

SURGICAL TECHNOLOGY PROGRAM

STUDENT MANUAL

Surgical Technology

is my



Profession

The student is responsible for knowing the information contained in this orientation booklet. The booklet should be in the student's notebook throughout the coming school year and used as reference as questions arise.

Iowa Western Community College
Department of Surgical Technology

Council Bluffs Campus

Accreditation Liaison.....	712-329-4756
Health Division Administrative Assistant	712-325-3436
Dean of Health.....	712-325-3387
Academic Vice President	712-325-3326
Academic Support/Tutoring	712-388-6841
Accommodation Services	712-388-6850
Title IX Coordinator	712-388-6850
Security	402-659-4939
or 8000 from any college telephone	

MANUAL INFORMATION

PURPOSE

This manual has been prepared as a resource of information related to the Iowa Western Surgical Technology Program. If you have questions, need assistance or clarification on any policies, procedures, or requirements you are strongly encouraged to speak with your advisor or lead faculty instructor. No rule or statement in this manual is intended to discriminate, nor will this program knowingly, for the purpose of clinical experiences, place students in other agencies which discriminate on the basis of sex, race, color, creed, national origin, religion, age, disability, sexual orientation/identification, or marital status.

STUDENT RESPONSIBILITIES

Each student is responsible for familiarity and compliance with information contained in this manual in addition to the Iowa Western Community College Student Handbook. Failure to read the information will not be considered an excuse for non-compliance. The Iowa Western Student Handbook may be obtained from the [here](#).

Refer to the Iowa Western Student Handbook for the following information:

- Academic Information
- American Disabilities Act
- College Policies and Procedures
- College Services
- Equal Opportunity and Non-Discrimination
- Campus Safety and Security
- Student Rights and Responsibilities
- Student Code of Conduct, Discipline and Appeals Procedure

The faculty has adopted the policies in this Surgical Technology Student Manual. If a student finds that an extenuating circumstance might justify a waiver of a particular policy, the student must petition to the Surgical Technology Accreditation Liaison. The program reserves the right to change policies, and/or revise curricula as necessary due to unanticipated circumstances. Students registered in Surgical Technology related courses will be informed of curricular changes in a timely manner.

Table of Contents

	Page
FRAMEWORK	
Institutional Mission, Vision, Beliefs	6
Surgical Technology Program Mission, Vision, Beliefs	6
Surgical Technology Program Philosophy	7
Surgical Technology Program Introduction	7
Surgical Technology Program Outcomes	8
Ethical Practices Statements	8
CURRICULUM	
Program Description	9
Course descriptions and objectives	9
Clinical Evaluation Objectives	9
ADMISSION	
Program Requirements	9
Health and Background Information	10
POLICIES & EXPECTATIONS	11
Professionalism	11
Grading	13
Simulation Center Policies & Procedure	13
College Information and Policies	15
CLINICAL POLICES & EXPECTATIONS	15
Clinical Eligibility	16
Clinical Appearance	16
Clinical Site Expectations	17
Methods of assessing Student Clinical Progress	19
Clinical Absence Policy	20
Safeguarding policy	21
Student Work Policy	21
Call Policy	21
PROGRESSION	
Course sequencing	21
Student Conferences	22
Withdrawal	22
Dismissal	23
Re-entry Continuation	22
DEGREE COMPLETION	
Requirements	24
APPENDICES	
Appendix A: Surgical Technology Program Requirements Checklist	26
Appendix B: Substance abuse testing policy	27
Appendix C: Iowa Core Performance Standards	31
Appendix D Accident/Incident Report	33

Appendix E. Surgical rotation requirements link	33
Appendix F Clinical Absence policy	34
Appendix G Hepatitis B Vaccine Information	36
Appendix H Student guide to HIPPA	35
Appendix I Program specific Prep plan for emergencies	36
STUDENT MANUAL ACKNOWLEDGEMENT	38
Forms to be returned to Program Chair	
Student Information	39
Student Release of Information	40
Receipt of simulation center student guidelines	41
Criminal Background check acknowledgement form	42

IOWA WESTERN COMMUNITY COLLEGE MISSION

Iowa Western Community College is a learning community committed to excellence in meeting educational needs and improving the quality of life through programs, partnerships, and community involvement.

VISION

Iowa Western Community College will be recognized as a premier educational leader and partner, with student learning and success being our highest priority.

BELIEFS

These statements of Beliefs support and clarify the Mission Statement of Iowa Western Community College.

- Faculty, students, staff and community partners are equal stakeholders in the culture of our learning community.
- Each and every individual has dignity and worth.
- Community support depends upon identifying and meeting the diverse and changing needs of the people in Southwest Iowa
- Each person deserves opportunities for lifelong learning and growth.
- Open, honest communication through word and action builds credibility and trust.
- Striving for excellence is worth the effort of all college employees.
- Cooperative partnerships foster college and community growth (General Catalog)

SURGICAL TECHNOLOGY PROGRAM MISSION

The mission of this program is to provide didactic and clinical instruction that will enable individuals to perform as competent, entry-level Surgical Technologists, ready to help satisfy the need for Surgical Technologists in local and regional communities.

SURGICAL TECHNOLOGY PROGRAM VISION

Iowa Western Surgical Technology Programs will be recognized as innovative and collaborative, supporting student success and practice excellence, as well as anticipating and responding to evolving local and global health care needs.

SURGICAL TECHNOLOGY PROGRAM BELIEFS

- Surgical Technology is an art and an applied science with the goal of promoting, maintaining, or restoring the optimal health of individuals.
- Individuals are unique, holistic beings.
- Individuals possess dignity and worth and have the right to be treated with respect.
- Health is a relative concept that is ever changing as individuals evolve throughout the life span and interact with their environment.
- The environment is dynamic and includes both internal and external components.
- There is a growing need for a variety of Surgical Technology roles, diverse Surgical Technology services and different levels of educationally prepared nurses within the scope of Surgical Technology practice
- Education is the basis for life-long learning.

Surgical Technology Program Philosophy

The Surgical Technology Faculty Believe: That all people have dignity and worth. That the program should serve people regardless of race, creed, sex, disadvantage, or handicap. That the cognitive base, psychomotor skills, and affective domain are of equal importance in the training of Surgical Technologists. That the graduates of this program should possess competence in the technical phases of Surgical Technology and a sound understanding of the scientific principles of Surgical Technology. That graduates should develop the ability to make independent clinical judgments within the limits of the Surgical Technologist's responsibilities. That graduates should exhibit strong ethical behaviors and attitudes. That competent Surgical Technologists are significant participants on the health care team.

Program Introduction

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

There are three main roles a surgical technologist may fill on the surgical team, they are briefly described below:

- a) The surgical technologist in the scrub role handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she understands the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.
- b) The second assisting surgical technologist assists the surgeon and/or first assistant during the operative procedure by carrying out technical tasks other than cutting, clamping, and suturing of tissue. This role is distinct from that of the first assistant and may, in some circumstances, be performed at the same time as the scrub role.
- c) The surgical technologist assisting in circulating obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team.

The Surgical Technology Program at Iowa Western Community College is an associate degree Program. Successful completion of the course of studies meets the qualifying standards required to take the National Certification Exam for Surgical Technologists. These certifying exams are

written and administered by the National board of Surgical Technology and Surgical Assisting (NBST-SA).

Successful completion of the course of studies is defined within the catalog under which you enter the program with a C or better required in each Biology, Health Science and Surgical Technology course. The student should recognize that the clinical orientation of the Surgical Technology Program demands that attitude; work habits, communication skills and manual dexterity are evaluated along with academic readiness.

Program Outcomes

Program Goal Outcome minimum expectations: “To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

The Learning Objectives for this Program are (upon successful completion of this program, the student will be able to):

1. Use critical thinking and problem-solving skills.
2. Demonstrate the application of the principles of sterile techniques.
3. Apply a basic understanding of human physiology and surgical anatomy in the perioperative role of a surgical technologist.
4. Utilize appropriate medical terminology.
5. Demonstrate effective communication skills.

