

SURGICAL TECHNOLOGY POLICY & PROCEDURE

INTRODUCTIONS OF FACULTY AND GUESTS

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Members of Class of 2009-Helpful hints for incoming students

SURGICAL TECHNOLOGY PROGRAM DEPARTMENT POLICIES, RULES AND REGULATIONS

Introduction

The faculty does not intend to mold all students into a single, predefined surgical technologist, but offer guidelines and policies to create a safe and professional learning experience for the student. The following sections will discuss the policies, rules and regulations which govern the students enrolled in the Surgical Technology Program, henceforth abbreviated as ST, at Coastal Carolina Community College. The policies, rules and regulations will apply to both on-campus and off-campus (clinical) classes. During off-campus activities, remember you are representing the profession of surgical technology and the college by your manner, appearance, action and speech.

General Information

Students are expected to read information posted on the bulletin boards outside of the faculty offices and in the H226 lab. Check the boards before class, on breaks, and at the end of classes.

Assignments and memos will be placed in student mailboxes as needed.

Should you be needed in an emergency situation, you can be contacted during class hours by telephone at 938-6269 (secretary's office H104). Cellular phones are not permitted during class or lab time. Should you need to use your phone during class a tardy will be given if time exceeds 5 minutes. They are not permitted in the clinical areas.

Tape recording of classes and labs is not permitted. Students with special learning needs should address their concerns/needs with the faculty. Assistance with study skills is available in the Academic Studies Center.

Notify the Program Department Head and registrar's office of any changes in name, address, or phone number.

Appearance and Attire:

Students in the ST Program should maintain a professional, well-groomed appearance. Attire worn to lecture class is at the discretion of the student, but should reflect a professional attitude.

1. Review packet materials carefully if you have any questions feel free to contact me.
2. Lab attire: Scrubs must be cecil blue in color (see example) and eyewear is the responsibility of the student for purchase to be worn in lab and clinical (see examples). The eyewear can be purchased from bookstore. Purchase frame and shield. Lab shoes are to be comfortable with adequate support and all white/washable.
3. Clinical attire: white uniform required, uniform top must have buttons and/or collar and uniform pants may not be cargo pants. White socks or white support hose are to be worn with clean white leather topped shoes. (clogs with no back may not be worn)
4. ST emblems may be purchased from bookstore for about \$3.00.
A minimum of 2 must be purchased (for lab coat).
5. Name pins must have full proper name followed by SST (depending on your curriculum enrollment as of the Fall Semester) and "Coastal Carolina Community College" on second line (see example), black lettering on white backgrounds. May be obtained from Trophy Case for approximately \$5.00 each. (should purchase at least 2 name tags)
6. Hair should be neat and secured away from the face not touching the collar of the lab coat or uniform. A clean-shaved appearance for males is necessary for labs and clinicals.
7. Make-up should be very light, no heavy mascara, eye shadow, or lipstick
8. NO JEWELRY IS TO BE WORN AT THE CLINICAL SITES OR IN LAB: Jewelry such as earrings, nose studs, eyebrow rings, or tongue studs.
9. Fingernails should be well manicured, short, and clean. No nail polish is allowed in the clinical or lab settings. Fingernail length should not extend beyond the tips of the fingers. NO ARTIFICIAL NAILS.
10. No perfume and/or after-shave lotion/cologne is to be worn while in the clinical settings.

The faculty assumes that the student will exercise discretion and that enforcement of these guidelines will be on a very limited basis. Students will be dismissed from class at the discretion of the instructor and permitted to return when in proper attire.

Academic Probation

All college policies stated in the catalog apply to the ST Program regarding academic probation. In addition, a student will be considered to be on probation during a semester following the midterm evaluation if the student is not maintaining a "C" average in the courses prefixed with "SUR". A student may also be placed on probation for safety violations in the clinical area as noted under the Clinical Safety Policy and for excessive absenteeism.

Academic Suspension

All college policies stated in the catalog apply to the ST Program regarding academic suspension and grievance procedures. In addition, a student will be suspended from the ST Program and not permitted to advance through the established curriculum if a grade of less than "C" in the courses prefixed with "SUR", and "BIO" is obtained at the semester final evaluation. Readmission guidelines from the college catalog are to be followed if the student desires readmission to the program.

