ability to identify sources of stress and to develop and implement effective coping behaviors; applies to interactions for self, patients/clients and their families, members of the health care team, and in work/life scenarios.
10. Commitment to Learning
 - a. The ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

Code of Ethics

Policy: Ethical Behavior is vital to the success of each student surgical technologist, the SUR Program at Washtenaw Community College, and the Surgical Technology profession. Throughout the curriculum, ethical behaviors are used to guide the professional development

of students. The professional development of the student is reviewed individually throughout the professional curriculum. If a student demonstrates behavior inconsistent with the AST Standards of Ethical Conduct, the following response will occur:

Procedures:

1. The instructor will meet with and discuss the specific behavior with the student.
2. The instructor will write down the specific behavior demonstrated by the student and the ethical behavior expected of the student.
3. The instructor will document the meeting with the student and the actions to be taken by the instructor and/or student to correct the behavior.
4. If the behavior continues after the initial meeting,
 - a. The instructor will request a meeting with the Program Director and the student.
 - b. With the Program Director's approval, a remediation plan will be established.
5. If the student fails to demonstrate appropriate professional behaviors following the implementation of the remediation plan, the Program Director may elect to dismiss the student from the Program.
6. The Program Director will provide a letter to the student outlining the reason for their dismissal.

Note: At any time if the Program Director believes that a student's behavior is harmful to others, is a violation of state law, or AST Standards of Ethical Conduct, the Program Director may decide that the best course of action is to dismiss the student from the Program. The Program Director must outline the cause and situation surrounding the dismissal in writing. The program faculty will review the situation, and recommend a course of action.

The student will be notified of their violations of the WCC Student Rights, Responsibilities, and Conduct Code ([Policy](#)) by either the program faculty or appointed College staff (depending on the nature and severity of the situation). The student will have the opportunity to respond to any allegations.

Academic Calendar

The Surgical Technology program follows the academic calendar established for the College. The academic calendar is published on the College's web page under [Academic Dates](#).

Semesters

The College has three semesters: Fall, Winter, and Spring/Summer. Students are admitted to the Surgical Technology program in the Fall semester and must complete coursework established in the curriculum (see curriculum section). The SUR program has coursework in the Fall and Winter semesters of both years.

College Holidays/Breaks

The Surgical Technology program follows the academic calendar established for the College for its breaks and holidays. The academic calendar is published on the College's web page under [Academic Dates](#).

Course Schedule

Each semester the schedule for the Surgical Technology (SUR) courses is listed in the Credit Class Schedule posted on the College's web page at [Class Schedule](#).

SUR Program Student Orientation

Policy: All students admitted to the Surgical Technology program must participate in the Student Orientation Session before starting the first fall semester of the program.

Procedures:

1. The Program Director is responsible for setting the Program Student Orientation dates, times, and locations.
2. The orientation dates and times will be coordinated with classroom space availability or virtually through Zoom.
3. The Program Director will receive the names of those students admitted to the Surgical Technology program for that year from the Director of Enrollment Services.
4. The Health Admissions Office will contact those admitted students through a letter stating the date, time, location, and general overview of the mandatory orientation sessions.
5. The Surgical Technology Program Director will ensure that the Program Orientation information is available for each student.
6. The Program Director will establish the orientation outline, including speakers, as appropriate.
7. The Program Director will take attendance at the orientation sessions.
8. Students will be provided required forms along with instructions for submission.
 - a. Technical Standards Statement, Informed Consent, Audiovisual Consent, and Informational Release.
 - b. Report of Medical History Form and the Two-Step TB Test Form
9. Students will be given information on the student screening platform, Viewpoint Screening, to manage their accounts. This platform will perform a criminal background check and manage all required medical health information including immunizations, CPR certification, and medical insurance.
10. Any scanned or electronic student files will be protected and uploaded to viewpoint screening by the student. No paper student files will be kept.
11. Students will be given information concerning the estimated costs of the program. The Program Director will be responsible for updating the information annually.
12. Other instructors associated with the program will be invited to attend the Orientation session.

Semesters

The College has three semesters: Fall, Winter, and Spring/Summer. Students are admitted to the Surgical Technology program in the Fall semester and must complete coursework established in the curriculum (see curriculum section). The program has coursework in the

Fall and Winter semesters of both years.

Washtenaw Community College Student Expectations

Background Checks

All students entering the Surgical Technology Program will authorize the designated agency to perform a criminal background check as part of the WCC Admission process and requirements. The criminal background check will be conducted by the designated external agency and must be completed by the date given at orientation.

- If the student receives a “positive” from the criminal background check, the student’s admission will not be processed until the student has “cleared” the background check.
- It is the student’s responsibility to follow-up on the address any discrepancies. Acceptance into and graduation from the Surgical Technology Program does not guarantee that the National Board will grant Certification.

Misdemeanor or Felony: A student who is charged with a misdemeanor or felony while enrolled as a Surgical Technology student is obligated to report this event to the Program Director immediately.

Students may be subject to a drug screen at the discretion of their clinical site. If the clinical site finds a student’s drug screen to be unsatisfactory, the student may be dismissed from the program.

Note: The Surgical Technology Program at WCC does not guarantee that the criminal background check conducted by the college-approved third-party vendor will ensure clinical placement, employment, or the granting of certification in any particular state. Failure to receive an acceptable drug test, background check, or fingerprinting at any time may result in dismissal from the program. Students are requested to discuss their situation, related to these issues, as appropriate with the Program Director.

Health Certification Forms

Policy: All students in the Surgical Technology Program are required to complete, with physician signatures, the health certification forms. These forms must be completed before the deadline set by the Program Director or ensure clinical placement can be met. These forms include a Health Examination performed by a physician or Nurse Practitioner; TB screening, Immunization Verification, Hepatitis (Hep) B, a general Report of Medical History, and a Technical Standards Statement.

Procedures:

- Students will receive access to forms and instructions at the first required program orientation.

Immunization Policy

Students must meet immunization requirements determined by the clinical facilities. There will be NO EXCEPTIONS to this rule as it is a mandatory requirement for clinical placement.

- If you already work in a clinical setting, go to Employee Health for your immunization records and provide for program requirements.

Immunization Procedure

Students are required to have immunization records up to date and uploaded to Viewpoint Screening. Some vaccines are series vaccines and the process must be started early for the student to be eligible for clinical rotations. The student may upload: a completed vaccination series, and a titers report indicating immunity, or if they currently work in healthcare, they can retrieve their immunization record from occupational health. The documents must be uploaded directly, do NOT submit to an instructor.

Immunization Requirements

Health requirements are mandated by the agencies where students have clinical practice to comply with current State and Federal Public Health regulations and are subject to change. WCC shall ensure that each student assigned to a clinical rotation complies with the rules, policies, procedures, and requirements of the clinical facility.

Students are required to submit current immunization information into Viewpoint Screening to fulfill the requirements of the program and clinical sites. It is important to submit this information as they are the pre-requisite requirement for clinical education experiences in the curriculum. Michigan Medicine and Trinity Health clinical sites have the most requirements and therefore serve as our standard for the program. These requirements include:

- Tuberculosis testing
 - Two-Step Skin Test: 5Tu/0.1 ml administered intradermally with the two steps test administered one to three weeks apart - this must be completed within the previous 6 months to placement at a clinical site
 - If the skin test is positive a chest x-ray must also be completed and submitted. This chest x-ray must be within the past six months. If the chest x-ray is negative, the student must submit the positive skin test, the negative chest x-ray, and a physician's note stating the student has no signs or symptoms of TB. If the student had prophylactic treatment, documentation of that treatment must be submitted as well.
- OR
 - If the student already has had a history of a positive skin test, a skin test will not be needed. However, a chest x-ray must be submitted. Please see the information above regarding a negative or positive chest x-ray.
 - Some insurances will cover a Quantiferon Gold blood test to check for TB or a Tspot as well. Both are blood draws to check for TB and must be done within 3 months of going out to clinical.
- Measles (Rubeola), Mumps, and Rubella (MMR)

- Either documentation of two vaccinations or a positive antibody titer for all three components
- Varicella Zoster
 - Either documentation of two vaccinations or a positive antibody titer
- Tetanus, Diphtheria, and Pertussis (Tdap)
 - Either documentation of a Tdap vaccination within the past ten years or a Tdap vaccination administered in your lifetime plus a Td booster within every ten years of the original Tdap
- Hepatitis B
 - Documentation of the three-dose series
 - If the student is in the process of receiving the series, documentation must be provided of the timeline of the doses

AND

- Documentation of immunity with a titer
 - If the student is in the process of receiving the series of vaccines, the student must provide evidence of immunity with a titer after the specified timeframe from the last vaccine
- Influenza
 - Documentation of vaccination is required annually by October 1 of each year
- Covid-19

Documentation of two vaccinations or Janssen may need to be provided. This depends on the facility requirement for clinical.

NOTE: Students unable or unwilling to have the appropriate lab testing and/or immunizations required, will limit them from completing their clinical, laboratory, and/or rotation requirements and thus the ability to complete the program. Given the clinical site requirements, the Surgical Technology program cannot guarantee your ability to participate in the clinical education portion of the program. Please discuss any concerns with the WCC Surgical Technology faculty and the Dean of Students.

CPR Certification

Students are required to submit current CPR certification information into Viewpoint Screening to fulfill the requirements of the clinical sites. The clinical sites **only** accept Basic Life Support (BLS) for Healthcare Professionals through the American Heart Association.

Clinical Assignments

Students will be assigned to their clinical site based on several factors which are determined after careful consideration. Students may not attempt to alter or switch their clinical rotations or shifts without meeting with the Clinical Coordinator and Program Director. Any independent dealings directly with the clinical site could result in the loss of that clinical site and/or removal from the program.

Travel Requirements

Students are expected to attend assigned surgical rotations in various clinical facilities throughout the region. Students may have to travel up to more than 60 miles from the campus of Washtenaw Community College to reach their assigned clinical site. Students must provide their transportation to the facility providing the opportunity for the student to complete their clinical rotation. Washtenaw Community College and the Surgical Technology Department are not liable for any accidents during your travels for clinical rotation. Please allow yourself proper travel time to and from clinical sites, particularly in inclement weather and heavy traffic times.

Student Health Insurance

Policy: Students must have health insurance. Students are required to maintain their health insurance policy at all times while they are enrolled in the Surgical Technology program. Students are solely responsible for their medical bills while enrolled in the program. No student will be permitted to report to their assigned clinical site without proper health coverage. Documentation with a medical insurance card with the student's name or a Verification of Coverage Letter from the insurance provider is a requirement of the program. The college and affiliated health care facilities will not provide coverage for accidents or illnesses, and students will bear sole financial responsibility for any costs associated with medical treatment or emergency care.