Ethical Practices Statements

Association of Surgical Technologist Code of Ethics Position Statement

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

CURRICULUM

Program Description:

The Surgical Technology A.A.S. Degree program of study is designed to prepare students to become skilled operating room technicians. The program prepares students to practice under the supervision of a physician or registered nurse and to function as a member of the surgical team. Sterile techniques, operative procedures, anatomy and physiology, and microbiology, as applied to surgery, are studied. Graduates of this program are awarded an Associate of Applied Science (A.A.S.) degree.

Course descriptions:

Course descriptions can be found in the Iowa Western General Catalog. The General Catalog is available at [Iowa Western Catalog](#).

Clinical Evaluation Objectives:

SUR 141 Introduction to Basic Surgical Principles

1. Demonstrate and apply knowledge of aseptic technique in the surgical setting
2. Demonstrate Surgical case management; pre-operative, intra-operative, and/or post-operative within scope of practice of a surgical technologist.
3. Demonstrate professionalism at all time in the clinical setting

SUR 518 Clinical I

1. Demonstrate knowledge of aseptic technique in the surgical suite.
2. Demonstrate professionalism in the clinical setting.
3. Demonstrate industry standardized clinical proficiency during specialized surgical procedures.

SUR 524 Clinical II

1. Identify and assume appropriate responsibility for patient care
2. Demonstrate industry standardized clinical proficiency during specialized surgical procedures.

ADMISSION

Program Requirements

Students accepted into any of the Surgical Technology Programs must meet the following requirements:

- Program Prerequisite Coursework as noted in the Course Catalog
- Completion of Anatomy & Physiology with Lab I & Medical Terminology earning a letter grade of “C” or better.
- Current American Heart or American Red Cross *Health Care Provider/BLS CPR*

Certification

- Immunizations per Clinical Affiliation Agreements
 - For a current list, please refer to Appendix A
- Negative Drug Screen
- Pass Criminal and Dependent Adult/Child Abuse Background Checks per Clinical Affiliation Agreements & Iowa Code 655—2.12(152)
 - For information on background requirements please refer to Appendix C

STUDENTS WILL NOT ATTEND CLINICAL, SKILLS LAB, OR SIMULATION LAB UNLESS REQUIRED DOCUMENTATION IS COMPLETE.

Health & Background Information

Health Policy

- Students are required to fulfill the health requirements as specified by the regularly scheduled clinical affiliates the entire time of enrollment.
- Students are required to fulfill the Iowa Core Competencies as specified by clinical affiliates the entire time of enrollment.
- The cost(s) of required physical exams or treatment are the student's responsibility.
- The College does not provide medical, hospitalization, surgical services, nor does the College assume responsibility for injuries incurred by students when taking part in any college courses, student activities, or sports. Medical services are available at the local hospitals where doctors are on call 24 hours a day.
- If exposure to a blood borne pathogen occurs in the clinical area, the student, with the instructor's guidance, will follow the facility's employee policy.
- A student who becomes ill/injured or experiences newly occurring physical limitations during the Surgical Technology Program should remain at home until well or recovered and contact their health care provider (HCP) for instruction / work / school release.
- Written verification from the HCP, that the student may return to school with no physical limitation (i.e., lifting restriction, casted extremity, light duty, etc.) will be requested by the Surgical Technology Accreditation Liaison and placed in student file.
- Once clinical site schedules are posted, the student must be able to meet the physical labor requirements of the scheduled facility. Per facility policy, if the student is unable to meet the needs as stated, the student must stay home from any clinical experience until the situation has resolved. This will count as a clinical absence. Continued absence from clinical may result in an unsuccessful attempt of completing the course.
- Due to the structure of the Surgical Technology Program, students must show the ability to meet the "Iowa Core Performance Standards". See appendix B.
- No student may come to clinical with a fever, experiencing symptoms such as vomiting/diarrhea, or having a communicable disease.

A student who experiences an adverse event will complete an Accident/Incident Report and submit it to the Dean's office or the Surgical Technology Accreditation Liaison **within 24 hours** of the event. See appendix C.

Insurance

The student is urged to carry personal health insurance. The College does not provide medical, hospitalization, or surgical services, nor does the College assume responsibility for injuries incurred by student when taking part in any college courses, clinical rotations, student activities, or sports.

POLICIES & EXPECTATIONS

The student is responsible for understanding the policies and procedures of the Surgical Technology Program. If the student is unable to comply with the standard policies and procedures, it may be in the best interest of the student, the program, and the college for the student to seek another program in which to develop vocational skills.

The course syllabus, the Surgical Technology Student Manual, and the Iowa Western Community College Student Handbook will serve to establish policy, expectations, and consequences. Faculty reserve the right to alter the syllabus with sufficient notice to students.

Professionalism

This program prepares students to practice professionally. Therefore, growth in professionalism will be required and evaluated on an ongoing basis in classroom presence as well as in the clinical and lab arenas.

Please note: A profession may be defined by the following attributes:

- a. Provides services vital to human and social welfare.
- b. Has its own special body of knowledge.
- c. Involves considerable individual responsibility and accountability.
- d. Provides education in an institute of higher learning.
- e. Establishes and controls own policies and activities.
- f. Has relative independence in performance of function and activities.
- g. Has a code of ethics, which guides the conduct of practitioners.
- h. Has an association that fosters and insures quality of practices.

The professional attributes addressed in the Surgical Technology Program include personal behavior, ethical standards, and accountability. Failure to manifest professionalism may be grounds for discipline within the program.

All students are expected to maintain the standards of professionalism on campus and in all clinical interactions.

Personal Behavior:

- a. Grooming, including cleanliness and appropriateness of attire and conduct
- b. Displays basic competence in verbal and written communication
- c. Is prompt, present, and participates in the professional Surgical Technology Program
- d. Behaves responsibly regarding absences

- e. Demonstrates self-awareness, can recognize need for change, and can modify identified behavioral deficits relevant to professionalism with minimal direction
- f. Is a model for self-care and wellness
- g. Cooperates with program and college ideas and initiates appropriate changes in a professional manner
- h. Recognizes importance of mental health and seeks help as needed to modify a negative impact on professional performance
- i. Does not use mood-altering chemicals
- j. Avoids profane and vulgar language
- k. Demonstrates maturity, self-control and courtesy

Ethical Standards:

- a. Recognizes the rights of patients, peers and faculty
- b. Behaves with respect and confidentiality
- c. Assumes responsibility for one's own behavior in terms of honesty and fairness
- d. Identifies the professional role in promoting justice, peace, and public health.
- e. Demonstrates moral and ethical characteristics.

Accountability:

- a. Demonstrates a willingness to assume responsibilities.
- b. Responds to feedback with openness, personal consideration, and appropriate change(s)
- c. Understands that knowledge is the basis of performance and assumes responsibility for role in learning, seeking assistance as necessary.
- d. Appreciates the need for preparation in the provision of Surgical Technology care
- e. Recognizes role of Surgical Technology as providing interdependent, dependent and independent care of the client
- f. Participates in professional organizations and utilizes professional journals, recognizing the importance of best practices in Surgical Technology
- g. Evaluates health care provided and accepts responsibility to maintain standards of Surgical Technology practice
- h. Evaluates own performance and utilizes critical thinking and problem solving.

Behavior: Classroom behavior will foster learning and a free exchange of ideas. A positive learning atmosphere is one that shows respect and courtesy for the teacher, guest lecturer and fellow students. Whispering, interrupting students, faculty or guest lecturers will result in student dismissal for the day. Audio or videotaping of any class or conversation is prohibited without the written permission of the instructor. Personal Digital Assistants (PDA's) will not be allowed in the classroom during any testing period. Beepers and cell phones will be turned **off** during class and clinical time. Classroom activities will begin and end on schedule. Students arriving late may not be allowed to enter until a scheduled break is taken.

GRADING

The grading scale for the program is:

- A = 100 – 93
- B = 92.9 – 85
- C = 84.9 – 78
- D = 77.9 – 70
- F = Below 70

Grading Standards*

Surgical Technology (SUR) & Health Sciences (HSC) courses: Require a minimum of a 78% overall course average to pass the course.