Attendance and Tardiness Policy

All students are expected to be in the classroom, lab or clinical area at the scheduled time. As stated in the college catalog and student handbook, absences may not exceed 12.5% of a class' hours. Classes missed will be documented hour for hour. A student may be dropped from the program for excessive absences with a failing grade. Reinstatement procedures as outlined in the catalog must be followed if return to class, lab or clinical is desired by the student. The instructor is under no obligation to make up time that the student has missed! Laboratory hours and lecture hours are not interchangeable in the application of this policy.

For example, a student in SUR 111 is allowed only 3 lecture absences and 3 lab absences, not seven lecture absences or seven lab absences. Each student is accountable for any work missed because of class absence. The student should call the appropriate instructor or Allied Health Secretary extension 938-6269 after 8 a.m. to leave a message for the instructor for missed lecture and lab time. The student should call the clinical instructor at the designated clinical area at 7 am. If unable to attend clinical, leave a message for the instructor. Be sure to obtain the name of the person with whom you spoke in case there is an error made and the message is not delivered as intended.

Tardiness is equal to missing 1/3rd of a class period or less. For example, 17 minutes or less for a 50 minute class is considered tardy. 60 minutes or less for a 3 hour lab is considered tardy. Being tardy three times per semester will be counted as one absence. Punctuality is a desirable quality in a future ST employee. Both absences and tardiness will be documented in your permanent student file at both midterm evaluations and final semester evaluations.

Attitude

It is important achieve the attributes identified by the Association of Surgical Technology as professionals. Many of these attributes are directly related to attitude. Personal problems, which interfere with a cheerful, dedicated affect, should be discussed with your instructors. Please use

discretion when discussing personal matters. Everyone in the program does not need to know EVERYTHING about your personal situations.

PROFESSIONAL EVALUATION GUIDELINES

The Professional Evaluation will be used to “grade” each student’s affective behaviors and professional conduct. Since most of the references we receive from potential employers of our students heavily concentrate on the affective behaviors and professional ethics of the surgical technologist, we feel it is important to define appropriate desirable traits in these areas. This tool will be used throughout each clinical course and provide a trend of behaviors for instructors to use when writing future employment references.

The evaluation is divided into four parts which include professional values, professional employable skills, behavioral values, and behavioral employable skills. Each term is defined as follows:

1. Professional: status, methods, character or standards of a profession.
2. Behavior: demeanor, action/reaction under specific circumstances.
3. Value: principle, standard, quality considered worthwhile or desirable; measured in usefulness or importance.
4. Employable: to engage, use or put to service.

Therefore, professional values, and employable skills are those attributes which are sought after based on the profession’s standards of practice. Behavioral values and employable skills are those attributes which are desired by employers in general. The student has the ability to change the outcome of this evaluation through introspective adoption of these desirable traits.

**** Critical behaviors subject to probation if necessary****

Cheating

Cheating in didactic courses and short cutting/omitting clinical procedures is considered academic dishonesty. The faculty emphasizes that attitudes and actions demonstrate the students' ethics. Any student choosing to cheat during the course of the program will be relieved of the privilege and right to attend classes and to graduate from the program. Cheating is defined as using notes or markings, signals, or observation to obtain answers from a private source not permitted during examination, or from another person in the class. Submitting papers, which are not the student’s original work and falsification of records, also is considered cheating.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent on the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the program faculty's ability to

declare prospective graduates to be reliable and ethical, since both the level of knowledge and the degree of ethics are both unknown values in such a situation

Clinical Safety:

Students are exposed to many communicable diseases and must follow safety precautions as taught by the instructors at CCCC. Students will be at risk for exposure to blood/body fluids. Students will participate in procedures with or without known Hepatitis, AIDS, MRSA, VRE. Students will not participate in procedures with Known Tuberculosis.

Please sign form at back of packet materials now (next to last page) entitled CCCC Communicable Disease Statement.

Confidentiality is vital to patient rights. Please take a moment to read the policy on confidentiality in your packets and sign and turn in the form required by one of our clinical affiliates at this time.

Health and eye forms of accepted students and standbys must be returned completed prior to the beginning of our clinical rotations. A deadline date will be given at a later time.

Vaccines must be completed, and Hepatitis B initiated. The health forms require HBV to be given and currently the Naval Immunization clinic is giving the vaccine. Call before going to the clinic to verify that the HBV vaccine is being given at this time. Please complete the Hepatitis Series Needs form at this time (everyone must indicate a need or decline).