Student Liability Insurance

Washtenaw Community College will provide incidental malpractice insurance protection for students and program faculty when on assignment in clinical affiliates. The malpractice insurance will cover the student only on approved clinical assignments and when being supervised by a clinical instructor. Students who participate in unapproved clinical activities are not covered by this policy and may be subject to disciplinary action.

Health Insurance Portability and Accountability Act

HIPAA of 1996: Students will abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104191. HIPAA protects the privacy and identification of clients in a healthcare organization.

Drug-Free Facilities

Policy: Washtenaw Community College and its affiliated clinical education sites are drug-free facilities. Students and faculty are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, amphetamine, barbiturate, marijuana, alcohol, or any controlled substance while on campus or at a clinical education site.

Federal laws criminalizing the manufacture, sale, and use of marijuana remain in place, as do federal regulations that require institutions of higher education to maintain drug-free campuses to qualify to receive federal financial aid. As an agency that accepts federal funding, the College must also comply with the federal Drug-Free Workplace law ([Policy](#)). This law, which supersedes state statutes, still considers marijuana a banned substance. Accordingly,

marijuana will continue to be prohibited on all College property and clinical affiliates at all times.

WCC Alcohol Policy

Students may be subject to a drug screen at the discretion of their clinical site. If the clinical site finds a student's drug screen to not meet their standards, the student may be dismissed from the program. Drug screens detect both prescription and recreational drugs. If you are taking a prescription medication, please have current prescriptions for that medication and make sure you are taking the prescribed dose. Your drug screen and your prescriptions will be assessed for compliance.

Degree Awarded

Upon completion of all required program general education and surgical technology program courses (didactic and clinical), the student will be awarded an Associate Degree in Applied Science.

Certification Requirements

In Michigan, graduates of an accredited surgical technology program are eligible for the National Certification (CST) exam through NBSTSA. Upon passing the exam, applicants are awarded the CST certification.

The Surgical Technology Advisory Board

The Advisory Board reviews, advises, and recommends ways for the Surgical Technology Program to best meet the needs of students, employers, and the community. The WCC Surgical Technology Program Advisory Board consists of members of the affiliate clinical sites. The program director and the Clinical Educators also serve on the Advisory Board. Part-time faculty may serve on the Advisory Board. The Advisory Board makes recommendations concerning all aspects of the program, including, but not limited to, the curriculum (didactic and clinical), program mission statement and goals, annual program assessment plan and report, program laboratory facilities and equipment, and staffing. The Surgical Technology Program Advisory Board meets twice annually.

Professional Organizations

Policy: The Association of Surgical Technologists (AST) is the professional body that represents all CSTs and CSAs. This is important in terms of regulatory, professional, and reimbursement issues. It is an invaluable source of information. As a member of the AST, you, as a healthcare professional, can influence your profession. Membership with AST is required and is strongly recommended to be kept in good standing.

Student memberships are available which allow participation in Chapter, State, and National activities as well as access to the many resources offered by the AST. Surgical Technology students are strongly encouraged to join and participate in AST professional activities and memberships.

Technology Needs

A computer with a webcam (or a separate webcam), microphone, and speakers. You also must have a way to record yourself for assignments. A smartphone is a great way to record, otherwise you need to have a device that can do this. Also, you must have reliable internet access. While we know issues with connection happen once in a while, experiencing problems with your internet routinely, will not allow you to be successful. All course materials will be available through the course Canvas site. MS Word is required for any document submission. The use of a mobile device (such as a smartphone or tablet) is not recommended when using Canvas regularly as you are not able to see the entire site and material may be missed.

Audiovisual Use

Policy: As students in the surgical technology program at Washtenaw Community College, there may be times when a class, lecture, lab, or demonstration/skills check/practical may be video recorded, audio recorded, or photographed for instructional purposes.

All students must sign the audiovisual release form upon entering the program either giving permission to be recorded or declining to be recorded while a student is in the program at Washtenaw Community College.

Electronic Requirements

1. Students are required to have access to a computer/laptop or tablet throughout the program.
2. Students must have access to the Internet/WI-FI to meet the program expectations. Personal/Interpersonal Knowledge and Skills: (soft skills)
 1. Always be respectful of your classmates/colleagues
 2. Bullying of any kind will NOT be tolerated.
 3. Professional communication is a must. Interacting with each other and clinical personnel is critical to the success of students in this program.
 4. Demonstrate ethical conduct in all program/clinical-related activities.
 5. Present an image appropriate for the profession of Surgical Technology in both appearance and behavior.
 6. Communicate clearly when speaking and writing. Emails are to include a greeting using the person's title, a subject line, and an appropriate closing.
 7. Demonstrate a respectful attitude when interacting with diverse patient populations and co-workers alike.
 8. Apply self-management skills, including time management, stress management, and adapting to changes in the environment or task.
 9. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
 10. Apply critical thinking skills, creativity, and innovation to solve problems.
 11. Demonstrate knowledge of healthcare occupations and the healthcare delivery system as presented in class and operating room.

12. Demonstrate knowledge of disease prevention concepts, such as environmental factors that impact the quality of healthcare provided to patients.
13. Demonstrate knowledge and skills in areas of science relevant to the Surgical Technology role, including anatomy/physiology and pharmacology.
14. Perform mathematical calculations essential to the duties of Surgical Technology as it relates to your role.
15. Demonstrate knowledge of the protocol, preparation, and process for sterile and non-sterile environments, instrumentation, and supplies.
16. Demonstrate commitment to excellence in the Surgical Technology profession via certification and continuing education and training.
17. Maintain the sterile field and aseptic technique at all times in the clinical setting.

Student Email

All students are required to use their WCC student email account. Students are responsible for information transmitted to them via their WCC student e-mail from the College and the Surgical Technology faculty. Information on WCC student email accounts can be found at [WCC Gateway for Students](#).

Students are expected to check their email daily and respond to faculty promptly. Emails to faculty are considered professional communication and must include the following:

- Course the email pertains to written in the subject line
- Specific assignment (if applicable)
- Name of the student
- Correct use of grammar and spelling
- Correct punctuation and capitalization

Social Media

Students are expected to maintain their level of professionalism when representing surgical technology, WCC, and/or their clinical rotation sites. This includes their digital persona. Trying to maintain dual personas is very difficult and may require the student to step back and view their digital imprint.

The following thoughts should be considered regarding your online image:

- Pause before posting
 - Posting is public
 - Assume permanence
 - Maintain professional and personal integrity
- Monitor privacy settings and changes to it
- Review everything
 - Check tone
 - Revealing photos/videos
- Do not “friend” or “like” patients, surgeons, or other hospital staff as a student

Sharing of any protected patient information, comments regarding patient care, or negative references to clinical sites will result in automatic dismissal from the program.

The WCC Surgical Technology Program reserves the right to take appropriate actions against dialogue by students who fail to observe our guidelines respecting the proper use of our social media sites as outlined below:

1. Students in the WCC Surgical Technology Program accept responsibility for the content they post on social media sites and will not impersonate, mislead, or purposely obscure the College, Our Program, or give their clinical education site's identity when using social media. Social media is about enhancing these entity's credibility and reputation. The Surgical Technology Program also expects participants in dialogue on social media sites to refrain from impersonating, misleading, or purposely obscuring their identities.
2. The WCC Surgical Technology Program protects its intellectual property and respects the intellectual property of others. Therefore, students will not intentionally use copyrighted material without permission or use others' company or business name, logo, or other trademark-protected materials in a manner that may mislead or confuse others concerning the College or clinical education site's brand or business affiliation. The WCC Surgical Technology Program will respond to clear and complete notices of alleged copyright or trademark infringement.
3. The WCC Surgical Technology Program recognizes the importance of maintaining the confidentiality of an individual's personal and medical data. Therefore, the program expects that students will not include, reference, or reveal such personal data in dialogue in their social media postings.
4. The WCC Surgical Technology Program accepts that there are differences and differing opinions about healthcare issues affecting the field of healthcare and therefore strives to maintain a courteous, polite, and professional dialogue about these issues even when we might disagree with opinions expressed by others. The program expects that students in dialogue on social media sites also will accept differences and differing opinions by responding respectfully when they disagree or have a difference of opinion.
5. Students in the WCC Surgical Technology Program will not use social media to bully, intimidate, or threaten harm or violence to anyone, including threats directed at the program faculty or clinical education site staff.
6. Students in the WCC Surgical Technology Program will not use social media to defame the reputation of others, whether they be individuals, groups of individuals, organizations, or business entities.
7. Students in the WCC Surgical Technology Program will not publish or post profanity or obscene or pornographic communication on social media, whether in a user profile or background or in a response, comment, or message posting or response.
8. Students in the WCC Surgical Technology Program will properly use the technology/capabilities as an effective communications tool and will not engage in spam or other misuse of communications technologies/capabilities.

The WCC Surgical Technology Program does not tolerate social media dialogue that does not conform to reasonable standards of civility outlined above and will therefore take appropriate steps to ensure that students' social media posts conform to such behavioral standards. Such steps may include grade reduction or dismissal from the program.

Electronic Devices and Phone Use

Policy: Cell phones and electronic devices are expected to be turned on silent mode.

1. An instructor reserves the right to take a student's cell phone away from them for the duration of the class if it is distracting from the student's learning or their peers' learning.
2. During an exam, cell phones are to be turned off completely, and removed from the desktop.
3. Electronic device applications are not permitted for use during an exam unless permission is given by the instructor.
4. In case of emergency, the students may use departmental lab phones or may ask the department secretary for assistance.
5. Students must obtain permission from each instructor for each class before recording any lecture or lab. Audio or video recordings may not be posted or shared in any format without the written consent of the instructor, guest lecturer, or any student who is represented in the recording (see audiovisual consent form).
6. Cell phone use by students in clinical areas at the student's clinical site is prohibited. Cell phone use in an exam room or work area of the department could be seen as a HIPAA violation by your clinical site, and it is viewed by the Surgical Technology Program as a distraction from the student's primary responsibilities and therefore constitutes poor professional judgment and unsafe practice of the profession, both of which may be grounds for dismissal.
7. Clinical site phones may not be used for personal calls except for emergencies and only with prior approval from the clinical site supervisor.

Policy Prohibiting Recording

No student may record any classroom activity without express consent from your instructor. If you have (or think you may have) a disability such that you need to record classroom activities, you should contact Learning Support Services (LSS) to request an appropriate accommodation. Until the instructor has been provided a copy of the approved accommodation by LSS, recording is not permitted. Violation of this policy is considered a violation and will result in disciplinary action.