*There will be no rounding of any grades in Surgical Technology courses.

SIMULATION POLICIES & EXPECTATIONS

Student Guidelines for Simulation:

The intent of the faculty in simulation at Iowa Western Community College is to provide a safe learning experience for all students. The following guidelines and expectations will help to maintain safety in this quality learning environment. The content of this document will be updated as needed and all students, staff, and faculty will be advised of revisions.

Safety Guidelines (All disciplines):

- All students and faculty will always practice within the safety guidelines in the Simulation Center.
- Patient care areas off limits to students without a faculty member present or without prior approval.
- Students should be knowledgeable in the care, handling, and proper use of equipment prior to using it in the simulation setting. Students will be instructed in safe handling techniques prior to practice. Students should use caution when practicing lifting skills and should not lift another student or simulator without assistance.
- Equipment and supplies are to be used safely and for their designed purpose. Please report any malfunctioning or broken items to simulation staff immediately.
- All sharps should be disposed of in approved sharps containers. Please report any full containers to simulation staff for disposal. No trash should be placed in these containers.
- Students shall report any physical limitations to simulation staff as soon as possible so that necessary precautions may be taken.
- Children and unauthorized personnel are not allowed in the CAN-AHE at any time.
- Access to doorways in the Simulation Center will be free from obstruction at all times.
- The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use.
- Students will not sit on beds, stretchers, or wheelchairs unless practicing that particular skill under supervision. Students will not sit on tables, countertops or the floors in the hallways.
- No running in halls

- Accidental injuries should be reported immediately to simulation staff. And an accident report will be completed.

Student Expectations (All disciplines):

The following Guidelines are to be followed at all times while in the CAN-AHE Simulation Center:

- No food, drink or gum allowed in any patient care areas
- Drinks are allowed in other specific areas (debriefing rooms, media/library, EMS lab, and medical assistant lab) if drinks are in a sealable container and with approval of the instructor or program chair.
- No ink pens or felt tipped markers are allowed in areas with simulators (they can permanently stain the simulators)
- Betadine, Iodine and KY jelly should not come into contact with any simulators- instructors will manage use.
- All cell phones and electronic recording devices will remain outside of the patient simulator areas.
- Students will not be allowed in patient care areas without prior approval of faculty and/or faculty member present in the area.
- Computers/ monitors may only be used with specific faculty instruction/approval.
- The IV bags that are located at the head of the beds are for realism effects only and should not be tampered with by students.

Student Expectations (Surgical Technology)

- Professional behavior is expected at all times.
 - Be on time
 - Treat others with the respect you would like from them.
 - No cell phones in simulation area. If you need to send a text or take a call it should be done on break. Only in extreme cases should you leave the lab area to use your phone. We reserve the right to ask you to place your phone in the locker room until class is over.
 - Always use appropriate language.
 - Please be aware you and your patient/team may be video/audio recorded as part of the learning and evaluation process and may be viewed by other staff and students.
- Each semester, practice time hours will be posted, students are encouraged to practice as much as they need to succeed during the open practice hours.
- This practice time is open to all surgical technology and sterile processing program students and no reservation is required.
- As no faculty is present for practice time in the lab, it is the responsibility of the student to:
 - Have a fellow student to assist, if applicable.

- Assemble the required supplies,
 - Clean the practice area when finished.
 - Dispose of used and/or dirty items in the proper waste containers. Sharps only go in the sharps container (no gloves or trash).
- Second year students:
 - Documenting a log of all disposable supplies used and return the area to the previous condition at the end of each practice session.
 - Students will submit reservation requests for testing or skill check-offs to their faculty. Available times for skill check-off are limited by Program Chair and faculty, and will be posted each semester
 - Reservation requests must be completed one week in advance of the test/ skill check off, using the proper request form, available on ROC.
 - Skill check-off and testing time reservations will be scheduled on a first come first serve basis by the Program Chair.
 - Any student not following the guidelines will be asked to leave the Simulation Center and will not return; until a conference with the Program Chair and Dean has occurred.

Confidentiality Statements:

To preserve the realism of the scenarios, provide an equitable learning experience for each student, and maintain a safe learning environment all persons using the Simulation Center are required to sign a confidentiality agreement. Because every simulation may be recorded, the statement also includes an agreement to be filmed and recorded. This confidentiality applies to the simulation itself, as well as patient information made available to the students, and any discussions in debriefing sessions. Violation of this confidentiality statement will be considered a violation of IWCC's Student Code of Conduct and will be subject to disciplinary action. All students will complete this form. All confidentiality statements will be filed in the students' academic file.

COLLEGE INFORMATION AND POLICIES

Please refer to the Iowa Western Community College website and [Student Handbook](#) for the most up-to-date information and policies.

CLINICAL POLICES & EXPECTATIONS

The clinical setting shall be defined as any time spent at a clinical site, clinical orientation, or an enrichment/out experience. Clinical attire must be worn during participation at any and all of these clinical settings, unless otherwise requested by the site. The instructor is responsible for identifying those exceptions in advance.

When the instructor identifies that professional attire is requested by a specific site, the instructor will approve that professional attire be worn in place of clinical attire at the site. Professional attire is defined as slacks or khakis with a dress shirt or blouse, open collar or polo shirt, optional

seasonal sports jacket, a dress or skirt at knee length or below, a tailored blazer, knit shirt or sweater, loafers or closed toe dress shoes.

Should an infraction of this policy occur, the student may be excused from the clinical experience and sent home; an unexcused absence will be charged to the student and the evaluation will reflect an unsatisfactory grade for that date. The lead instructor shall be notified.

Clinical site access is requested by the Surgical Technology Accreditation Liaison collaboration with Faculty. Course Faculty make assignments to the affiliated agencies. Assignments may vary each semester and may include **hours other than day shifts and weekdays. Saturday classes or clinical** may also be required. Students will be notified of the clinical schedule as well as any necessary updates at the earliest opportunity. Every attempt will be made to maintain the posted schedule. However, given the fluid nature of clinical access, students need to be prepared to support changes.

CLINICAL ELIGIBILITY

- Students must have submitted documentation for all Surgical Technology Program requirements regarding immunizations, background checks, CPR, and drug screen. Students are required to maintain current documentation throughout the program.
- Students must be in good academic standing
- Able to satisfy Iowa Core Performance Standards (see appendix C).
 - ❖ Accommodations that meet Affiliation Agreement standards are the responsibility of the student in cooperation College Disabilities Services

CLINICAL APPEARANCE

1. Each student must wear an Iowa Western student ID while at the clinical site.
2. Each student must wear appropriate (per hospital policy) and professional dress to and from the clinical site.
3. A pair of shoes should be purchased for use in the OR only. White shoes of an athletic cut are appropriate and provide the most comfort.
4. Protective eyewear must be worn on all surgical procedures.
5. Fingernails should be natural, short and unpolished, not to exceed ¼” in length.
6. Hair/beard should be cut or secured in a manner that prevents extension beyond surgical headgear.
7. Good personal hygiene is mandatory.
8. No piercing (except earlobes) is allowed to be exposed during clinical time.

CLINICAL SITE EXPECTATIONS

Unsafe and Unprofessional Clinical Practice Defined

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care. The following are examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are NOT inclusive.

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

BIOLOGICAL SAFETY: unsafe behaviors → fail to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when need.

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

UNPROFESSIONAL PRACTICE: shall be deemed to be behavior demonstrated by the student, which are inappropriate to the student-instructor, student-personnel, or student-patient interactions, which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology program or Iowa Western Community College.

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

Clinical behavior expectations:

1. Maintain standards of ethical, professional and legal behavior
2. Demonstrate effective communication skills in and motivation towards learning experiences.
3. Integrate concepts from the basic sciences to the clinical setting.
4. Apply basic skills and behavior components to professional practice.
5. Practice surgical technology within the scope of practice of a student surgical technologist.
6. Prepare case reports according to guidelines.
7. Document surgical procedures and role in case.
8. Submit clinical documentation in a cohesive and organized portfolio at the end of each clinical rotation.