Release of Medical Information will be necessary for us to send dates of vaccinations to the clinical affiliates. Please sign the release and turn in at this time.

Books are to be purchased for the fall semester, and are listed in the Book Legend in this packet and marked with an asterisk.

Books and supplies may be purchased from previous classes, but be sure you are getting the most current issue of the textbooks as they change frequently. The Class of 2007 will be posting 3x5 cards with sale items outside our office H203A. DO NOT CONTACT THE INSTRUCTORS in regard to selling/buying of items.

Travel for out of town rotations will be scheduled for the Spring Semester. Travel to out of town facilities may also occur at other times within the year for orientations or clinical rotations as needed. Please refer to the attached TENTATIVE schedules. These schedules are subject to change, but you will be notified at least 5 weeks in advance of schedule changes.

Attendance

We are currently using six clinical sites. These include Onslow Memorial Hospital, Jacksonville, the Naval Hospital, Camp Lejeune, the SurgiCare, Jacksonville, New Hanover Health Network Regional Medical Center in Wilmington, and, Carteret General Hospital in Morehead City. Many of the policies adopted by this program have been incorporated in our contracts with the clinical sites. Please remember you are invited as students to participate in the procedures performed at these hospitals, and may be asked by the administrative personnel of these institutions to also "leave" and not return based on our contracts. The personnel in these facilities for future employment possibilities will examine your behaviors, attitudes and skills. It is to your advantage to perform at your optimum level during your training. It is not appropriate or permissible to return to the clinical area without an instructor present outside of assigned clinical hours of practice. Should the student elect to ignore this and return without the presence of an instructor, appropriate disciplinary action will result as deemed necessary by the faculty. This policy is necessary to decrease your liability and to eliminate the disruption of the personnel's normal working schedules involved in the monitoring of unsupervised students. **Students are responsible for their own transportation to and from the clinical affiliates.**

Clinical Probation status

A student may be placed on **probation** for safety violations in the clinical area as noted under the Clinical Safety Policy, inadequate preparation for surgical procedures in the clinical area, and for **excessive absenteeism** and **tardiness**.

Conferences

Each student will meet with the instructor at least twice per semester and will be notified of grade averages, absences and tardies. These will occur at about the 8th week of the semester and the final day of the semester. Any problems that occur will also be discussed at these meetings. An instructor reserves the privilege of requesting additional conferences with a student if necessary. A student may request a conference with the instructor during scheduled office hours to discuss any situation affecting the student's learning.

Confidentiality

Students are obligated to treat information about patients as confidential. As students in a hospital setting, you will have access to matters and information that in ordinary circumstances would be private. Necessary interactions with your instructors and/or other members of the health care team in the performance of your duties are appropriate. Neither patients nor their conditions will be discussed outside of the classroom/lab or clinical operating rooms.

Students who violate confidentiality will be held to the policy of the institution in which they are working. Disciplinary action may result in a written reprimand and **immediate dismissal** from the program by the faculty.

Criminal Background Check

Criminal Background checks are required for some of our clinical affiliates. Approximate cost will start at \$40.00 and increase depending on how many states you have lived in over the last seven years. These background checks will be completed during the fall semester prior to clinical rotations.

Drug Screening

Additional laboratory testing is required for some of our clinical affiliates. This laboratory testing is in the form of a urinalysis drug screening. Approximate costs will be \$35.00. Testing will be completed during the Fall Semester prior to clinical rotations. A negative drug screening result is mandatory for attendance at clinical facilities.

Health Policies

Health and dental forms are to be filled out completely prior to the clinical experience. These forms are to be returned to the Program Department Head. Vaccines must be completed and the Hepatitis B Vaccine initiated prior to the clinical experience.

Due to the hazard of blood borne pathogens to operating room personnel, it is required the student obtain the HBV upon entering the program. It is the student's responsibility to submit Hepatitis B vaccination dates to the Department Head to be placed in the permanent student file as they are completed. A student will not be allowed into clinical if vaccination dates are not submitted on a timely basis. The faculty retains the right to dismiss any student from the clinical area, with an absence, to complete vaccination requirements.

Each Surgical Technology student must have a complete eye examination with pupil dilatation as a baseline examination to be able to participate in laser surgery at the clinical affiliates. Students will not be assigned to care for patients with suspected or confirmed Tuberculosis, Hepatitis B/C, MRSA, VRE, or positive HIV status.