Internet Use Policy

Electronic devices are permitted in the class for note-taking and working on projects as appropriate. Personal e-mail and the Internet are not to be accessed during lectures and labs unless approved by the instructor and are prohibited at a clinical site.

Access to classroom computers in the classroom is limited to instructional use only.

Program Curriculum

The curriculum consists of coursework in two areas: general education courses for the Associate degree in Applied Science and courses for the Surgical Technology major. The general education courses meet WCC requirements for Writing, Speech, Mathematics, Natural Science, Social/Behavioral Science, and Arts/Humanities. WCC students must meet general education requirements in Critical Thinking. Critical Thinking requirements are addressed by taking courses in the six other general education areas.

The coursework in the Surgical Technology major is divided into technical and clinical courses and provides students with both knowledge and skills (technical courses), as well as opportunities to apply and refine those skills (clinical courses).

Three courses in the program must be taken before admission to the program. These are:

- ENG 111 Composition I
- HSC 101 Healthcare Terminology
- BIO 111 Anatomy and Physiology - Normal Structure and Function

If a student has an academic math level of less than 3, they must pass MTH 097 Introductory Algebra as a prerequisite for MTH 160. Students must complete all required courses with a grade of "C+" (76%) or higher to remain in and graduate from the Surgical Technology program.

The Surgical Technology program coursework has been sequenced in such a way as to introduce students to concepts, principles, and processes through didactic courses at the beginning of the program. Clinical courses have been added at such points where students are ready to practice skills in real-world settings. The sequence of courses is outlined on the WCC website for the Surgical Technology Program.

Attendance

Policy: Students are expected to attend all lectures and labs. Students are also expected to be punctual. Each instructor will determine the attendance policy and deductions for tardiness and absences for their course(s) and will include this information in the course syllabus.

See the following surgical technology program attendance definitions:

- *Late*: 1 minute after class has started
- *Unexcused Absence*: More than 10 minutes late to lecture or lab without prior notification to the instructor(s) OR absent without prior notification to the instructor(s)
- *Excused Absence*: More than 10 minutes late with notification to the instructor(s) before class/lab OR absent from class with notification to the instructor(s)

Procedures:

1. If a student is unable to attend class due to an emergency or illness, the student must notify the instructor(s) by phone and/or email before class.
2. If a student is absent two consecutive days due to a medical excuse, they must present

the instructor with a physician's note dated with the days of absences and the reason for the absences. This allows the student to keep their participation points.

3. If a student is unable to attend class due to an emergency/illness/death of an immediate family member, the student must notify the instructor(s) by phone and/or email before class.
4. Extended absences will be reviewed with the Program Director and the Instructor for that course (see Medical Issues and Medical Leave of Absence below).
5. Extended absences due to emergencies will be handled per Washtenaw Community College Policy on an individual basis.
6. Absences due to medical conditions related to pregnancy are addressed on the WCC Pregnant Student Rights web page ([Pregnant Student Rights](#)). Also, please see Pregnancy Leave below.
7. If a student is late or is determined to be an unexcused absence, they must submit an email to the instructor, explaining the cause, to document the infraction.
8. Please see the Clinical Education section for the policy on absences during a clinical education experience.

NOTE: Absences are not taken lightly. Punctuality and attendance are expected professional behaviors for the student in the classroom labs and the clinic. Consistent tardiness and absenteeism are subject to disciplinary action and could lead to dismissal from the program. It is the student's responsibility to obtain and complete all missed work, including assignments, and make any necessary arrangements with the instructor. Each instructor reserves the right to implement additional policies and procedures regarding the above.

Medical Issues

Please refer to the Attendance Policy regarding extended absences. It is the student's responsibility to inform the Program Faculty and their Instructor of any health-related issues that may interfere with the completion of any component of the course/Program activities or objectives. This also includes pre-existing conditions and changes in Abilities. The Instructor and/or Program Director may request written documentation from the student's physician. The Instructor and/or Program Faculty will discuss the issue with the student, and as appropriate, work with the student's physician regarding any restrictions.

Failure to notify program faculty of medical issues will interfere with a student's ability to complete the program.

Medical Leave of Absence

A student who experiences medical conditions or psychological conditions that significantly impair his or her ability to function successfully or safely as a student may request a leave of absence from the program. To return to the program, the student must provide documentation from a physician or appropriate healthcare provider that the condition that precipitated the leave of absence has been sufficiently addressed to the point where it will no longer adversely affect the student's safety and functioning. If the appropriate document is not provided, the

student will be denied readmission to the program.

Pregnancy Leave

A pregnant student enrolled in the Surgical Technology program has certain rights under Title IX which are outlined on the WCC website under [Pregnant Student Rights](#). In addition, the program must adhere to the stated policy as provided by each clinical affiliate. Pregnant students will make their own choice whether or not to declare pregnancy. A declared pregnant person is "a person who has voluntarily informed, in writing, the Program Director of the pregnancy and the estimated date of conception."

The declared pregnant student may elect to take an excused pregnancy leave from the program for one year and be readmitted the following year. The student will be given credit for all college work completed previous to the pregnancy leave.

Military Leave

A military leave of absence is granted to students whose military reserve obligations may necessitate a period of absence from the program when they are called to extended active duty. Students returning to the program from active duty will need to notify the program director and supply any pertinent military papers requested by the program director. The student will be given credit for all college work completed previous to the military leave.

At the discretion of the instructor, along with the Program Director, and following college policy, an "Incomplete" or "I" may be assigned. This will be assigned, if, due to extenuating circumstances, not all course requirements have been met. This grade is not allowed for excessive absences. When a grade of "I" is allowed, a deadline for the completion of course requirements must be established by the instructor and met, for the student to receive a passing grade.

NOTE: A student must have a passing grade (C+=76% at least) in **each component (lecture and lab)** of the class to pass the course and progress forward in the program.

Clinical Education classes (SUR 231 and SUR 241) will be graded on a Pass/No Pass grading system. Students must demonstrate competency per the course objectives to attain a passing grade for each clinical education course. These objectives are outlined in the course syllabus and clinical education manual. A student must attain a "P" in each of the clinical education courses to meet degree requirements.

If a student receives an "F" or an "NP" (No Pass) on any of their clinical education courses, the student will be dismissed from the program.

Assignments

Policy: All assignments are expected to be submitted on the due date. Individual instructors will provide specific policies regarding due date, submission format (Canvas, email, etc.), and

assignment format in the course syllabus. Any late assignment will be penalized per the instructor's syllabus. If a student has extenuating circumstances that prevent them from turning an assignment in by the due date, that student is responsible for contacting the instructor BEFORE the due date to decide on an alternate due date with the possibility of not receiving full credit/points.

Assignments submitted will not be considered late if they are submitted on or before the due date/time. The program faculty/instructors and office personnel are not responsible for any technical difficulty that delays the electronic submission of an assignment.

All assignments should be completed at college-level writing. Instructors reserve the right not to accept and/or deduct points for unacceptable work. Points may be deducted if an assignment contains spelling or grammatical errors. Assignments should be typed unless the instructor specifies otherwise. The inability to demonstrate appropriate written communication skills may result in remediation and potential dismissal from the Surgical Technology program. There is a Writing Center that offers free help to students for all assignments ([Writing Center](#)).

Assignments given by clinical instructors to students enrolled in clinical education courses are considered course assignments and must be completed.

Examinations, Practical Exams, and Competency

Policy: Students are expected to be on time and prepared for all examinations, practical exams, and competency check-offs. Students who begin the exam late will not be granted extra time. Students are responsible for all curriculum content during all practical exams. If a student is late for a lab quiz or exam, they will not be permitted to take the exam and will receive a "0" for that exam. Students will need to reschedule practical exams at the convenience of the instructor. Essential elements have been identified for each skill. Failure to perform an essential element will fail the skill check-off or lab practical.

Patient safety is of utmost importance. Failure to apply safe procedures and practice in any component of the competencies or practical exams will fail that competency/practical.

Adherence to the laboratory dress code and professional behaviors is expected during all competencies and lab practical exams. Failure to comply with these policies will result in point deductions and potential failure of competency/practical.

Skill Competency/Check-Offs

Policy: All students must successfully demonstrate competence for each required technical skill. All instructor check-offs must be completed.

Note: Due to the complexity of the skills check-offs, and the time required, they may "run over" their allotted time. Instructors will make every effort to keep the time on schedule. Hence, student cooperation and punctuality are expected.

A student must receive a passing grade of a “C+” or at least 76% in each exam. If a student fails to demonstrate competency in a particular section of a practical or check off, there are no retakes. Please see the procedures below. Students must pass each skill check off before being permitted to take the next scheduled class.

Continued Competency: Students will be expected to demonstrate skill competency multiple times throughout the program. If a student fails to demonstrate skill competency at any level. If the student does not demonstrate competency by the final of that particular class, the student will not pass the course. Students are expected to demonstrate continued competency in skills previously learned.

Failure to demonstrate competency will impact a student’s progression in the program and the student’s status will be evaluated on an individual basis.

NOTE: A student must have a passing grade (C+=76% at least) in each component (lecture and lab) of the class to pass the course and progress forward in the program.

Graduation Requirements

Policy: The Surgical Technology program is designed to be completed in five semesters once a student has entered the program. It is the student’s responsibility to check and monitor their academic records to be sure that they have completed all College and Program requirements for graduation (see [Degree Works](#)).

According to Washtenaw Community College policy, students must complete an Application for Graduation form before graduation ([Graduation Application](#)). This form must be submitted by the beginning of the fifth semester of the program.

Students are strongly encouraged to attend graduation.

Withdrawing from the Surgical Technology Program

Policy: It is recommended that a student meet with the Program Director before deciding to withdraw from the program.

Procedures:

1. If a student wishes to withdraw from the Surgical Technology Program, they should submit a letter indicating their intent to withdraw to the instructor and program director.
2. It is the student’s responsibility to withdraw from each Surgical Technology program course after indicating their intent to withdraw from the program.
3. A student who withdraws from the program due to academic ineligibility must re-apply to the program for readmission through the Health Admissions Office.
4. A student who withdraws from the program due to academic ineligibility may only be re-admitted once.
5. Students who withdraw from the program and request re-admittance must request to re-admit in writing and meet all given requirements within specified timeframes.
- 6.

Refund Exception

The Refund Exception is an appeal to have classes removed from the schedule and transcript due to an unexpected situation preventing the student from completing the semester.