Descriptive overview of select expectations:

1. Personal and professional behavior
 - Accept constructive criticism, identify personal strengths and limitations, and utilize suggestions for self-improvement.
 - Practice good health habits
 - Protect confidential information
 - Function in a responsible manner
 - Prepare and complete assignments
2. Communication skills
 - Interact as a member of the healthcare team.
 - Report pertinent concerns to appropriate team member or instructor.
 - Respectful and honest communication.
3. Integrate concepts from the basic sciences to the clinical setting.
 - Demonstrate knowledge of patient care and safety.
 - Implements plan of care with supervision and guidance.
 - Assesses the needs of the patient for providing optimal care in the operating room setting, with guidance from the instructor or operating room team members.
 - Formulate written case reports on selected procedures

Important information: This information may be altered by your faculty/facility, and will be explained.

- Scrubs will be worn to and from the clinical site each day the will be clean and wrinkle free.
- very limited amount of make-up/cologne is permitted. Beards may not be allowed at your clinical site; check with your instructor.
- All Jewelry must be removed. No “piercing jewelry” except earlobes will be worn, and all earrings will be covered by the surgical cap.
- Tattoos will be covered when possible.
- Shoes will be worn only in the Hospital and will be covered each day with new shoe covers.
- Hair will be covered and contained within a hospital supplied hair cover (no fabric hats will be worn by IWCC students). Beards may not be allowed at your clinical site; check with your instructor.
- Iowa Western ID badge/ Facility provided badge will be displayed at all times in clinical.
- You will carry a pen and paper each day.
- Students will wear protective eyewear for each surgical procedure.
- Students will double glove for each case where a surgical gown is worn, unless directed otherwise by the instructor/staff member.
- Clinical is a full day 6:30-2:30. You should expect to be working the entire day, if not scrubbed for a case, seek direction from staff or clinical instructor. (Lounge is for breaks and lunch, not studying)
- Each day after you complete your morning counted surgical scrub, you will damp dust the OR room in which your first case of the day is to be performed.
- Write your name (first and last) and glove size on the dry erase board for each case each day.
- All paperwork is due on time, legible, and complete.

- You will demonstrate awareness of moral and ethical obligations and will maintain confidentiality regarding patient's presence, diagnosis, and treatment.
- You will use language (verbal and body) that reflects a positive attitude and interest in educational opportunities, as well as being professional and respectful of others.
- You will communicate at all times respectfully, and professionally; verbally and with body language, with staff, MD's and instructors, if you choose not to, you may be asked to leave the area until a change of attitude and communication are displayed to the instructors satisfaction and you have met with the Program Chair (lost time will count as tardy/absence as applies).
- Please and thank you go a long way in respectful communication skills.
- You will be relieved from cases by your instructor approximately 2:45 to conference and get the next day assignment; you will be heading out the door (of the department) at or shortly before 3:30.
- If you would like to stay beyond the assigned time please tell your instructor, it may be possible to make arrangements to accommodate your wishes.

The following represents a partial list of things you are encouraged to do between cases.

This information may be altered by your faculty/facility, and will be explained.

- Pull cases/ put supplies in order for next case, regardless of if you will be a participant in the case.
- Put supplies/ instruments/ suture/ equipment away.
- Stock OR room, blanket and fluid warmers.
- Help clean a room after a case is finished; regardless of if you were a participant in the case.
- Help in instrument room/ sterile processing
- Ask questions of the staff (not only techs, but RN's, Anesthesia and MD's, housekeeping, etc....) that is clinical related, not about vacation plans.
- Observe other cases, with permission.
- Make notes/ ask questions for case reports.
- Explore and find treasures within the department (seek and find something new to share with the group at daily conference)

Methods of assessing Student Clinical Progress

SUR141 Semester 2:

1. Daily pass or fail grade. Checklist of activities assigned and completed is maintained by faculty. Students are required to have 6/7 passing daily grades.

SUR 518 and SUR 524 Semesters 3 and 4

1. Daily Performance evaluations. Instructor will evaluate you daily. Your evaluation will be posted as a grade in the clinical gradebook. The clinical evaluation rubric is available to you on ROC. The daily clinical evaluation reviews 20 criteria each day.
2. Students will demonstrate consistent progress throughout each clinical rotation. Inability to demonstrate improvement in any one (or more) of the criteria evaluated

- daily will require conference with student, faculty and Accreditation Liaison. Action plan or probationary action will be initiated as findings warrant in consultation with the Dean of Health and STEM.
3. Student journals. Submitted weekly, to course drop box. Rubric is available on the course page.
 4. Case logs. All cases in which you participate will be recorded in the complete clinical log. You are required to complete 120 surgical cases to graduate from the program as described in Appendix D.
 5. Case reports will be submitted on ROC every other week beginning week 3 for a case you actively participated in during week 1-2. Template of the document and grading rubric is available to you on ROC.

Clinical Absence Policy

1. All absences will be graded as 0% and cannot be made up. Should special circumstances arise, consideration may be given for documented medical situations at the discretion of the Department Chair/Accreditation Liaison in consultation with the Dean and Accrediting agency (ARCST/SA).
2. The student must notify the instructor and Program Chair for EACH day he/she is absent.
3. No Call No Show for clinical; students will NOT PASS this course and will be removed from the program.
4. Final course grade will be adjusted as follows for any absences.
 1. 0-2 no grade change.
 2. 3-4 final grade drops 1 letter
 3. 5-6 final grade drops 2 letters
 4. More than 6 course must be repeated.
5. Three tardy occurrences are equal to one clinical absence.
6. Students are late if they arrive 5 minutes after clinical start but before 3 hours of the shift has passed. Each day the student is late 40 points will be deducted from the total earned score for the day.
7. If late by 3 or more hours, you will be counted absent for the day and a score of 0% will be recorded in the grade book.
8. Requesting and leaving the clinical site early will be treated the same as being tardy, including the 40-point deduction.

The procedure for reporting an absence/being late is as follows:

Call your clinical instructor, with a number where you can be reached, by 6:15 am.

Email Laura Zlomke, Clinical Coordinator at lpeters@iwcc.edu with each absence/late occurrence.

Clinical daily evaluations are recorded in the daily evaluation category of grade book. A daily evaluation average of less than 78% at the midterm and/or at the end of semester is a failure and will adjust classroom grade to a "D" - as clinical skills are critical to the success in Surgical Technology. Clinical daily evaluations are 60% of your total class grade.

Safeguarding policy

The health and safety of patients/clients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. Surgical Technology students must be readily identifiable as students. All students are issued clinical ID badges. All students will identify themselves as students by writing their name and student surgical technologist designation on the dry erase board before each surgical procedure and introduce themselves as a student during the time out for the procedure. All activities required in the program must be educational and students must not be substituted for staff.

Student Work Policy

Students of the Surgical Technology Program may work as employees only above and beyond the clinical rotation schedule. These hours must not interfere with the student's required clinical hours.

It is the student's responsibility to complete the regularly scheduled rotations in order to obtain satisfactory clinical experience and develop surgical skills to an acceptable level for completion of the program.

Hours worked as hospital employees cannot be substituted for required clinical experience hours. Students may not receive compensation for clinical hours.

Call Policy

In the last Program semester, students will be responsible for taking call for the clinical sites. This will require two nights of being available from end of clinical until 7:00 am the following morning. Students must have access to a cellular phone or be available at a local phone number for these hours. Students must be no more than 20 minutes away from the clinical facility. This will be discussed in further detail during clinical orientation.

PROGRESSION

Course Sequencing

Program specific courses (prefix of HSC & SUR), must be taken in order listed and are only offered in the semester as described below.

Students must earn a "C" or higher in all SUR, BIO, and HSC courses in order to graduate.