The program department head will require students with chronic health problems, i.e. diabetes, epilepsy, ulcers, asthma, allergies, hypertension, etc., to obtain a physician statement and follow precautions related to the safety of self and/or others. Such students will submit a written statement from their physician indicating whether they may continue their studies and clinical assignments.

A student requiring prescribed medications, diagnostic procedures, or treatments will be expected to notify the Department Head of this, due to the possible implications related to academic/clinical performance. Each student's health problem will be treated individually, and the decision of asking

the student to withdraw and return at a later date from the program rests with the program faculty and Divisional Chair. The decision will be based upon:

1. The student's doctor's recommendations to the Department Head.
2. The ability of the student to safely continue fulfilling academic and clinical objectives.
3. Excessive absenteeism due to illness, treatment, or use of medication.

A leave of absence request for personal sickness/ family sickness or physical disability must be submitted to the Department Head with a statement from a physician stating the nature of the illness or disability and the expected date of recovery.

There are risks associated with communicable or infectious diseases. Published reports of the effects of anesthetic gases on pregnancy have been established. Some of the clinical affiliates prohibit personnel in their first trimester of pregnancy from experiences in settings where exposure is imminent. Other products and chemicals have also been shown to have an adverse effect on the fetus. After SUR 111, the first trimester pregnant student should withdraw from the Surgical Technology program. Tuition refunds will only be made if the withdrawal occurs during the refund period.

Illness or Accidents

Any illness or accident, which occurs during the scheduled class hours, must be reported to the faculty. In cases where emergency services must be rendered, the student will be directed to the nearest hospital emergency room. If unable to transport him/herself, ambulance service will be called. Any treatment necessary will be administered at the hospital with the consent of the student. In some cases, when accidents involve clinical/lab sharps injuries (contaminated or sterile), the student will be required to follow clinical affiliate protocol or lab protocol for treatment.

The student will be held responsible for the charges incurred for these treatments. In the event of a student injury occurring during clinical experiences, students enrolled in nursing and allied health programs will be responsible for medical expenses not covered by insurance. Students may be expected to pay for services at the time services are provided. The Business Office should be contacted for information regarding obtaining treatment and filing of school insurance claim forms.

"Any student or employee who knows, or has reasonable basis for believing that he or she is infected with hepatitis or AIDS, or other infectious diseases which may pose a threat to others, and whose curriculum or job requires performance of potentially exposure prone patient care procedures, has an obligation to share that information. North Carolina State law requires any health care provider whose work requires them to perform or assist in surgery, dental procedures, or vaginal deliveries and know themselves to be infected with the above to report themselves (confidentially) to the State Health Director." (CCCC Staff and Faculty Handbook Policy Section II, page 2-5)

Instructional Policy

Student Promotion:

1. Students must maintain the quality point average in accordance with college policy “Grade Point Average to Determine Continuance in School” for one year curricula.
2. Students who make a “D” (76% or less) in a surgical technology, or science course, or a “F” (69%) on a general education related course, will not be allowed to progress or graduate.
3. The student will advance through the sequence required in the curriculum from term to term as long as he/she maintains the quality point average of 2.0 and receives no grade below a “C” on any surgical technology, central sterile processing and science course.
4. Various resources are available to assist students with academic achievement. These include but are not limited to:
 - a. faculty
 - b. counselors
 - c. Academic Studies Center
 - d. Media and computer programs
5. Skills lab competency policy: The lab experience is divided into units that correspond with theory units. Skills taught in each unit are critical behaviors in which students are expected to demonstrate competence with a passing grade (77% or higher) prior to the lab final examination. Failure to do so will result in the assigning of a grade of “D” for the lab average. Sufficient practice is critical prior to successful demonstration. Repeated unsuccessful attempts will result in an automatically lowered score by 8 points on final successful demonstration. (Ex.: 2nd attempt 92%, 3rd attempt 84%, 4th attempt 76%). Passing grades are issued during scheduled lab testing days, and are required prior to performing that technique or skill in the clinical area.