Dismissal from the Program

Policy: Students dismissed from the program are not eligible to reapply through the Health Admissions Office.

Grievance Procedure

Policy: Per the Washtenaw Community College's College Bulletin, a student with a complaint should follow the Student Complaint Procedure.

If a student wishes to contest an evaluation, grade, or sanction that they receive during a clinical or didactic course or if the student has a concern with an instructor, the following steps should be followed:

1. Students who have concerns/problems of an instructional nature (evaluations, clinical assignments, etc.) or a grievance shall first confer with the instructor involved to resolve the issue informally. The student should take up these issues with the concerned parties within one week of their occurrence and expect to have the issue addressed/resolved within one week.
2. Issues that are unresolved at the informal stage or are more serious shall be referred by the student in writing to the didactic course instructor or the ACCE (if it involves a clinical education experience), and the Program Director. This document must contain a description of the problem or issue, the names of those involved, and the dates on which any incident/problem took place. The student should take up these issues with the ACCE or the didactic course instructor within two weeks of their occurrence and expect to have the issue addressed/resolved within one week. If the issue concerns a final course grade, the student must submit a grievance within 5 months of the final grade posting.
3. Issues that are unresolved by the ACCE or the didactic course instructor and the Program Director shall be referred by the student in writing to the Allied Health Department Chair using the above-mentioned format. The student should take up these issues with the Allied Health Department Chair within three weeks of their occurrence and expect to have the issue addressed/resolved within one week. If the issue concerns a final course grade, the student must submit a grievance within five months of the final grade posting.
4. Issues that are unresolved by the Allied Health Department Chair will be referred to the Divisional Dean of Health Sciences using the above-mentioned format. The student should take up these issues with the Divisional Dean within four weeks of their occurrence and expect to have a response within one week. If the issue concerns a final course grade, the student must submit a grievance within five months of the final grade posting.
5. A final appeal may be made in writing to the Vice President for Instruction (VPI).

This final appeal should be submitted **within five days** of communication from the Dean and should notify the VPI that the student has already talked to the faculty member and Dean. The Vice President for Instruction may request a meeting or more information then shall make a final determination and shall inform the student in writing of their decision.

The Surgical Technology Program's student grievance process conforms to that of Washtenaw Community College and students with questions are encouraged to read the College's [WCC Complaint Procedure](#) for clarification. All documentation of student grievances will be kept on file for two years and will include information on how the grievance was resolved. All grievances lodged against the program are reviewed on an annual basis by the faculty to look for trends that might negatively affect the quality of the educational program.

Academic Integrity

It is expected that a student will complete all assignments, quizzes, written exams, and practical exams independently unless otherwise indicated, in writing, by the instructor. Students are not to discuss any quiz, written exam, or practical exam with other students until all students have been tested. Students are expected to report violations of academic integrity.

Academic dishonesty consists of any deliberate attempt to falsify, fabricate, or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function. Any instances of academic dishonesty in this course will be pursued following Article 4095 of the WCC Board of Trustees' Policy Manual ([Article 4095](#)).

- Plagiarism
 1. The act of stealing someone else's work and attempting to "pass it off" as your own.
 2. Plagiarism includes but is not limited to:
 - a. Offering the work of another as one's own.
 - b. Offering the work of another without proper acknowledgment
 - c. Failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, other reference works, term papers, reports, or other writing of another individual.
- Cheating
 1. Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonesty or deceptive means.
 2. Cheating includes but is not limited to:
 - a. Copying from another's test or examination
 - b. Receiving or providing unauthorized assistance on exams, quizzes, and other assignments.
 - c. Using unauthorized materials during an exam or quiz.
 - d. Alteration of grades on an examination, an assignment, or records of an

- instructor.
 - e. Unapproved discussion at any time of answers or questions on an examination or test.
 - f. Taking or receiving copies of an exam without the permission of the instructor.
- Other academic misconduct
 - 1. Academic misconduct is broadly defined as any prohibited and dishonest means to receive course credit, a higher grade, or a lower grade.
 - a. Example: Using false excuses to obtain extensions of time or to skip a course session.

Academic dishonesty will result in one or more of the following actions:

1. Receiving a grade of F for the course.
2. Dismissal from the program

Note: Everyone involved in the academic dishonesty incident will be subject to disciplinary action.

Student Privacy and Confidentiality

Policy: Students in the Surgical Technology Program at Washtenaw Community College will be afforded their rights to privacy and confidentiality per College Policy (see [FERPA](#) and [Student Rights, Responsibilities, and Conduct Code Policy](#)).

Procedures: To ensure the protection of those rights, the faculty will do the following:

- All student-identifying information will be kept private from other students.
 1. No identifying markers, other than the student's name, will be kept in an instructor's grade book on Canvas.
 2. No identifying markers (social security numbers, college ID numbers) may be used to post grades at midterm or final.
- All hard-copy student files will be in a locked and secure area in the office of the Program Director
- All hard-copy student files related to Clinical Education will be kept in a locked and secure area in the office of the Clinical Coordinator/Program Director.
- Unless required for the safety of others in the classroom, lab, or clinical, instructors may not release any student information unless accompanied by a student-signed release to:
 1. Family members (i.e. Parents)
 2. Other Instructors outside the SUR program
 3. Clinical Affiliation sites

4. Prospective employers

Instructors will discuss a student's progress or concerns with that student in a private area. If a student withdraws or is dismissed from the program, their academic files will be kept in a locked and secured area. Health-related forms for clinical education will be destroyed per college guidelines.

Students and faculty are expected to maintain confidentiality regarding student records, exams, and assignments at all times. Students and faculty are not to discuss patients/patient records outside the classroom at any time. All discussion relating to a specific patient must be related to the lecture/lab objectives at the time and must refrain from any patient-identifying characteristics. Students will be informed of the privacy and confidentiality policies at Program Orientation.

Disciplinary Action

Policy: There is an expected level of interpersonal relations and professional conduct that is required when working and training in a medical setting. All students in the Surgical Technology Program at Washtenaw Community College should make an effort to display professionalism and establish goals to obtain efficiency in this area. Students would be advised to review The Standards of Ethical Conduct for the Surgical Technologist. While training in the clinical setting students will be required to adhere to the policies and procedures of the Program and sponsoring clinical education site. Failure to do so will result in disciplinary action and possible dismissal from the program.

The student will be notified of unacceptable behavior(s), infractions of this handbook, or violations of the WCC Student Rights, Responsibilities, and Conduct Code (SRRCC) by either the program faculty or appointed College staff (depending on the nature and severity of the situation). The student will have the opportunity to respond to any allegations. The SRRCC is found at [4095 - Student Rights, Responsibilities, and Conduct Code Policy](#).

Right to Due Process

In administering the policies of the Surgical Technology Program, the Surgical Technology Program and Washtenaw Community College guarantee each student accused of violating a published Surgical Technology Program or College policy those principles of due process and fundamental fairness established by the Constitution of the United States. Due process at Washtenaw Community College means that a student is assured that their rights as a student will be protected. Specifically, a student has the right to be given written notice of all charges brought against them, the right to an opportunity to refute any charges either in writing or during a hearing made up of program officials and college officials outside of the program, the right to written notice of all decisions made after a hearing, and the right to appeal a decision. Students with questions are encouraged to read the WCC Board of Trustees Policy [Administrative Procedures for Board of Trustee Policy 4095](#).

Program Dismissal Appeal Process

The following appeal process only applies when a student has violated a college, program or clinical site policy or rule and is being recommended for program dismissal. This process does not apply to grade appeals.

Step One: Notification of Violation to Student

The student will receive written notice within two (2) business days of the program dismissal decision. The notification will include a detailed summary of the alleged violation, identity who reported the violation to faculty member, citation to the specific policy violated, and the deadline to appeal the program dismissal decision at Step Two.

Step Two: Meeting with Faculty Member

If the student disagrees that the violation occurred and the program dismissal decision, they may request a face-to-face meeting with the faculty member within three (3) business days of receipt of the written dismissal notice. The student will have an opportunity to present supporting information and documents to refute the violation decision. This meeting will occur within three (3) business days of the student's request for a meeting.

The faculty member will provide a written decision on whether they are upholding the finding of a violation and program dismissal decision or whether the student should remain in the program within three (3) business days of the meeting. The written decision must include a rationale regarding why the decision is being upheld and the date of the deadline to appeal to Step Three.

Step Three: Appeal to Program Director

If a student wishes to appeal the decision of the faculty member, the student may submit a written appeal of the dismissal decision to the Program Director within two (2) business days. The Program Director will schedule a meeting with the student within three (3) days to afford the student another opportunity to provide any additional information and documents to support their appeal of the faculty member's decision.

The Program Director will provide a written decision to the student within two (2) business days of the meeting. This decision will include a summary of why the faculty member's decision is being upheld or reversed and the deadline to appeal to Step Four.

Step Four: Appeal to Dean

If the student wishes to appeal the dismissal decision of the Program Director, the student has the right to appeal the decision with the Dean within two (2) business days of notification that the dismissal decision was not reversed in Step Three.

The Dean will schedule a first meeting with the student on a mutually convenient date within three (3) business days of notice of the appeal. The purpose of the first meeting with the Dean will be to grant the student access to review all witness statements and evidence that were relied upon in the decisions for Steps 1-3.

Within three (3) business days of the meeting with the Dean, the student will have an opportunity to submit proposed written questions to cross-examine any witnesses identified about their knowledge of the alleged violations and written requests for additional evidence. This is to ensure the student has the right to question any witness prior to the appeal decision of the Dean.

In the event that the student does not submit proposed written questions or written requests for additional evidence and the submission deadline expires, the Dean will furnish their appeal decision to the student and faculty member within two (2) business days.

If requested, the student will be assigned an advisor to prepare the proposed written questions and requests for rebuttal evidence. The Dean will assign the requested advisor, who must be a member of the College and in good standing.

Upon receipt of the responses to the written questions and requests for rebuttal evidence, the Dean will ensure that the student received all of the information deemed relevant within three (3) business days.

The student and faculty member will then have an opportunity to present their cases by submitting written statement(s) to the Dean. These written statements shall outline the witness's testimony/statements and supporting evidence. The student and faculty member have the option to submit the written statements to the Dean within two (2) business days of receipt of the responses to written questions and any additional evidence.

In the appeal decision, the Dean will make relevancy determinations regarding witness testimony and other evidence and also make any necessary credibility determinations.

The Dean will provide a written decision on whether the policy or rule violation occurred and whether the student's program dismissal will be upheld or overturned. This decision will be provided to the student and faculty member within three (3) business days of receipt of the written statements.