Program Prerequisites:

BIO 168 Human Anatomy and Physiology I

HSC 113 Medical Terminology

MAT 743 Technical Math

ENG 105 Composition I
SPC 122 Interpersonal Communication

Gen Ed First Semester (Spring)
HSC 203 Sterile Processing fundamentals
BIO 173 Human Anatomy and Physiology II
PSY 121 Developmental Psychology
MGT 195 Workplace Empowerment

Second Semester (Fall)
Prerequisites: All First semester courses
BIO 186 Microbiology
SUR 134 Introduction to Surgical Technology and Anesthesia
SUR 141 Introduction to Basic Surgical Principles

Third Semester (Spring)
Prerequisites: All second semester courses
SUR 215 Basic Surgical Principles
SUR 221 Surgical Technology
SUR 518 Clinical I

Fourth Semester (Summer)
Prerequisites: All third semester courses
SUR 320 Advanced Surgical Technology
SUR 524 Clinical II

Student Conferences

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between the instructors and the students. Feedback comes in the form of grades, practical exams, clinical instruction, and student conferences. These student conferences are of three types. The first type of student conference is a daily/weekly clinical conference in which the student and instructor will discuss the previous week's clinical performance. (Students who are having difficulties in the clinical setting may be required to meet with the clinical instructor more often). The second type of student conference is for a student experiencing academic, attendance or attitudinal difficulties. These conferences are scheduled with the Accreditation Liaison and/or Program Faculty and Division Dean. The third type is either a formative or summative conference with the Accreditation Liaison to discuss clinical case completion, and progress (each clinical rotation) to program completion.

Withdrawal

Students considering withdrawing from a Surgical Technology course are required to meet with the course instructor and/or advisor before making a final decision. The course instructor and/or advisor will assist the student with completing the appropriate paperwork.

A student who withdraws from a program must officially do so through the Registrar's Office at Council Bluffs or through faculty or administrative services at Clarinda and Harlan. Failure to do so results in all courses currently enrolled in being recorded as "F" on transcript. Official withdrawal dates, and last date to drop classes are available from the registrar's office and listed in the college catalog.

Dismissal

At the recommendation of Faculty, based on formative and/or summative assessments, as well patterns of behavior or isolated incidences warranting action to protect self or the public, Surgical Technology Students may be administratively dismissed from the program. Students have right of due process and to file a Grievance according to the procedure as outlined in the Iowa Western Community College Student Handbook.

Re-entry Continuation

In the event a student withdraws, fails, or is dismissed from the program, that student may apply for re-entry continuation. Factors to be considered include:

The faculty and Accreditation Liaison of the Surgical Technology Program are committed to the successful program completion of eligible Surgical Technology Students.-Together with the AST (Association of Surgical Technologists) and the ARCST/SA (Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.), standards are set and maintained by each Surgical Technology Program in order to offer the best opportunity for each Surgical Technology candidate to successfully pass the CST Exam (National Certification Examination for Surgical Technologist) and enter Surgical Technology practice as a Certified Surgical Technologist. Based on current Surgical Technology research literature, these requirements are specific for students to achieve a successful outcome.

Requirements of a re-entry:

1. The student is allowed two attempts in the Surgical Technology Program.
2. The student must apply within one year of the last Surgical Technology course attempted.
 - a. *Students absent from the Surgical Technology Program for more than one year (two semesters, excluding summer) must start the program from the beginning.
 - b. In the event of extenuating circumstances, for 2nd year students only, such as military deployment or serious medical conditions requiring long term rehabilitation, a committee of faculty member will meet to review the case and make a final decision.
3. The student with two unsuccessful attempts may apply for readmission to the program three years after the last date of program attendance. Factors that may be considered for readmission include, but are not limited to:
 - a. Student academic success, remediation activities, professional experience. Student behavior/attitudes/professionalism and attendance pattern.
 - b. Transcripts will be evaluated for course expiration at the time the student re-applies to the program.
 - c. The student will be required to start at the beginning of the Surgical Technology Associate Degree year.

- d. The student must meet the criteria outlined by the Surgical Technology department for a new admission. A re-entry student must provide and maintain the proper documentation of physical examination, immunizations, drug screenings, and criminal background checks as necessary to attend clinical portions of the program. It is the responsibility of the re-entry student to ensure all admissions requirement documents are submitted to <https://www.viewpointscreening.com/> and verify that all items are complete and nothing will expire during the current term.
4. Students applying for re-entry must apply to the Surgical Technology Accreditation Liaison no later than the Friday of finals week in the term prior to the re-entry to be considered. Exceptions will be considered on an individual basis per the Surgical Technology Accreditation Liaison.
5. To apply to the Surgical Technology Accreditation Liaison the student must submit via US Postal mail, a self-composed business letter, including the following:
 - a. Current contact information (address, email, and phone number).
 - b. Content points to address in the body of the letter:
 - i. Identification of three past or potential barriers to your success in the Surgical Technology program.
 - ii. Identification of plans to overcome these barriers.
 - iii. Identification of strengths that you are going to utilize in the program.
 - iv. Identification of why you are choosing a path in Surgical Technology as a profession.

The student will be considered for admission based on the Surgical Technology Department faculty and the Surgical Technology Accreditation Liaison has confirmed available seating in the program. (Meeting all requirements does not automatically result in admission. The Surgical Technology Accreditation Liaison maintains the responsibility to manage available seating for the Surgical Technology Program).

6. If re-entry is approved, the acceptance letter may reflect the following:
 - a. A letter of acceptance with Student Development Success Plan. A meeting needs to be set up with the students lead instructor during the first week of school and a plan for implementing recommendations in Student Development Success Plan.
7. If re-entry is denied, the denial letter may reflect the following:
 - a. A letter of denial if re-entry criteria was not met and explanation of denial with a plan or recommendations for consideration for re-entry admission.

DEGREE COMPLETION

Requirements

Student are eligible to apply for graduation when **Program Requirements** have been met according to the Program of Study. Students are encouraged to complete a **Degree Audit** with their Surgical Technology advisor as they progress through the program. **It is the student's responsibility to ensure that all degree requirements are met.** Please refer to the [General Catalog](#) on ROC for further details and meet frequently with your Surgical Technology advisor for guidance.

At program completion, students are highly encouraged to complete the online **Student Satisfaction Survey** so that the Iowa Western Community College Surgical Technology Programs can engage in continuous quality improvement. In addition, the **Graduate Survey** functions as a means of tracking the success of students after leaving IWCC. Please participate in all IWCC surveys; the benefits touch many avenues of the college.

Appendix A

IWCC SURGICAL TECHNOLOGY PROGRAM REQUIREMENTS CHECK LIST – 2 pages
ALL REQUIREMENTS & INFORMATION LISTED MUST BE COMPLETED AND RESULTS
SUBMITTED TO VIEWPOINT BEFORE LAB OR CLINICAL PARTICIPATION

REQUIREMENT	WEBSITE TO COMPLETE THE REQUIREMENT
Health and Physical (H&P) form	You must have a current physical completed by a healthcare professional. Form can be found in ViewPoint Health Portal. Use of the IWCC H&P Form is required.
Measles (Rubeola), Mumps & Rubella (Antibody titer)	Documented proof of immunity indicated by a positive titer. The titer results must include all three parts: Rubeola, Mumps, and Rubella. Non-converters must have Healthcare Provider’s signed and dated note documenting that the individual will not convert to positive titer.
Hepatitis B (Antibody titer)	Documented proof of immunity indicated by a positive titer. Non-converters must have Healthcare Provider’s signed and dated note documenting that the individual will not convert to positive titer.
Varicella “chicken pox” (Antibody titer)	Documented proof of immunity indicated by a positive titer. Non-converters must have Healthcare Provider’s signed and dated note documenting that the individual will not convert to positive titer.
Tdap (diphtheria/pertussis/tetanus)	This injection must be renewed every 10 years; submit notice of renewal to Viewpoint, as applicable.
Tuberculosis (TB) test	Initial Requirement- ONE of the following within the last 12 months. <ul style="list-style-type: none"> ● 2-step TB Skin Test/PPD (administered 1-4 weeks apart) ● Clear Chest X-ray with PCP note stating no signs of infection. ● QuantiFERON Gold or IGRA blood test (lab report required) REQUIRED to update annually with single PPD or other two options listed above.
Influenza (flu) shot	Documented proof of seasonal vaccination is required. Documentation must include the vaccination date, the Lot number, and the expiration date. Due Annually in October.
COVID-19 Vaccination	Documentation of two shots of the Pfizer or Moderna vaccine OR documentation of one Janssen vaccine or Request Exemption. To begin exemption process, submit exemption form (available in ViewPoint) Please see FAQ pages for additional requirements if seeking an exemption. CPR/BLS card (includes two-man CPR for HealthCare Provider, infant, child & adult; and AED) Must be from American Heart Association, American Red Cross, or the National Safety Council.
CPR/BLS card (includes two-man CPR for HealthCare Provider, infant, child & adult; and AED) Must be a class accredited by American Heart Association or American Red Cross.	You must supply a photo copy of both front and back of the card signed by you. <i>Students are required to have a current CPR card <u>on file</u> with CastleBranch through graduation.</i>
Additional Required Training & Documents	All instructions, links and forms are found in ViewPoint.