Grading Policy:

1. Official grades are issued for each student at the end of each term. The letter grade system is the same as is found in the College Catalog.
2. Students must submit all assignments for review and/or grading. Five (5) points will be deducted each working day an assignment is late. Assignments submitted one week late will be given a grade of zero (0).
3. If a student is absent on a quiz or exam day, the student is to complete the quiz/exam on the day he/she returns to class, clinic, or lab. Failure to complete the quiz/exam that day will result in a grade of zero (0) unless other arrangements are made with the instructor. Exams may be taken in the Academic Studies Center (see Student Testing in the Academic Studies Center)
4. Students must achieve 77% **average** in each method of evaluation as listed on the SUR syllabi. Areas include unit tests, lab practicals, clinical evaluations, and final exams. If a student’s average is below 77% in these areas, the course grade will be recorded as a “D”.

Responsibilities of Students in Clinical Practice at an Institution where they are also employed:

1. A student's experience is planned, directed, and evaluated by the instructor in charge of the course.
2. The student functions within the student role as outlined in the course objectives.
3. The student conducts self as a professional surgical technology or central sterile processing student, not as a co-worker with employees when assigned to a unit on which they are or have been employed.

Insurance

The Surgical Technology students are required to purchase malpractice (liability) insurance at the beginning of the fall semester through the business office. This will protect the student with malpractice coverage during their training at CCCC. The instructor will notify the class as to the date for payment. Accident health insurance coverage is obtained through the college and each student is covered by the school's policy in the event of an injury, only during scheduled class time. This does not cover the student for non-school related injuries. Students should provide information on the medical form related to personal health insurance.

Parking Policy

Students attending clinical are to adhere to the rules for parking as established by each clinical facility security department. Students are to follow the College Parking Regulations. Students' parking spaces at the college are available with appropriate parking stickers displayed in correct location on each vehicle. Students are not to park in visitor or faculty/staff spaces, or on the grass.

Pinning Ceremony and Award Policy

The pinning of the Nursing and Allied Health students, signifies recognition among peers and associate of successful completion of their entry level course of study. The pin is designed to represent each particular profession and each institution of professional training. The pin symbolizes academic achievement, recognition of professional safety. The pinning ceremony is held during the week of the college graduation ceremony. The student will purchase their pin during the Spring Semester from the college bookstore. Samples of pins are available for viewing in the bookstore. Pin prices vary between each program and desired metal to be used for the pin.

The award for the Highest Academic Achievement is based on GPA scores from CCCC courses. The award for Best Clinical Performance is directly related to the Instructor Evaluation Tool grading of skills, and the Professional Evaluation form. Any student with attendance warnings, probationary status or drop/reinstate notices will not be eligible for these awards.

Testing Policy

The Surgical Technology Program utilizes the grading system used by the college and located in the college catalog. When a scheduled test or examination is missed, the student will meet with the instructor, and give adequate reason for the absence before being allowed to take the examination. Makeup tests will be given at the instructor's convenience during scheduled office hours on the first day the student returns to class. Tests may be administered in the presence of the instructor, or in the Academic Studies Center of the Continuing Education Building as dictated by the instructor.

Final examinations are not scheduled at any earlier date than noted in each course assignment schedule. In the case of an emergency, if a student is unable to complete a final examination at the scheduled time, the student may take an incomplete for the course with the permission of the instructor. College policies regarding "Incomplete status" apply in these circumstances, and the student must submit a written request to the instructor applying for "incomplete status". Makeup testing will then be arranged between the instructor and student. Upon completion of the course objectives and assignments, the grade of "I" (incomplete) will be removed from the student's transcripts and replaced with the achieved letter grade by the instructor.

COASTAL CAROLINA COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM
POLICES AND PROCEDURES FOR INSTRUCTORS AND STUDENTS

INJURY POLICY

The students, clinical affiliate staff, or other instructors are to notify the Department Head when any injury occurs involving students or instructors from the Surgical Technology Program at Coastal Carolina Community College. The following procedural steps will then be taken.