In the event that the student or faculty member does not submit written statements to the Dean and the submission deadline expires, the Dean will furnish their appeal decision to the student and faculty member within two (2) business days.

Step Five: Appeal to Executive Vice President for Instruction

If a student wishes to appeal the dismissal decision of the Dean, they must do so in writing to the Executive Vice President for Instruction within three (3) business days of receipt of the written decision. The Executive Vice President for Instruction will provide the final determination on whether the policy or rule violation occurred and whether the student's program dismissal will be upheld or overturned within five (5) business days.

Lab Safety and Expectations

Dress Code

Students are required to conform to the uniform regulations as specified by both your lab and clinical site. A scrub uniform is required in clinical settings. Most facilities will supply scrubs, which consist of a scrub top, scrub bottom, and possibly a scrub jacket.

1. Wear proper attire for every scheduled/open lab consisting of scrubs, closed-toe shoes, and hair short or bound up.
 - a. Scrubs should fit appropriately for moving and squatting, scrubs should fit like pajamas.
 - b. No tight or revealing scrubs.
 - c. No Graphic Scrubs or inappropriate language on the scrubs you wear in the Lab.

- d. Consider getting a scrub jacket, there will be no coats permitted in the Lab.
- 2. Wear proper attire to the clinical site, either your school scrubs or business casual clothing.
- 3. No jewelry of any kind, not even wedding bands will be permitted. No long earrings or necklaces as they pose safety concerns in the field.
 - a. One pair of small stud-type earrings may be permitted if they are covered by your scrub hat.
 - b. NO visible body piercings are allowed (including tongue piercing).
- 4. No nail polish of any kind is permitted (no gel, shellac, acrylic even on natural nails). No false nails of any kind. These items harbor bacteria, transferable to patients and instrumentation, even when wearing gloves.
- 5. No Makeup or False Eyelashes, if you have a medical justification, please see your instructor.
- 6. No perfume or strong fragrances are allowed. This is a safety issue in the OR and many facilities are "Fragrance-Free", therefore you will not be permitted in clinical if you do not comply. Be mindful of shampoo and conditioner, lotions, deodorants, aftershave, oils, lip gloss, etc.
- 7. Shoes must be skid-resistant for lab and clinical rotation.
 - a. NO open-toe or backless shoes are permitted.
 - b. NO boots or hiking shoes are permitted.
 - c. Shoes MUST NOT have any holes exposing skin/socks such as CROCS.
 - d. Please see the Clinical Instructor and or Program Director should you have questions about the shoes you plan to wear to clinical.

Personal Hygiene

Students are expected to maintain personal hygiene which includes:

- 1. Clean uniform, clean shoes, and shoelaces
- 2. Neatly groomed hair (hair not extending below the shoulder level) and long hair must be pulled back and up and held by a ponytail holder.
 - a. Men must be cleanly shaven or wear a hair net for their beards.
 - b. Students should have virtually NO facial cosmetics.
- 3. Short, clean, and unpolished natural nails (not to extend beyond the fingertips); no artificial nails allowed at any time of anything...shellacs, overlay, tips, fill-ins, glaze, gloss, hardener, etc... This is a patient safety issue, and if not followed will result in removal from the clinical site.
- 4. Body art must not be visible while in uniform and public areas of the facility.
- 5. No use of perfumes, colognes, after-shave lotions, and other body scents; use of fragrance-free deodorants and skin hygiene ONLY is required. This is a patient safety issue, and if not followed will result in removal from the clinical site.

*Eating or drinking is prohibited in the skills lab as well as the workspace in clinical settings.

Open Lab

Policy: Open Lab is defined as that time when students will have access to designated Surgical classrooms to practice manual skills covered in class, and lab. This time is scheduled outside normal class and lab time. An instructor must be present during these sessions. If an instructor is not scheduled or not available, the students cannot use the lab for open lab.

The Program Director or Instructor reserves the right to suspend open labs if the safety of the students or instructor(s) becomes compromised in any manner. If open lab time is “abused” in any manner (items not put away, linens not put in the appropriate place) open lab time may be suspended.

An instructor may require participation in open lab sessions as a component either of a formal remediation plan or for students who demonstrate unsatisfactory technical skills.

Guests

Guests are not allowed in the classroom or lab areas.

Infection Control, Personal Protective Equipment, and Universal Precautions

Healthcare workers may work in situations where the risk of infection or risk of pathogen transmission is high. Students will be educated in pathogen reservoirs, identification of risks, and actions to take to reduce the risk or prevent infection or pathogen transmission. Focused actions will include training on the proper fitting and use of personal protective equipment and universal precautions.

Policy: Since transmission of several human diseases capable of causing significant illness and death may occur from direct contact with “blood, saliva, or other body fluids” their droplets, aerosols, and possibly contaminated laboratory wastes, it is essential that standards of practice, which will protect health students, their families, and clients/patients, be put in place and enforced.

Given the expected increase in persons with HIV antibodies in the total population and given the impossibility of identifying people who engage (now or in the past) in high-risk activities that could result in virus exposure, the only realistic, consistent approach for prevention and control of HIV is the universal application of blood/body fluid precautions to all clients and in all clinical settings. This simplified approach limits the potential transmission of virus infections including hepatitis B, hepatitis C, herpes, cytomegalovirus infections, Creutzfeldt-Jakob disease, COVID-19, and similar diseases. This approach also establishes a standard that would prevent questions and concerns of classmates/laboratory partners and assist in preserving confidentiality for all patients and students.

The Standard for such protection shall include:

- A. A basic premise is that all patients, including simulated patients, should be considered potential carriers of contagious disease.

- B. The requirement is that all students obtain immunization, if available, against known diseases transmitted or direct contact with blood, saliva, or other body fluids to help prevent disease transmission.
- C. The reduction of cross-contamination between treatment areas and non-treatment areas such as home and school. Examples include, but are not limited to wearing uniforms from a clinical area to a public place, such as the grocery store or movies.
- D. The use of universal precautions at all times when working with any real or simulated patient. The following are illustrations of universal precautions:
 - a. Wash hands before and immediately after every patient contact.
 - b. Use gloves whenever there is expected contact with blood and moist body secretions.
 - c. Surgical attire must be worn when in contact with the surgical patient regular gloves worn when possible, contact with blood, body fluids, and mucous membranes, and for handling items or surfaces soiled with blood or body fluids.
 - d. Change surgical attire and gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
 - e. Masks and protective eyewear or face shields must be worn during procedures.

In Cases of Exposure

- f. If human body fluids come in contact with someone's mucous membranes or a break in the skin, the affected area should be cleaned immediately. The affected person should immediately contact the Program Director, Dean, and Department Chair. The student involved must also complete an incident form available from the program director or instructor.

Clinical Education Policies and Procedures

Success In Clinical Education

To be successful in anything worth accomplishing requires complete dedication, discipline, and the ability to develop practical and suitable goals. Developing goals for the tasks ahead provides a course that depending on the effort and commitment can yield a variety of results. By enrolling in the Surgical Technology Program, you have put into place the conditions for goals to be developed. Whether these goals are realized and achieved is solely up to the individual. Only the individual can develop their personal goals. Students entering this program have two choices when assessing what they want to achieve during their education. They can either put forth the maximum effort and complete the program with marketable skills or slide through with minimal exertion and develop sub-par abilities and a poor professional attitude. One of the main goals surgical technology students must establish to be successful in their education is to strive for excellence in the clinical setting.

Clinical education is an essential ingredient in the development of practical skills for the student. Clinical education challenges the student's ability to integrate what has been taught in the classroom and performed in the lab and apply this knowledge in executing specific competencies associated with the profession. As the student gains experience and confidence

in performing a variety of procedures and has proven competency in these tasks, the student will be assigned to more complex procedures during their clinical rotations.

The degree of commitment you put into achieving academic excellence in clinical education (and in the classroom) will determine the extent of professional satisfaction you will encounter upon completing this program. If a student is satisfied with a mediocre performance in the clinical setting and has that “just let me pass” attitude during class, they are assured limited professional growth. On the other hand, if a student strives for excellence and has set practical goals for academic development, that individual will have a better opportunity for advancement and professional satisfaction.

The student must learn the skills of their profession and the importance of working as a team. Being competent in performing the technical aspects of one’s occupation is expected. If patient care is compromised by the lack of teamwork and miscommunication, the quality of care will suffer. While in the clinical setting, students must learn the importance of developing patient care skills and professionalism. These behaviors are expected and should be one of the goals students establish at the beginning of the program. “...remember that the most important person in the clinic or practice is the client...the patient we serve.”

Clinical Contracts

Policy: Clinical Affiliation Contracts for the Clinical Education component of the Surgical Technology Program are established through the Clinical Coordinator. Students are not to attempt to establish or initiate their own clinical education experiences. If a student is interested in completing a clinical education experience in a specific facility, the student should contact the Clinical Coordinator at least 6 months before the clinical rotation. The Surgical Technology Program has specific guidelines and criteria that a facility must meet before sending students out on clinical rotations. The Clinical Coordinator will determine if clinical contracts and/or clinical education placements are appropriate for this request.

Clinical Education Placement

Policy: All students enrolled in the Surgical Technology program who meet the prerequisite requirements will participate in the clinical education portion of the curriculum.

The goal for clinical education is that students be placed in facilities that provide a diverse and comprehensive experience based on course requirements, and that will develop and foster those skills required of an entry-level Surgical Technologist. Students will have the opportunity to work in the operating room and, if deemed appropriate, in certain special areas of interest.

Students will only be assigned to those facilities in which a properly executed and current written agreement is in place.

Most clinical education placement sites are within an hour’s commute from WCC’s main campus.

Procedures:

1. The Clinical Coordinator is responsible for ensuring that clinical affiliation agreements are properly executed and current. (Please refer to policy “Review of Clinical Affiliation Agreements”).
2. The Clinical coordinator is responsible for assigning students to a clinical site for each clinical education course (SUR 231 and SUR 241).
3. The Clinical Coordinator will send out an email to all affiliating facilities before clinical placement seeking placement for students.
4. They will track those facilities responding to requests, documenting:
 - a. Name of facility
 - b. Type(s) of rotation (inpatient, outpatient, SNF, etc.)
 - c. Number of available placements
 - d. Name of Clinical Instructor/Educator
5. The Clinical Coordinator will assign each student to their prospective facilities.
6. The Clinical Coordinator will notify students via email of their clinical placement and any necessary documentation or onboarding needed for that facility.
7. The Clinical Coordinator will notify the clinical facility of the students at least 6 weeks before the start of the clinical.
 - a. The Clinical Coordinator will send the following:
 - i. Student health information sheet required by the facilities
 - ii. Updated clinical handbook

If a student wishes to go outside of the one-hour radius of campus, the student must inform the Clinical Coordinator.