The Surgical Technology Program reserves the right to add to these requirements as clinical agreements require. Students will be notified when this occurs.

Appendix B
Substance Abuse Policy per IWCC Administrative Policy

506. SUBSTANCE ABUSE TESTING POLICY. *(Revised October, 2008; May 10, 2010)*

Iowa Western Community College is committed to an alcohol and drug free environment in accordance with the Drug Free Schools and Community Act of 1989.

Iowa Western Community College recognizes its responsibility to maintain an environment that ensures safety to all whom we educate and serve.

The presence or use of controlled substances on the campus, in the facilities of Iowa Western Community College, and at all college sponsored events is strictly prohibited and may be grounds for dismissal. The use of alcohol is prohibited on campus with the exception of officially approved college events.

Iowa Western Community College will follow the established guidelines as stated in the IWCC Code of Conduct and departmental policies/procedures/handbook. In addition to Iowa Western Community College's policy on alcohol and controlled substances, the following supplemental security measures will be implemented:

1. Random drug testing of any student who has been accepted into the program. Initial drug and/or alcohol testing costs will be assumed by the student.
2. Students may be tested if IWCC staff has reasonable cause to suspect alcohol or substance usage. Reasonable cause or suspicion may include but is not limited to:
 - a. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol as related to school activities.
 - b. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse.
 - c. Arrest or conviction of a drug or alcohol related offense as the focus of a criminal investigation into illicit drug use, possession, or trafficking.
 - d. Presenting with an odor that is indicative of alcohol or substance usage.
 - e. Removal of any medications or drugs from program facilities.
 - f. Possession of drug paraphernalia.

Prescription Medications

In the event that a student is taking medically prescribed medication that may interfere with their ability to perform, the student is required to:

1. Notify the Office of Student Assistance.
2. Submit official medical documentation to the Student Assistance Director. Page 5-26 Administrative Policy
3. Meet with the Student Assistance Director to receive a Disability Accommodations Letter, which outlines the applicable side effects of the prescription medication.
4. Provide a copy of the Disability Accommodations Letter to the appropriate IWCC staff, within 10 business days of being prescribed the medication or within 10 business days prior to the start of the semester (whichever comes first).

Subject to team and program rules, all students who are tested will be allowed to continue with the normal academic or athletic routines until the test results are known and reported to the student. If the student is under the influence of drugs and/or alcohol and presents any danger to himself/herself or persons surrounding him/her, it is at the discretion of the IWCC staff member that the student be allowed to continue with "regular" duties or schedules.

PLEASE NOTE: All information relating to the actual medical condition or disability is kept confidential and on file with the Student Assistance Office only

Substance Abuse Testing Procedure

Whenever a drug and/or alcohol test is conducted, whether random or based upon reasonable suspicion, the following procedure will be used.

1. The student is informed of the requested drug and/or alcohol test by a member of the IWCC staff.
2. The student will be immediately escorted to the testing site (if off campus, the student will be taken to the testing site by a college official). Once the test is requested and the student notified, the student is not allowed to drink or eat anything until after the collection process is complete. The student is required to remain at the testing site until a viable urine sample is collected (60mL).
3. The student sample will be collected by one of the Certified Athletic Trainers at IWCC or other certified collection agent if the test is conducted off campus. One urine collection will be split into 3 samples (A, B, and C). This ensures that all testing laboratories (if the appeal process is utilized) receive a sample of the same urine. After collection is complete and the student has completed all necessary paperwork, the student is free to go. NOTE: If the student refuses to give the required sample, a positive test result will be assumed.
4. The collected sample will be transported using proper chain-of-custody procedures to Mercy Hospital Occupational Health for testing.
5. Results of the test will be disclosed only to the certified collection staff who will then forward the results and supporting documentation to the requesting party.
6. The student will be informed of the results of the test. An appeal process is available for the student. *See below.*

Confidentiality will be upheld at all times during this process in accordance with HIPAA. Knowledge of the sample collection, results, and consequences will be maintained by only the requesting party, collecting party, laboratory testing party, and student.

The student will be allowed to continue with the program until the test results are known and reported to the student. If the Student is under the influence of drugs and/or alcohol and presents any danger to himself/herself or persons surrounding him/her, it is the discretion of the IWCC staff member that the student be allowed to continue with the class or program.

Refusal of Testing

The student may have the right to refuse such testing. The refusal to submit for testing is considered failure to cooperate. At the time of refusal:

- a. A positive test result will be assumed.
- b. The appropriate IWCC staff members will be notified.
- c. The student will be suspended from all classes and clinic settings and/or from their athletic sport.

Appeal Process

No appeal is permitted for the Surgical Technology Program.

Appendix C

Iowa Core Performance Standards for Healthcare Career Programs

Iowa Community Colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.	<ul style="list-style-type: none"> ● Identify changes in patient health status ● Handle multiple priorities in stressful situations
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment.	<ul style="list-style-type: none"> ● Identify cause-effect relationships in clinical situations
Interpersonal	Interpersonal abilities sufficient to interact appropriately with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> ● Establish rapport with patients and colleagues ● Demonstrate high degree of patience ● Manage a variety of patient expressions (anger, fear, hostility) in a calm manner.
Communication	Communication abilities in English sufficient For appropriate interaction with others in verbal and written form.	<ul style="list-style-type: none"> ● Read, understand, write and speak English competently ● Explain treatment procedures ● Initiate health teaching ● Document patient information ● Validate responses/messages with others
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing	<ul style="list-style-type: none"> ● The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available.

	force as in lifting, supporting, and/or transferring a patient.	
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care and documentation.	<ul style="list-style-type: none"> ● Position patients ● Reach, manipulate, and operate equipment, instruments and supplies. ● Electronic documentation/keyboarding ● Lift, carry, push and pull minimum of 50 pounds. ● Perform CPR
Hearing	Auditory ability sufficient to monitor and assess, or document health needs.	<ul style="list-style-type: none"> ● Hears monitor alarms, emergency signals, auscultatory sounds, cries for help ● Hears telephone interactions/dictation
Visual	Visual ability sufficient for observation and Assessment necessary in patient care, accurate color discrimination.	<ul style="list-style-type: none"> ● Observes patient responses ● Discriminates color changes ● Accurately reads measurement on patient related equipment
Tactile	Tactile ability sufficient for physical Assessment, inclusive of size, shape, temperature and texture.	<ul style="list-style-type: none"> ● Performs palpation ● Performs functions of physical examination and/or those related to therapeutic intervention.
Activity Tolerance	The ability to tolerate lengthy periods of Physical activity.	<ul style="list-style-type: none"> ● Move quickly and/or continuously ● Tolerate long periods of standing and/or sitting
Environmental	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> ● Work with blood, body fluids ● Tolerate exposure to odors ● Work in areas that are close and crowded ● Work in areas of potential physical violence ● Work with sharps and biohazardous materials

Appendix D
Iowa Western Community College Policy
Accident/Incident Report Completion

Policy: IWCC students and employees will complete an accident/incident report as soon after the incident as possible.

Procedure:

Employees:

1. All work-related accidents, illness or injuries will be reported to the supervisor promptly. Physician appointments will be scheduled through the Assistant to the Vice President of Finance and Operations.
2. The incident report form will be obtained from major department secretaries or the office of the Vice President of Finance and Operations.
3. The incident report will be completed by the person ill/injured, if able, or the supervisor shall complete the form within **24 hours** of the incident and submit it to the major department secretary.
4. The Dean will forward the completed form to the Vice President of Finance and Operations' office.
5. The Vice President of Finance and Operations will report the incident to the insurance carrier. Refer to Worker's Compensation Policy for further directions.