INJURY PROCEDURE

1. Any student or instructor incurring an injury in the classroom, lab, or clinical area should report it immediately to the Department Head.
2. The instructor will document the injury on the "Nursing and Allied Health Incident Report Form". The instructor will call the Human Resource Management office and the Business Office at the college, the Division Chair, and security to notify them of the individual's name and type of injury.
3. The student and instructor will follow the "Illness and Accident" policy or the protocol of the clinical affiliate regarding the injury. Usually this involves notifying the physician of the client in the case of a contaminated sharps injury, about the student/instructor injury, notifying the infection control nurse, filing an occurrence report, having initial bloodwork drawn at the facility of the occurrence, counseling of the student/faculty regarding universal precautions, prevention and safe sharps handling, personal safety practices (i.e. sharing of needles and safe sex practices), and notifying the student in writing of follow-up dates for testing. The student is obligated to provide the Department Head with the results of the followup testing. These test results must stay on file for 30 years as regulated by the Federal Register. This information will be kept in the Student Services area of the college.
4. The student must complete an insurance form in the Business Office of CCCC and a copy retained. The student should make several copies of the original form for use for follow-up doctor visits and filing purposes regarding reimbursement for costs incurred due to the injury. **THE STUDENT WILL BE RESPONSIBLE FOR PAYMENT TO THE PROVIDER FOR CARE RENDERED.** The insurance company will reimburse the student.
5. Universal/standards precautions per clinical affiliate will be reviewed by both students and faculty and documented by initialed "Hospital policy and procedure" form in their permanent record. This includes any protocol related to post exposure control as well.
6. The following follow-up bloodwork protocol will be followed for contaminated sharps injuries:

SOURCE STANDING

Student/Faculty STANDING PROTOCOL

HIV (-)	HIV (-)	Test indiv. for HIV- 1 at initial, 6week, and 3 month
HIV (+) or Unknown	HIV (-)	Test indiv. for HIV-1 initial, 6week, 3 month, 6month, and 12 month. Recommend Antiviral medication for 3 days.
HBSAG (+) or unknown	HBSAB (-)	Test indiv. for Hep. Panel at initial, 6week 3month, and 6month
HBSAG (-)	HBSAB (-)	Follow-up testing NOT indicated
HCSAG (-)	HCSAB (-)	Follow-up testing NOT indicated. Insure HBV is completed.
HCSAG (+)	HCSAB (-)	Test individual for HB/AB initial, 6 months, and 9 months.

CONTAMINATED SHARPS FOLLOW-UP PROGRAM

Student/Faculty NAME: _____

PHONE: _____

HBV #1 _____ DATE OF INJURY _____

HBV #2 _____

HBV #3 _____

HBV #4 (optional) _____

SOURCE INFORMATION:

Date Drawn: _____

HBSAG result: _____

HBSAB result: _____

HIV result: _____

Comments:

STUDENT/FACULTY INFORMATION:

COMMENTS:

Date Drawn: _____
(initial)

HBSAG result: _____

HCSAB/HBSAB result: _____

HIV result: _____

Date Drawn: _____
(6 week)

HBSAG result: _____

HCSAB/HBSAB result: _____

HIV result: _____

Date Drawn: _____
(3 month)

HBSAG result: _____

HCSAB/HBSAB result: _____

HIV result: _____

Student/Faculty NAME: _____ Page 2

Contaminated Sharps
Report Form Cont.

PHONE: _____

Date Drawn: _____ HBSAG result: _____
(6 month)

HCSAB/HBSAB result: _____

HIV result: _____

:

Date Drawn: _____ HCBSAG result: _____
(9 month)

Date Drawn: _____ HBSAG result: _____
(12 month)

HCSAB/HBSAB result: _____

HIV result: _____

Contaminated Sharps Checklist

Exposed Individual:

1. Clean wound.
2. Review policy and procedure.
3. Follow clinical affiliate protocol and visit emergency room.

Instructor:

1. Review policy and procedure.
2. Notify source physician and request physician to obtain consent from source for bloodwork to be drawn and to write orders based on clinical affiliate policy.
3. Follow clinical affiliate protocol.
4. Alert clinical affiliate infection control nurse, O.R. supervisor, CCCC Human Resources Management, CCCC Business Office personnel, CCCC Department Head, CCCC Nursing and Allied Health Division Chair, and CCCC Security.
5. place student on sharp safety probation, if needed.

BOOK LEGEND

All books with asterisk (*) are required reading materials to be purchased in the College Bookstore at the Student Center. All other references listed here without the asterisk will be on reserve in the LRC (Learning Resources Center/Library) or in H226 Surgical Technology Lab for completion of reading assignments. Please note LRC hours of operations at the library orientation Summer Semester.