- a. Students may request to be placed in a facility outside of the area/state.
- b. This request must be made in writing no later than 6 months before the start of the clinical.

The Clinical Coordinator or Clinical Instructor is the person responsible for assessing the appropriateness of a facility for a clinical education course.

If, based on the responses from the site placement letters, the Clinical Educator determines that there is a shortage of placements the Clinical Coordinator will

- c. Contact facilities via phone requesting additional placements
- d. Continue to pursue new affiliation agreements
- e. Discuss placement alternatives (i.e.: 2:1 model) with the Program Director and affiliating facilities.

Clinical Attendance

Policy Statement: An automatic failure of the course will be the result for students absent more than 1 time in 10 weeks or 2 times in a 15-week semester from clinical. Failure to inform the clinical site and your instructor that you will be absent will be treated as a "NO CALL, NO SHOW", which is grounds for dismissal from the program.

Clinical Rotation Policy Statement

Students must complete all scheduled clinical hours. All absences must be made up per

established procedure to complete the course and obtain a passing grade.

Interpretive Statement

Each student is expected to attend all scheduled learning experiences. Continued success and enrollment in the Surgical Technology Program depend, in part, on consistent attendance. In lab and clinic-based courses, attendance and punctuality are factors that will be evaluated to determine the course grade.

Procedure

All absences must be reported to the Clinical Instructor and the appropriate clinical site supervisor directly or by voice mail message and followed up with an email. The message must be received a minimum of 2 hours BEFORE your scheduled clinical assignment. If you are unable to reach or leave a message for your clinical instructor and clinical site supervisor, you MUST call the Program Director and leave a voicemail with a follow-up email.

Procedure for Make-up of Missed Clinical Hours

The student must contact the Clinical Instructor immediately upon return to the externship to schedule any makeup clinical hours. A form will be completed to schedule make-up hours, which will be treated as scheduled clinical time. The missed clinical hours must be made up as soon as possible. Failure to comply with this procedure will affect the clinical grade and may result in extending your clinical rotation and/or disciplinary action. This will be handled on a case-by-case basis.

Tardy Policy

Late for clinical two times equals one absence. Failure to call a clinical assignment to inform them you will be late is grounds for dismissal from the program. Subsequent tardiness warrants an evaluation of your clinical placement and status in the Surgical Technology Program.

If you are going to be absent or tardy you must notify the clinical site and your clinical instructor. NO CALL NO SHOW to a clinical site is grounds for dismissal from the Program. ALL ABSENT AND TARDY DAYS MUST BE MADE UP BEFORE THE END OF (SEMESTER) CLINICAL ROTATION TO RECEIVE A GRADE.

Pre-Excused Absence

Rare situations may occur that necessitate a predictable absence (such as a funeral or religious observance). In such cases, an absence request must be submitted in writing to the Clinical Coordinator. If the absence has written approval, the clinical hours must be made up BEFORE the scheduled absence to obtain an excuse.

Holidays and other Non-Class Days

The student will conform to the holiday schedules of WCC. Many hospital facilities are open 24 hours, so they do not have off holidays or weekends. When a holiday is present during a

clinical rotation, the student does not have to make up that day. Holidays during clinical are not held against the student.

Inclement Weather

If the college cancels classes due to inclement weather students are **not** to report to their clinical sites. In the event the college is closed due to inclement weather after the start of the clinical day, the Clinical Instructor will contact the off-site clinical instructors to confirm that the college has closed and students will be dismissed from clinical.

Students may be eligible to waive a portion of these hours if the Clinical Instructor along with their clinical educator agree the student is meeting the clinical education requirements for the current rotation. All other missed time will require a makeup plan approved by all participating parties as outlined in the procedures above.

If hazardous driving conditions prevent a student from attending clinical when the college is not closed the student will be required to make up the missed clinical hours, but they will not be counted as unexcused. Students must use their best judgment as to their safety in attempting to drive to their clinical site in inclement weather.

In the event, the college campus is closed due to operational problems (water main break, loss of electricity, gas leak, etc.), on scheduled clinical days students are required to attend and remain at their clinical site.

Incident Occurrence during Clinical Education Experience

If a student has a sudden illness or accident while on a clinical rotation (including exposure to blood-borne pathogens), students are expected to follow the facility's policies and procedures for reporting and accessing care. The facility will provide emergency services, if needed, with such costs not covered by the student's health insurance being assumed by the individual student.

Students are also expected to notify their Clinical Instructor (CI), the Clinical Educator, and the Clinical Coordinator of such occurrence.

Clinical Rotation

Clinical Assignment

Students will be assigned to clinical sites based on several factors. Professional behavior is required in the clinical setting as this begins your interview process and reflects on WCC and future students.

Professional Behavior

1. Students are prohibited from soliciting of any kind. This includes but is not limited to:
 - a. Selling of any goods such as Girl Scout cookies for example.

- b. Posting of any kind at the clinical site.
- c. Engaging in social media with employees of the clinical site.
- 2. The clinical rotation is an ongoing job interview and should be treated as such. Anything that would not be said during a job interview should not be said at any time during your clinical rotation.
- 3. Students are prohibited from working in the capacity of an employee while they are at the clinical site in the capacity of a student.
 - a. Students who are existing employees of a healthcare facility during their clinical rotation may not engage in any paid services or alternate roles other than that of students for the duration of their clinical.
 - b. Students may not accept any offers of employment until they have completed the program.
- 4. In the clinical setting, it is REQUIRED that all students be double-gloved for every procedure.
 - a. Even if the preceptor is single-gloved, or the preceptor uses your second pair of gloves, you must use your OR voice and request a second pair of gloves to be able to participate in the surgery.
 - b. If a student is observed not double-gloved during a procedure, they will be asked to scrub out and will be given a verbal warning
 - c. If a student is observed a second time not double gloving, they will be removed from their clinical placement.
- 5. *Chewing gum is not allowed in the lab or clinical as it impedes communication.

Reminders

This is a partial list of items, given here for the student's convenience to help prepare for the first day of the rotation.

- 1. Wear a pair of good, comfortable, acceptable shoes. Leather shoes are recommended. Remember that you might be standing in one spot for long periods.
- 2. Leave all jewelry and valuables at home or locked in your car. It cannot be guaranteed that the O.R. department will be able to provide a locker.
- 3. Make sure to eat breakfast and pack a healthy lunch (high in protein).
- 4. Make sure you leave home with plenty of time to get to the department on time. On-time means changed and in scrubs, ready to start your clinical before your assigned start time.
- 5. If you are going to be late or if you are not reporting for a rotation that day due to sickness or an emergency, remember you must follow the procedures as outlined in this handbook.
- 6. Once you have changed into scrubs, report to the clinical instructor or designated person as arranged.
- 7. Do NOT wear perfume or cologne (or other strong smells), fragrance lotions, body wash, jewelry, nail polish, artificial nails, or excessive make-up in surgery.

Student Responsibility for Clinical Belongings

1. Students must retrieve all personal effects from the clinical site before or on the last
2. clinical reporting day. Anything left behind is not the responsibility of the clinical site or Washtenaw Community College.
3. All students must return their clinical site-issued badges to either the clinical instructor or hospital educator (NOT YOUR PRECEPTOR). Your final grade will be withheld until the badge is returned. Withholding of final grade will delay meeting program completion requirements.
4. All students who receive a dosimeter must return on the last reporting clinical day, failure to do so will require your final grade to be withheld. Withholding of final grade will delay meeting program completion requirements.

*Cell phones/personal electronic devices are to be turned off in the clinical setting. NO EXCEPTIONS

Clinical Safety

If accidental exposure to blood bodily fluid or other potentially infectious material occurs while participating in a scheduled clinical experience the Clinical Instructor must be notified immediately and subsequently notify the Program Director.

Procedure

1. The student, only after following the clinical site's policies and procedures, is to report to the nearest emergency room for treatment, initial testing, and care immediately after the incident. Additionally, students should follow up with their own PCP. The results will be disseminated to the student according to the clinical site's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. The student always has the right to refuse treatment, but must always report the incident.
4. Incident reports are to be filled out to meet both the clinical site's and the College's requirements.
5. An incident report must be provided to the Program Director.
6. The Department of Surgical Technology will make sure a copy of the report has been submitted to the clinical site's risk manager while maintaining the confidentiality of the report. The risk manager may also require additional information and or forms.
7. The cost of any medical follow-up care or treatment shall be the responsibility of the student.
8. If a student administers care to a patient who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical site.
9. The cost of all medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

** Students who smoke must be free of cigarette odor, scrubs MUST be changed after smoking

if cigarette breaks are allowed by the facility, and hands must be washed.

PLEASE BE ADVISED MOST HEALTHCARE FACILITIES ARE SMOKE-FREE ZONES.

*This is a limited listing of expectations of the Surgical Technologist.

Assignments During Clinical Education Experiences

Policy: Students are expected to complete all forms related to the clinical education experience. Completion of these forms will not interfere with patient care. Students are expected to complete all assignments during their clinical education experience. These assignments will be explained in each clinical education course syllabus.

Students may also have other assignments to complete during their clinical education experience. This may include but is not limited to, outside assignments/tasks from their CI that relate specifically to a patient care issue. Students are required to complete any required documentation and/or assignments of facility-specific training without compromising or interfering with patient care.

At the end of each clinical education course, the student must meet with the Clinical Coordinator to review the clinical experience and the evaluation forms. This meeting may be in a group setting or an individual meeting. All assignments and paperwork must be completed before this meeting to receive a grade for the course and progress in the program. Failure to complete any of the passing requirements for clinical education courses may result in dismissal from the program.

Graduation/Completion Requirements

To receive the Degree of Applied Sciences of Surgical Technology the student must:

1. Follow the graduation completion requirement guidelines outlined for your respective program (WCC Catalog).
2. Successfully pass each course.
3. Meet the deadlines for graduation (Surgical Technology) applications as posted on the college's website.
4. Pay graduation fees (Surgical Technology). College commencement exercises are voluntary. Diplomas/Certificates are mailed to graduates once all final college work is evaluated.
5. Take the NBSTSA certification exam. This does not mean you have to pass it, but you do have to take the exam.

Students should anticipate the following expenses: Books, Uniforms, and Certification Exam fees. A degree audit is highly recommended, this helps to prevent the possibility of not graduating on time due to a shortage of course credits. An audit can be completed in the Student Center Building on the 2nd floor.