Students:

1. Students who incur work-related accidents, illness, or injuries will report the incident to their faculty promptly.
2. Follow steps 2-5 above.
3. In addition to the IWCC incident report, all clinical incidents will be reported on the facility incident report form.
4. Sharps injuries occurring in the clinical site are eligible for workman's comp. Follow facility guidelines regarding blood draws, insuring the Vice President of Finance and Operations is in receipt of all paperwork.
5. Students are responsible for attaining and maintaining health insurance, as required by facility contract and program policy.

ACCIDENT/INCIDENT REPORTS

Name: _____

SSN: _____

DOB: _____

Marital Status: _____

Date Started Program: _____

Time Class Starts: _____

Program of Study: _____

Iowa Western Community College Policy
Accident/Incident Report

Name: _____ IWCC Student _____ Employee _____
BVU Student _____ Other _____

Person filing Report: _____ Address: _____

Phone: _____ Date of Incident: _____ Time: _____ AM ___ PM ___

If Accident (describe, briefly):

If Incident (describe briefly):

Check as needed:

_____ Rescue Squad called at _____ AM _____ PM BY:

_____ Injured/ill transported to: _____ at _____ AM ___ PM ___

_____ Injured/ill refused to have Rescue Squad called

_____ First Aid administered (describe type) _____

_____ Family member/significant other contacted at _____ AM _____ PM

_____ Injured/ill refused to have family member/significant other contacted

_____ Person contacted: _____ Phone: _____

I agree with the above information: _____
(person involved in incident/accident)

GENERAL INFORMATION
FOR RESCUE SQUAD CALL 911

Hospital Emergency Room services available in Council Bluffs:

Jennie Edmundson Hospital	900 East Pierce Street	712-396-6111
Mercy Hospital (Alegent/CHI)	800 Mercy Drive	712-328-5000
Poison Control Center	8200 Dodge Street, Omaha	402-354-5555

Hospital Emergency Room services in Clarinda Center:

Clarinda Regional Health Center	220 Essie Davison Drive	712-542-2176
Shenandoah Medical Center	300 Pershing Avenue	712-246-1230

Hospital Emergency Room services in Shelby County Center (Harlan):

Myrtue Medical Center	1213 Garfield Avenue	712-755-5161
-----------------------	----------------------	--------------

Appendix E
2014 REVISED CORE CURRICULUM FOR SURGICAL TECHNOLOGY, 7th edition
SURGICAL ROTATION CASE REQUIREMENTS

<https://www.iwcc.edu/wp-content/uploads/Surgical-Technology-Clinical-Case-Requirement.pdf>

Appendix F

CLINICAL ABSENCE POLICY:

Appendix G

Students who must miss a class, clinical or lab experience are expected to notify the appropriate instructor as well as the Program Chair in advance.

- a. All absences will be graded as 0% and cannot be made up. Should special circumstances arise, consideration may be given for documented medical situations at the discretion of the Department Chair/Accreditation Liaison in consultation with the Dean and Accrediting agency (ARCST/SA).
- b. The student must notify the instructor and Program Chair for EACH day he/she is absent.
- c. No Call No Show for clinical; students will NOT PASS this course and will be removed from the program.
- d. Final course grade will be adjusted as follows for any absences.
 1. 0-2 no grade change.
 2. 3-4 final grade drops 1 letter
 3. 5-6 final grade drops 2 letters
 4. More than 6 course must be repeated.
- e. Three tardy occurrences are equal to one clinical absence.
- f. Students are late if they arrive 5 minutes after clinical start but before 3 hours of the shift has passed. Each day the student is late 40 points will be deducted from the total earned score for the day.
- g. If late by 3 or more hours you will be counted absent for the day and a score of 0% will be recorded in the grade book.
- h. Requesting and leaving the clinical site early will be treated the same as being tardy, including the 40 point deduction.

INFORMATION ABOUT HEPATITIS B VACCINE

The Disease

Hepatitis B is a viral infection caused by hepatitis B virus (HBV), which causes death in 1-2% of patients. Most people with hepatitis B recover completely, but approximately 5-10% become chronic carriers of the

virus. Most of these persons have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

The Vaccine

Hepatitis B vaccine comes in several forms. One is produced from the plasma of chronic hepatitis B virus carriers. Another is developed by genome coding of a recombinant strain of yeast. Both have been extensively tested for safety in chimpanzees and for safety and efficacy in large-scale clinical trials with human subjects. A high percentage of healthy people who receive two doses of vaccine and a booster achieve high levels of surface antibody (anti-HB's) and protection against hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine, but over half of those receiving it do develop antibodies. Full immunization requires three doses of vaccine over a six-month period, although some persons may not develop immunity even after three doses. There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with hepatitis B virus prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons experience tenderness and redness at the site of injection. Low-grade fever may occur. Rash, nausea, joint pain and mild fatigue have also been reported. Allergic reactions can occur in patients who are hypersensitive to any component of the vaccine. Also, if the vaccine produced from recombinant strain of yeast is used, patients allergic to yeast should not receive the vaccine. The vaccine should not be given to a pregnant patient unless absolutely essential. Patients are discouraged from getting pregnant during the 6 months of the immunization series, as well as 2-4 weeks after the last (third) immunization. Caution should be used in administering the vaccine to a nursing mother. The possibility exists that more serious side effects may be identified with more extensive use.

IF YOU HAVE ANY QUESTIONS ABOUT HEPATITIS B OR THE HEPATITIS B VACCINE, PLEASE ASK.

Surgical Technology students are **REQUIRED** to get this series!

Directions:

1. Call your health care provider.
2. Tell them what program you are in.
3. Make an appointment.
4. Take the form available from the Program Chair with you for verification.
5. Second injection will be one month from the first injection.
6. Third of the series will be 6 months after the second injection.
7. It is very important to follow through with this series and provide documentation of all injections.

A STUDENTS GUIDE TO HIPAA

Just What is HIPAA?

In 1996, Congress recognized the need for national patient privacy standards and set a 3-year deadline to enact such protection as part of the “Health Insurance Portability and Accountability Act of 1996” (HIPAA).

The Privacy Rule, for the first time, creates national standards to protect individual medical records and other protected health information (PHI). PHI stands for protected health information. PHI includes any information about a person’s condition and anything about the care or payment received for it.

Examples of PHI include:

- Appointments
- Diagnostic lab results
- Symptoms
- Treatments
- Blood type
- Procedures
- Medical Records
- Patients bills
- Procedure coding
- Aggregate data which includes patient identifiable information

All patients have the right to have confidential care provided. No one wants to receive healthcare services and have that information available and/or given to others without a right or a need to know. *It is your responsibility to protect this sensitive personal information.*

Patient confidentiality begins from the moment you receive the first information in regards to a patient. Confidential information should not be discussed with anyone except on a professional **need to know basis** in order to further the delivery of patient care. Releasing confidential patient information, whether intentional or accidental is in conflict with the professional guidelines of any medical/healthcare entity.

Common Sense Ways Students Can Protect Patient Privacy:

- *Close patient doors when discussing treatments or doing procedures.*
- *Close curtains and speak softly in semi-private rooms when discussing treatments and administering procedures.*
- *Avoid discussions about patients in elevators and cafeteria lines.*
- *Do not leave messages on answering machines regarding patient conditions or test results.*
- *Never leave your area and leave protected health information exposed.*
- *Never access patient information for other persons unless they are in a need to know position also.*
- *Use only a Fax machine located in a secure, limited access area.*
- *E-mail is NOT for personal use.*
- *NEVER SHARE PASSWORDS or Log into Health Information Systems using borrowed credentials.*
- *Don’t write your password down, post it, or keep it where others can find it. (Under a mousepad/keyboard are the first places someone will look for it.)*

Sometimes you may hear or receive information about a friend or relative, or friends of relatives or other employees or friends. You may see a medical chart or lab information, during pre lab or clinical. You will be tasked with keeping that information confidential also. If you are asked for information or asked for confirmation of confidential information by an individual that doesn't have a need to know some helpful responses are:

- I'm sorry, I can't release that information
- I'm not allowed to provide that confidential information
- I've been asked not to release that information
- Perhaps you should ask your friend, the patient
- Why do you have a need for that information?
- You will need to speak with the nurse, my supervisor, the physician or the appropriate level person.