- *A Alexander's Care of the Patient in Surgery 12th edition (Fall Semester 2nd split session)-for SUR 122
- *S Surgical Technology for the Surgical Technologist: A Positive Care Approach- (Fall Semester 1st Split Session)-for SUR 110, SUR 111
- *I/O Identifying Surgical Instruments 3rd edition, Handbook (Fall Semester – 2nd split session) for SUR 122
- T Taber's Cyclopedic Medical Dictionary (Fall Semester-1st split session) or another acceptable MEDICAL dictionary- for SUR 110/111 (optional)
- *M/T MedTerms: Introduction to Medical Terminology Student Guide 5th edition (Fall Semester-1st split session) for SUR 110
- *S/T Surgical Techniques-MAVCC Student Workbook (Fall Semester – 1st split session) for SUR 111
- *I Introduction to Surgical Technology – MAVCC Student Workbook (Fall Semester – 1st split session) for SUR 110
- *S/M Surgical Mayo Setups – Delmar Learning(Fall Semester – 2nd split session)
- *S/P Surgical Procedures – MAVCC Student Workbook (Fall Semester – 2nd split session) for SUR 122 and SUR 134
- *PG Pocket Guide to the Operating Room, 2nd edition (Fall Semester – 2nd split session) for SUR 123
- E Ethicon's Nursing Care of a Patient in Surgery
- W Wound Closure Manual (Instructors have these books)
- A/I Anatomical Insights- The Abdomen (Instructors have these books)
- E/S Electrosurgery Safety (Instructors have these books)

COASTAL CAROLINA COMMUNITY COLLEGE

RELEASE OF MEDICAL RECORD

I, _____, (date of birth _____) give permission for my health record from the Surgical Technology Program of Coastal Carolina Community College to be released to the clinical affiliates.

Student Signature

Date

Witness

Date

**COASTAL CAROLINA COMMUNITY COLLEGE
COMMUNICABLE DISEASE STATEMENT**

Prior to enrolling the Surgical Technology Program, I have been informed and am fully aware of the risks for exposure to blood and body fluids, and the potential for transmission of blood borne and other infectious diseases during patient care activities and routine procedures. Understanding my risks, I agree to treat all patients as assigned to me, regardless of disease state of the patient. If I refuse to treat any patient, I realize that my academic success may be affected by my decisions.

Student Signature

Date

Signature of Parent/Guardian if
student is a Minor
(Notarized for minors)

Date

Witness (Student)

Date

SURGICARE, INC.
CONFIDENTIALITY STATEMENT

I understand and agree that in the performance of my duties as a student of Coastal Carolina Community College during clinical rotations at SURGICARE, Inc., I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive actions.

Signature of student

Date

"Confidentiality of Patient Health Information", a Position Statement of the American Medical Record Association, 1985.

Carteret General Hospital
Confidentiality Statement

I, _____, (Please print name clearly) understand and agree that any information I see, read, or hear concerning a patient's diagnosis, treatment, or condition at Carteret General Hospital, is to be strictly confidential. I also understand that any information I obtain regarding accounting, payroll, billing, or personnel issues are to be kept in strict confidence. I am not to divulge this restricted information to anyone not employed at Carteret General Hospital or to another employee who is not authorized to receive this information. I understand that a breach of this confidence could result in my dismissal from duties here at Carteret General Hospital.

Signature of Instructor/Student

Date

Coastal Carolina Community College

Name of College

Program attending

SURGICAL TECHNOLOGY CURRICULUM DESCRIPTION

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, central supply processing units.

DIPLOMA (D45740)

SUMMER SEMESTER	Class	Lab	Clinic	Credit
BIO 163 Basic Anatomy & Physiology	4	2	0	5
BIO 170 Introductory Microbiology	3	3	0	4
ENG 111 Expository Writing	3	0	0	3
PSY 150 General Psychology	3	0	0	3
Total Hours	13	5	0	15
FALL SEMESTER				
SUR 110 Intro to Surgical Techniques (1st 8 wks)	3	0	0	3
SUR 111 Perioperative Patient Care (1st 8 wks)	5	6	0	7
SUR 122A* Surgical Procedures I (2nd 8 wks)	3	3	0	4
SUR 123A* SUR Clinical Practice I (2nd 8 wks)	0	0	9	3
Total Hours	11	9	9	17
SPRING SEMESTER				
SUR 122B*Surgical Procedures I (1st 8 wks)	2	0	0	2
SUR 123B*SUR Clinical Practice I (1st 8 wks)	0	0	12	4
SUR 134 Surgical Procedures II (2nd 8 wks)	5	0	0	5
SUR 135 SUR Clinical Practice II (2nd 8 wks)	0	0	12	4
SUR 137 Professional Success Preparation (2nd 8 wks)	1	0	0	1
Total Hours	8	0	24	16
Total Semester Hours				48

*Students must complete these courses before transfer credit can be awarded for them.