Faculty/Student Communication

Communication of any changes to Policies or Procedures as they relate to your program or clinical assignment will be published and updated as necessary. Changes will be communicated to students: verbally and written in Email and Canvas announcements.

Professional Safe Practice and Behavior:

The faculty of Washtenaw Community College and the Surgical Technology Program have an academic, legal, and ethical responsibility to protect members of the public and the healthcare community from unsafe or unprofessional practices.

Our students, while representing Washtenaw Community College at any clinical site, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by WCC and clinical site policies during each clinical experience. Failure to adhere to program-specific policies related to professional behavior or safe clinical practice may result in the student jeopardizing their ability to complete the program.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program. Please see the section related to HIPAA Compliance.

Learning Domains

Unsafe Lab, Lecture, or Clinical Practices: The Surgical Technology Program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional. Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student that threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff, or self. Unsafe or unprofessional clinical/practicum practice as described below may result in the implementation of Progressive Discipline:

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive:

Physical Safety

Unsafe behaviors include but are not limited to:

1. Inappropriate use of equipment.
2. Lack of proper protection of the patient which potentiates injury
3. Failure to correctly identify a patient(s) before initiating care
4. Failure to perform pre-procedure safety checks of equipment, instruments, supplies, or patient status

Biological Safety

Unsafe behaviors include but are not limited to:

1. Performing actions without appropriate supervision

2. Failure to seek help when needed

Emotional Safety

Unsafe behaviors include but are not limited to:

1. Threatening or making a patient, caregiver, or bystander fearful or unsafe
2. Providing inappropriate or incorrect information
3. Performing actions without appropriate supervision or skillful ability
4. Failure to seek help when needed
5. Evidence of unstable emotional behaviors

Disclaimers

Unprofessional Practice

Unprofessional behaviors include but are not limited to:

1. Verbal and/or non-verbal language
2. Actions (including but not limited to postings on social media sites), or voice inflections that compromise rapport and working relations with team members, staff, vendors, or physicians.
 - a. Such behavior is not compliant with all terms outlined in this handbook and may result in one or all of the following:
 - i. The student is placed on probation or dismissed from the program.
 - ii. Compromise contractual agreements and/or working relations with clinical affiliates.
 - iii. Constitute violations of legal/ethical standards.
3. Behavior that interferes with or disrupts the teaching/learning experience.
4. Using or being under the influence of any drug or alcohol may alter judgment and interfere with safe performance in the clinical or classroom setting.
5. Breach of confidentiality in any form.
6. Falsifying data.
7. Misrepresenting care given, clinical errors, or any action related to the clinical experience.
8. Recording, taping, and taking pictures in the clinical setting without documented consent.
9. Leaving the clinical area without notification of faculty and clinical staff or supervisor.

Progressive Discipline Procedure

The faculty is committed to assisting students to be successful in the program. Therefore, students who are not meeting course objectives in class, clinical/practicum, or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning - The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding the criteria for successful completion of the

course and makes recommendations for improvement. Recommendations may include but are

not limited to the utilization of peer study groups, tutors, computer-assisted instruction, and seeking assistance from WCC counselors. At the discretion of the instructor and depending on the situation, this step may be skipped and a conference conducted.

Step 2: Conference - The student meets with the instructor in a formal conference to review the performance deficit. A written report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful. If at any time the student does not conform to the terms of the contract or fails to communicate limitations/concerns, the discipline process will escalate.

Step 3: Probation - Probation action is implemented for Unsatisfactory didactic or clinical performance as follows:

1. Unsatisfactory didactic or clinical attendance and punctuality.
2. Inability to maintain physical and mental health necessary to function in the program.
3. Unethical, unprofessional behavior, and/or unsafe clinical practice.
4. Refusal to participate in a procedure.
5. Unsafe or unprofessional clinical practice that compromises patient or staff safety.
6. Behavior that compromises clinical affiliations.
7. Failure to comply with all terms outlined in the conference report

Probation is a period in which the student must improve or be dismissed from the program. The student will meet with the instructor and/or program director. The student and faculty will review and sign documentation describing expectations that must be followed during the probationary period.

Step 4: Dismissal - If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period, the student has not met the criteria for satisfactory performance as outlined in the probation contract, the student will be dismissed from the program.

A student who is placed on probation for unsafe or unprofessional conduct may be dismissed for subsequent safety or professional conduct violations at any time during the program.

****** Some situations do not allow for the progressive discipline process due to the severity/nature of the infraction or the timing of the occurrence. Incidents of this nature may require the student to be immediately placed on probation or immediately dismissed from the program.

Examples of these situations may include but are not limited to:

1. Violations of patient confidentiality
2. If you are dismissed from clinical for any reason
3. Academic dishonesty Falsification of documentation
4. Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student,

staff, or preceptor safety

5. Unprofessional behavior that seriously jeopardizes clinical affiliations.

Retention, Progression, Dismissal Policy

To progress and remain in the program, the student must meet the following criteria:

1. Maintain the minimum GPA in all prerequisite, co-requisite, or any program-specific courses outlined in the Surgical Technology Program curriculum.
2. Failure to achieve a passing grade as required by the program will delay progression. A failing lab/clinical grade will fail the course.
3. Maintain clinical sites' requirements - including but not limited to CPR certification, annual TB test, and health status documentation.

A student will be dismissed from the program after:

1. Two unsuccessful attempts to pass the same Surgical Technology course. This includes withdrawal or failure (W, or F).
2. Failure in any two Surgical Technology courses and/or required supportive courses (W, or F),
 - a. example: Pharmacology and a SUR course or writing/reading course and a SUR course.

Dismissal

Students may be dismissed from the program due to a breach of the following Codes/policies:

1. WCC Student Conduct Code and Student Regulations and Rules of Conduct
2. WCC Academic Integrity Policy, Surgical Technology program policies (WCC Student Handbook)

Readmission

Students who withdraw or fail a course will NOT automatically be accepted into the next class. Students who wish to return will be considered for readmission based on the availability of faculty resources, clinical resources, available seats in the course, and the academic standing of the student. The student should submit an email to the program director as well as the Health Care Counselor requesting a readmission meeting. Career Exploration and academic evaluation will be explored at the time of the meeting. Submission of this information does not guarantee automatic re-admission into the program.

Program Cost Breakdown

- Tuition In-district: \$5,834
- Tuition Out-of-District: \$9,993
- Textbook for SUR 101 estimated cost: \$85
- Textbook for the rest of the program estimated cost: \$300
- Uniform estimated cost: \$40
- Background check: \$45
- Health Portal: \$20

- Shoes for clinical estimated cost: \$50
- Gold Bundle: \$257 (this covers the certification exam, the AST review book, and 1st-year membership of AST)

Appendix A: Student Confidentiality Agreement

Surgical Technology Program

STUDENT CONFIDENTIALITY AGREEMENT

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Surgical Technology student at Washtenaw Community College. The diagnosis, treatment, and all other information concerning patients is confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that the concept of confidentiality includes but is not limited to information concerning 1) a patient; 2) a patient's family or significant others; 3) an employee or job applicant; 4) a physician or other practitioner; 5) peer review or quality of care; 6) computer passwords; 7) other students and instructors; or 8) any other persons who may make use of clinical facilities and services.

I agree I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience, which is confidential to anyone who does not need that information to perform their duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, Washtenaw Community College, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Surgical Technology program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

By my signature below I certify that I have read this Student Confidentiality Agreement, have had the chance to ask any questions I might have, that I understand this Agreement, and agree to be bound by its terms.

Student Signature

Date

Printed name

Appendix B: Surgical Technology Program Statement of Acceptance

Clinical Manual and Clinical Policies and Procedures

The following statement confirms that the student has read and understands the policies and procedures for Clinical Externship in the Washtenaw Community College Surgical Technology Program.

I have read and understood the Surgical Technology Program Clinical Manual and Policies and Procedures.

I agree to comply with the printed policies expressed therein and in the college catalog. Furthermore, I have been informed that changes may occur as determined by developments in clinical and/or academic settings. As far as possible, changes will be effective before the beginning of the academic term.

When notified verbally and in writing of these changes, I will comply with them.
I understand that a minimum grade is required to pass each Surgical Technology course. I accept the responsibilities stated in this manual.

I am aware that failure to adhere to the Surgical Technology Program policies as outlined in this manual for the objectives and outcomes identified in course syllabi may result in my dismissal from the program.

Student name (printed): _____

Student Signature: _____ Date: _____

Appendix C: Mandatory

Washtenaw Community College

The last course within the Surgical Technology Program at Washtenaw Community College is a Capstone, within that course, you will sit for the National Certification Exam. Your attendance is not optional, it is mandatory. Should you not attend and complete the NBSTSA certification exam you will not pass the course, thereby not completing the program. There are no make-ups for the exam

By signing at the bottom of this form you are indicating that you received an explanation of the Capstone course and the high importance of your attendance for the National Certification CST Exam. In the event you will be absent on the testing date, you must provide as much prior notice as possible before the testing date.

Printed Name: _____

Student Signature: _____

Date: _____

Questions, Comments, Concerns:

Appendix D: Skill Evaluation

WCC Surgical Technology Final Skill

Evaluation Name:

Date:

Procedure:

Task student Must Perform	Performed task correctly		Comment	Points
	N	Y		
Proper Surgical Attire - Hair Cover, Scrubs, OR Shoes				1
Personal Protective Equipment (PPE) - Shoe Covers, Eyewear, Mask				1
Damp Dusting - top to bottom - All flat surfaces - Basic hand wash				1
Arrange Furniture - Back table, basin, mayo				1
Case Cart Introduced into O.R.				2
Check Integrity of Packages - Expiration date - holes				2
Opening of Sterile Field - Start with Back Table - Maintained 12-18 inches - Opens 1 peel pack - Opens 1 wrapped item - Opens 1 pre-packaged item - Opened 2 nd glove - Opened Surgeons glove & gown Back table remained sterile throughout opening process				5