Violation of patient privacy in any way shape or form will not be tolerated!

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

Appendix I

Program specific Prep plan for emergency

Should the campus need to be closed for any reason the following steps will be followed to ensure uninterrupted learning and maintain the core curriculum is included in the altered delivery method.

Didactic learning will be altered to online/hybrid learning format with labs continuing in a face-to-face format.

Class sessions will not be held in a face-to-face format for *each* session, but there will be times that you are expected to come to campus. The plan is to have a combination of recorded videos (using Panopto) of lectures and to utilize Zoom video conferencing (during scheduled class session meeting times) regularly in both classes for class interaction and engagement. All lecture videos will be linked into your course page, and viewable as many times as you want. You will want to view them prior to our Zoom calls, so all your questions can be answered, and any clarifications of reading, assignments and other items can be handled in the large group. It is important that you are well prepared for Zoom calls as it is our only opportunity to talk as a large group and you are what makes the class interactive. Zoom calls will be recorded as well so if (on the rare occasion) you are unable to join, you will still be informed. Please note that attendance will be taken on each Zoom call, and it is important that you participate, with video and audio. Tests will be given face to face (in groups of no more than 9 at a time) for the courses SUR 141, 221, and 320 (days and time to be included on the syllabus). Tests will be done outside

of class time for SUR 134 and SUR 215 in Canvas with a time limit (days and time to be included on the syllabus).

If class sessions must transform to fully online, all testing in SUR 141, 221, and 320 will be completed with the use of the with the use of lock down browser tool in the college LMS.

Lab sessions will be held face to face. There will only be 10 people in the lab at a time (including faculty). Lab will require you to make appointments for lab skill check off recording outside of lab session scheduled times. There are also appointment times available for you to schedule additional skill practice with faculty supervision and guidance. These practice and skill check off times will be held Monday-Wednesday (only by appointment, you will schedule with a partner for skill check- offs) and you will sign up through the course calendar in Canvas. Skill recordings will be reviewed by student and faculty, immediately following the recording to verify successful completion of each skill. Skills must be completed by specific deadlines (prior to each of 3 graded skill exams) throughout the semester. Skills can be attempted more than once, on separate days.

In the event that lab sessions must be completely cancelled, students will be distributed supply kits for skill practice and will record skill completion by recording themselves and submitting videos online. Testing arrangements will be made on individual basis either on campus when it is deemed safe to return to the campus or in a local hospital facility as arranged by the Program Chair.

Clinical sessions will still occur. Students will be assigned by faculty to a specific clinical site and remain there until the end of the clinical rotation. Clinical case requirements will not be altered unless directed by the Accreditation review council on education in surgical technology and surgical assisting (ARC STSA).

In the event that clinical sessions must be cancelled, make up days will be scheduled when it is deemed safe to return to clinical sites. Make- up days will ensure clinical requirements are completed as stated in the curriculum.

STUDENT MANUAL ACKNOWLEDGEMENT

Iowa Western Community College
Surgical Technology Program Acknowledgement of Student Manual

“I acknowledge that I have read and understand the _____ (year) Surgical
Technology Student Manual”
Student

_____ (Print)

Student _____

(Signature)

Date _____ Course

I understand the Surgical Technology Student Manual is available on ROC _____
(Initials)

I understand a policy revision supersedes any prior additions _____ (Initials)

Student Information

Student Name

Student ID#

SS#

DOB

Address/City/State/Zip

Home Phone#

Cell Phone#

Home E-Mail

Spouse Name

Spouse Work Phone#

If case of an Emergency:

Emergency Contact

Emergency Contact

OR

Emergency Phone Number

Emergency Phone Number

STUDENT RELEASE OF INFORMATION BY FACULTY TO PROSPECTIVE EMPLOYEES

STUDENT NAME: _____

I authorize the IWCC Surgical Technology faculty to release: (check one or all that apply)

Personal Information _____

Academic Information _____

Information on Clinical
Performance _____

Signature of Student

Date

**Iowa Western Community College
Center for Advanced Nursing and Allied Health Education**

Confidentiality Agreement/ Video Release

During the simulation experience, I will have access to Confidential Information and need to be aware of and abide by procedures that apply to simulation information and education.

Confidential simulation information is defined as anything that I, or those individuals with whom I interact, would expect to remain private including information related to:

- Simulation patients
- Patient models
- Students

As a student learner, trainer or patient actor, I am required to comply with the simulation center guidelines relating to confidential information. I understand that:

1. I may have access to confidential simulation information.
2. I am responsible for protecting all simulation information.
3. Confidential simulation information may be used as needed to perform my assigned activities. I may:
 - NOT share any simulation scenario information with others outside of my clinical simulation group and clinical faculty.
 - NOT share or disclose specific simulation patient health information.
 - NOT share student performance with anyone other than those in my clinical simulation group and clinical faculty.
 - Not misuse or be careless with simulation information.
4. Students are expected to keep all events, procedures, and information used in conjunction with the simulation center strictly confidential. This includes patient history data obtained prior to the actual simulation experience, as well as information obtained and used in the pre and post conferences.
5. Violation of this agreement may result in consequences including (but not limited to) loss of simulation privileges.

By signing below, I acknowledge that I have read and understand the above Agreement and agree to abide by the terms of this Agreement.

I acknowledge that video recording may occur at any time during participation in learning in the Center for Advanced Nursing and Allied Health Education. I agree to allow IWCC to record and/or photograph my performance in the simulation center for teaching purposes.

Date: _____

Printed Name of Student: _____

Student Signature: _____

IOWA WESTERN COMMUNITY COLLEGE
DIVISION OF HEALTH & STEM
CRIMINAL BACKGROUND CHECK ACKNOWLEDGEMENT

DATE: _____
STUDENT NAME: _____
PROGRAM: _____

AS REQUIRED PER PROGRAM POLICIES, I UNDERSTAND THAT IOWA WESTERN COMMUNITY COLLEGE (IWCC) WILL OBTAIN A CRIMINAL BACKGROUND CHECK (CBC) ON ME TO LEARN ABOUT ANY CRIMES I MAY HAVE COMMITTED.

I ALSO UNDERSTAND THAT IF THE CBC DISCLOSES THAT I COMMITTED A CRIME I MIGHT BE PREVENTED FROM:

1. COMPLETING THE CLINICAL/EXTERNSHIP COMPONENT PROGRAM OF MY ACADEMIC PROGRAM;
2. OBTAINING A CERTIFICATION, REGISTRATION, OR LICENSE TO PRACTICE IN MY CHOSEN AREA OF STUDY; AND/OR
3. OBTAINING EMPLOYMENT IN MY CHOSEN AREA OF STUDY.

I ALSO UNDERSTAND, ACKNOWLEDGE, AND ACCEPT RESPONSIBILITY FOR THE FOLLOWING:

1. I WILL COOPERATE WITH IWCC IN ITS EFFORTS TO OBTAIN A CBC ON ME AS REQUIRED BY MY PROGRAM OF STUDY;
2. I HAVE BEEN ADVISED OF THE POSSIBLE RISKS IF THE CBC DISCLOSES THAT I COMMITTED A CRIME; AND
3. I WILL IMMEDIATELY NOTIFY THE PROGRAM DIRECTOR OR CHAIRPERSON IF I HAVE BEEN INVOLVED IN ANY UNLAWFUL ACTIVITY THAT COULD IMPACT THE RESULTS OF A PREVIOUS CBC OBTAINED BY IWCC. AS A RESULT, I MAY BE REQUIRED TO COMPLETE AN ADDITIONAL CBC.

STUDENT SIGNATURE

DATE

PROGRAM DIRECTOR SIGNATURE

DATE