HELPFUL HINTS AND SUGGESTIONS

1. Between holidays and semester breaks, go through your packet material and try to get ahead on your work. This will help you to keep up with your reading assignments and test studying.
2. For each new semester, get yourself a large calendar and write in due dates for reports, test dates, and other project due dates. This will keep you quickly informed at a glance.
3. For each new chapter, increase your learning by making up flash cards to help you study. This is useful for recalling terminology definitions, and writing sample test questions you can ask yourself. This will help complete your understanding of the material being covered in class.
4. It is not required, but a microcassette recorder comes in handy for taping lecture periods. It helps you catch the sentences you missed writing and it also reinforces your learning when you play it back.
5. Make time to do your reading assignments; there is not enough time in lecture to cover everything you will be tested on.
6. Keep up your experience logs on a daily basis. Divide your logs according to the different services you will rotate through, such as General, Ortho, ENT. etc. Keep your logs up to date; it will save you a headache at the end of the semester when your cases will have to be tallied.
7. You can't do it alone. Study groups or partners are a must. Everyone has a different idea or perspective; they may have information that you have missed. You can learn from each other's strengths and weaknesses.
8. Feeling stressed out?! Exercise it out or take the time to do something you enjoy doing. Don't take it out on your classmates. Give yourself a break.
9. Allow yourself a month to adjust to your routines for studying. The more organized you are, the better off you will be.
10. You should have a new notebook for each quarter as you will be using these and the previous learned material for reference throughout the year.
11. If you do not understand something. ASK. No question is dumb. Your instructors are there for you.
12. REMEMBER! You are learning to become part of a surgical team. This team cannot accomplish its goal unless they work together. Your team starts with your classmates, build good working relationships so your team will run smoothly.

THE TEN COMMANDMENTS OF HUMAN RELATIONS

In our relations with others, each of us desires to make a good impression. To speak sincerely and courteously will cause people to regard us as possessing attractive personalities, because speech is the key to personality.

Good manners stem from charity. True charity begins in the heart and extends everywhere. It implies the importance of man's dignity and the love of one's neighbor.

Good manners enable social, business, fraternal, and civic life as well, to run smoothly and pleasantly. They reflect gracious living; they can be acquired.

The following ten commandments embody many of the basic principles of acceptable human relations:

Clamp the brakes on your tongue. Always say less than you think. Cultivate a low, pleasing voice. How you say it often counts more than what you say. When you say, "No", be firm without being rude.

Make promises sparingly and keep them faithfully, no matter what it costs you. Acknowledge favors, however small, orally and in writing. Remember to send your host or hostess that "thank you" letter. Letter writing will improve your vocabulary and your style.

Never allow an opportunity to pass without saying something kind and encouraging about somebody. Praise good work done regardless of who did it. If criticism is merited, criticize constructively, never spitefully.

Be interested in others; interested in their pursuits, their homes, their family, their welfare. Rejoice with those who feel happy, and mourn with those who weep. Let everyone you meet, however humble, feel that you are mindful of his dignity and importance. Substitute "you" for "I".

Be cheerful. Keep the corners of your mouth turned up. Hide your pains, worry, and frustrations under a pleasant smile. Laugh at good stories and learn to tell them.

Be a good listener. Preserve an open mind on all debatable questions. Participate in discussions, but avoid personalities. It is a mark of the thoroughbred to disagree and yet be friendly.

Let your virtues, such as they are, speak for themselves. Discourage gossip. If your conversations involve personalities, say nothing of another unless it is something good.

Be careful of your listener's feelings. Wit and humor at the other fellow's expense may hurt where least expected.

Pay no attention to ill-natured remarks about you. Simply live so that nobody will believe them. Disordered nerves and acute indigestion are common causes of backbiting.

Do not be too anxious about getting just dues. Try to do more than is expected of you. Be patient, keep your disposition sweet. Forget "self".

COASTAL CAROLINA COMMUNITY COLLEGE
STUDENT HANDBOOK AFFIRMATION

I, _____, affirm by my signature that I have read and understand the policies of the Surgical Technology Program and the Student Handbook for this year as published by Coastal Carolina Community College. I agree to comply with the said policies of the Department and College.

Student Signature

Date