Surgical Scrub - 3-5 Minutes - Sleeves are rolled up - Integrity of arms & hands checked - Check water temperature - Clean nails & cuticles under running water - 30 strokes across nails - each digit all 4 planes, 1 O strokes - Palm, back and sides of hand 1 O strokes each - Distal forearm 4 planes, 10 strokes - Proximal forearm 4 planes, 10 strokes - Elbow and two inches above 4 planes, 10 strokes - Opposite hand starting at nails - Drop scrub brush in trash - Rinse first hand and arm scrubbed - Rinse second hand and arm scrubbed				1
Enter O.R. - opens O.R. door using back				1
Dry Hands - task done in less than 1 minute - Towel is retrieved with w/o water droplets or contamination - Towel is opened properly - Used opposite ends of towel - Towel does not touch scrubs uses proper body mechanic (leans forward) - Towels is not dropped on the floor				1
Gown and Glove - task done in 2 minutes or less - Gown is retrieved w/o contamination - Gown is opened properly - Hands are maintained within sterile area (behind cuffs) - Gloves are retrieved w/o				3

contamination - First glove is positioned and donned properly - Second glove is positioned and donned properly				
Tying of Gown (wrap around) - Tag is grasped and passed properly - Gown is turned correctly prior to approaching back table				2
Mayo Stand - Drape is properly positioned prior to approaching mayo stand - Drape is placed on mayo properly- - Drape is controlled and does not brush on mask or fall below sterile area - Hands are kept in sterile perimeter and not contaminated - A blue towel is placed on the mayo stand - A towel roll is made for the mayo				2
Back Table Organization - A towel is placed on RT/LT side of table and basins are positioned appropriately to retrieve fluids/meds - A towel is placed to set instruments on top - a towel roll is made - Supplies are organized on the back table in an orderly fashion - Supplies are not touched one time - sharps are placed in designated area _ instruments are taken off stringer placed on towel roll - Tray is completely organized				3
Instruments				

- Tray was checked for indicator and any contaminants - Instruments were retrieved without contamination - Stringer is placed properly on rolled towel - Instruments are organized properly for efficient count - Count sheet is handed off correctly (hot dog style)				2
Basins - Basin is retrieved without contamination - Scrub is able to open double basin without contaminating self - Scrub moved basin ONLY by the top (preventing contamination) - Items within basin place in appropriate places - Touched only once				2
Receiving medications and Irrigation Solutions - Scrub is prepared with marking pen and labels - Scrub identifies both medication and irrigation both visually and verbally - Scrub prepares labels for; syringe, medicine cup, Asepto, and picture for irrigation (correct name, strength, exp. Date and amount received) - Scrub protects the sterile field when receiving				3

medications and solutions from circulator				
Counts - Counts in correct order (sponges, sharps, disposables, and instruments) - Counts appropriately, ex: sponges are counted hand to table by 5's - Knows all items by correct name - Knows instrumentation by correct name and category				8
Organization of Back Table & Mayo stand - Instruments are organized on both back table and mayo stand, tips clearly visible, and clamped close one notch on ratchet - Supplies are organized on back table				5
Gown & Glove Surgeon - Gown is grabbed and held in proper manner for surgeon to reach in - Hands are protected by the color of sterile gown to prevent contamination - Cuff of surgeon is pulled up (unless otherwise noted by surgeon) - Right glove is positioned correctly (thumb facing surgeon) and donned - Left glove is positioned correctly (thumb facing surgeon) and donned - Scrub receives gown tag and wraps back of surgeon's gown correctly				3

Draping the Patient - Towels for squaring off surgical site are prepared prior to surgeon scrubbing in (3 folds facing scrub, 1-fold facing the surgeon) - Towel clips are secured in scrubs hand and passed to surgeon time appropriately - Body drape is retrieved and passed to surgeon correctly (head-to-head and feet to feet) without contamination - Drape is opened and scrub grabs drape appropriately and cuffs hands in drape to prevent contamination				2
TIME OUT IS DONE				2
Mayo Stand - Mayo stand is pulled up to the patient - Scrub checks patient's legs and feet. Making sure they are free and clear of the mayo stand.				1
OR Bed - Scrub passes off suction, ESU and secures them both - Scrub hands up 2 lap sponges - Scrub creates a neutral zone				2
Instrumentation - Instruments for the first few steps are readily available and passed to				4

surgeon correctly (ready for use)				
INCISION IS ANNOUNCED				2
Procedure - Student is knowledgeable of surgical procedure and anatomical areas related to procedure. Student answers questions appropriately				4
Professionalism - Student reacts professional under stress (no profanity) - Does not talk back to surgeon				2
Scalpel, Veres Needle & Trocars - The blade is handled safely - The appropriate Blade is loaded on the correct knife handle - Student checks blade to assure it has been loaded securely - Sharps are positioned safely, ready for retrieval for surgeon's use - Sharp is retrieved in a timely fashion after surgeon announces or place sharp down - Scalpel is safely disassembled properly at the end of the procedure				10
Suture - Suture is retrieved in a safe proper manor - Suture is loaded on appropriate driver				

- Suture is positioned on driver properly - Suture is passed properly - A forceps is passed and suture scissors are in hand awaiting use - Suture is unloaded properly for a reload or at the end of the case				3
Procedure Count - Complete count is done at closing of peritoneum or mesh - Counts are done in correct order starting with correct location & item - Mayo stand, instrumentation, and back table have remained organized - Sterility is maintained while counting (back not to field) - Another count is performed prior to closure of skin - Sponges and sharps are counted				8
Conversion (if applicable) counts are done correctly. - ALL new countable items added to field are counted				5
Dressings - Wet and dry is ready to clean wound for dressing application - Top glove is removed prior to touching/applying sterile dressing				1
Procedure Ends				

- Scrub removes Bovie tip - Assists with the removal of drapes - Accounts for the 4 penetrating towel clamps				1
Dropping/Raising Hands - Student did not drop hands throughout the case - Student did not raise hands too high throughout the case				2
Disrobe - Uses medical terminology to identify gross contamination on surgical gown - Gown is removed properly - Gloves are then removed correctly				1
Student identified any breaks in sterile technique and make corrections				
Student applied: safety strap, arm board, and SCD successfully				

Overall Skill Evaluation Comments:

Grade:

Student Signature: _____

Instructor Signature: _____

Appendix E: Technical Standards

Technical Standards for Health Science Programs at Washtenaw Community College (WCC) Surgical Technology (APST)		
The technical standards aim to inform students choosing to enter a Health Sciences Certificate and Degree Program at WCC with the bare minimal technical standard requirements, which must be met to complete all coursework objectives and student outcomes. The listed standards encompass what is minimally required to perform the tasks necessary, with a few associated examples provided. This list is not exhaustive and can be modified as the College deems necessary. Students enrolled in a Health Science program at WCC must provide safe and effective care. These technical standards apply to any student enrolling in any one of the health sciences programs. To meet program technical standards, the student must demonstrate sufficient cognitive, emotional, professional, motor (physical), sensory, and other abilities, with or without accommodation. Students with documented disabilities or who believe that they may have a protected disability can request accommodations that may assist with meeting the technical standards for Health Science Programs at WCC. Please contact the WCC Learning Support LSS Office at 734-973-3342 or learningsupport@wccnet.edu to schedule an appointment with an LSS Counselor.		
DISCLAIMER: EXAMPLES PROVIDED ARE NOT AN EXHAUSTIVE LIST OF ASSOCIATED TASKS TO MEET PROGRAM TECHNICAL STANDARDS.		
Requirements	Standard	Examples
Critical Thinking, Emotional, and Cognitive Competencies	Sufficient critical thinking and cognitive abilities in classroom and clinical settings	Make safe, immediate, well-reasoned clinical judgments. Identify cause/effect relationships in all clinical situations and respond appropriately. Utilize the scientific method and current standards of evidence-based medicine/practice (EBM) to plan, prioritize, and implement patient care. Evaluate the effectiveness of health-related interventions. Accurately follow course syllabi, assignments, directions, academic and facility patient protocols, and any action plan(s) developed by the dean, faculty, administration, or healthcare institution. Measure, calculate, reason, analyze, and/or synthesize data as it applies to patient care and medication administration.
Professionalism	Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families, and groups	Establish effective, professional, relationships with clients, families, staff, and colleagues with varied socioeconomic, emotional, cultural, and intellectual backgrounds. Capacity to comply with all ethical and legal standards, including those of the healthcare profession and the corresponding policies of the College and Clinical Placements Facilities. Respond appropriately to constructive criticism. Displays attributes of professionalism such as integrity, honesty, responsibility, accountability, altruism, compassion, empathy, trust, tolerance, and unbiased attitudes. Keep a neat appearance and maintain cleanliness and personal grooming consistent with close personal contact.
Communication	Communication sufficient for professional interactions	Explanation of treatment, procedure, initiation of health teaching (e.g., teach-back or show-me method). Accurately obtain information from clients, family members/significant others, health team members, and/or faculty. Documentation and interpretation of health-related interventions and client responses. Read, write, interpret, comprehend, and legibly document in multiple formats using standard English. Speak clearly to communicate with patients, families, healthcare team members, peers, and faculty.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Functional movement about patient's room, workspaces, and treatment areas to keep sterile technique. Administer rescue procedures such as cardiopulmonary resuscitation. The physical ability to transition quickly to accommodate patient needs and to maneuver easily in urgent situations for client safety. The transfer of patients as needed, turnover, and transfer of instruments to CSR/Decontamination.
Motor Skills	Gross and fine motor abilities that are sufficiently effective and safe for providing Allied Health Care	Ability to effectively calibrate and use equipment. Strength to carry out patient care procedures, such as assisting in the turning and lifting/transferring of patients. Perform and/or assist with expected procedures, treatments, and medication administration using appropriate sterile or clean techniques (for example, medication administration, CPR, insertion of catheters). Physical endurance is sufficient to complete all required tasks during the assigned period of clinical practice. Possess sufficient strength to push/pull patients and case carts for transfer and lift-to-transfer surgical instrument sets.
Sensory	Auditory and visual ability sufficient for observing, monitoring, and assessing health needs	Ability to detect monitoring device alarms and other emergency signals. Ability to discern sounds and cries for help. Ability to observe client's condition and responses to treatments. Ability to collect information through listening, seeing, smelling, and observation and respond appropriately. Ability to detect foul odors, smoke, changes in skin temperature, skin texture, edema, and other anatomical abnormalities and assess patient's needs. Possess auditory acuity to hear a patient or healthcare team members talk in a normal range with or without hearing devices.
Observation	Ability to sufficiently make observations in a health care environment, consistent with program competencies	Accurate interpretation of information obtained from digital, analog, and waveform diagnostic tools such as temperatures, blood pressures, and cardiac rhythms as well as diagnostic tools. Observation and interpretation of the following: client's heart and body sounds, body language; the color of wounds, drainage, urine, feces, expectoration; sensitivity to heat, cold, pain, and pressure; and signs and symptoms of disease, pain, and infection. Assess the condition of a patient by having vision with or without corrective lenses. Initiate proper emergency care protocols, including CPR.
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpate in physical examinations and various therapeutic interventions. To detect temperature changes, feel vibrations (pulses).

Version 1/19/24