



Surgical Technology Program Student Handbook

Spring 2024

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

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

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

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

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapped condition, academic disadvantage, or economic disadvantage.

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

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

PROGRAM ACCREDITATION

The Surgical Technology Program is accredited by the Commission on the Accreditation of Allied Health Education Programs. (CAAHEP) on the recommendation of the Accreditation Review Counsel on Surgical Technology and Surgical Assisting.

Further information regarding the accreditation of the Surgical Technology program can be found through the Commission on Accreditation of Allied Health Education Programs (www.caahep.org).

PROGRAM GOALS AND MINIMUM EXPECTATIONS

The curriculum is designed to meet the minimum expectations as outlined by the CAAHEP Standards and Guidelines for Surgical Technology programs. The goal is, *“to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”* It is comprehensive, with a wide range of learning exercises and feedback mechanisms adapted to each topic.

COGNITIVE DOMAIN

Upon completion of the Surgical Technology Program, the student will be able to demonstrate the ability to manage stressful situations through basic knowledge that will allow quick, accurate responses in situations that may occur.

PSYCHOMOTOR DOMAIN

Upon completion of the Surgical Technology Program, the student will be able to demonstrate manual dexterity and proficiency in common surgical procedures by organizing responsibilities efficiently and accurately and through anticipation of the needs of the members of the operation room team.

AFFECTIVE DOMAIN

Upon completion of the Surgical Technology Program, the student will demonstrate knowledge of the patient as an individual, and an understanding of what the operation means to the patient, both physically and psychologically.

GENERAL PROGRAM POLICIES

SEMESTER SCHEDULE OF CLASSES

Surgical Technology classes are taught in a sequential order requiring the student to develop basic skills and knowledge to then incorporate forming advanced skills and knowledge. Therefore, it is imperative to teach all the scheduled courses in sequence. The necessity of the sequence forces us to complete SURG 1010 before the students begin SURG 1020 even though they are both taught and completed during the student’s initial semester in the program. Although SURG 1020 is not started until later in the semester, students are counted present for all registered classes at the beginning of the semester. Consequently, if a student initiates a withdrawal from classes after the drop add period *but* before the midpoint of the semester several consequences may occur:

- 1) He or she will **not** receive a refund for the other sequenced classes.
- 2) In order to withdraw from any course with a “W”, the withdrawal must be initiated by the posted “Last day to withdraw with a W” date. This date is usually just after the midpoint of the semester.

COMPLETION OF COURSE COREQUISITES

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

Semester corequisite courses include:

1st Semester – SURG 1010, SURG 1020, SURG 1080

2nd Semester – SURG 1100, SURG 2030, SURG 2110, SURG 2120

3rd Semester – SURG 2040, SURG 2130, SURG 2140, SURG 2240

REQUIREMENTS FOR GRADUATION

1. ***A grade of 70% or above in each course component as well as the final grade.***
2. Successful completion of the Clinical Practicum.
3. Acceptable employability skills which include attendance, reliability, punctuality, appearance, socialization skills, cooperation, and professional communication.
4. Completion of a comprehensive final exam at the end of the final semester in the curriculum with a grade of 70% or better.
5. The National Certification exam is a MANDATORY test given as an exit exam from the program. It is the student's responsibility to join the Association of Surgical Technologists (\$45 fee) and to apply for the exam (\$190 fee) during the program.

PROGRAM RE-ENTRY/READMISSION

There may be situations where a student must leave the program due to administrative withdrawal, personal reasons, or academic deficiencies and re-entry may be desired. Re-admission in any semester is based on space availability.

- All students desiring re-entry into the first semester of the program must reapply with Admissions and go through the competitive admissions process again. A minimum of an overall GPA of 3.0 is required.
- Program re-entry into the second or third semesters of the program will be based on an academic test over the previous semesters, an appropriate skills check-off, and clinical site and course space availability. Failure of either the academic test or skills check-off will disqualify the student for re-entry into the second or third semesters.

Due to the critical nature of professionalism and work ethics in the profession, if a student does not successfully complete any SURG course due to failure in the Professionalism category, the student will not be eligible to return to the program in any subsequent semester. Please see the program Readmission/Reentry Request Form in the Appendix.

CRITICAL COMPETENCY LAB SKILLS CHECK OFFS

Practical exams, or "check offs," will be administered throughout the course as listed below. The skills included are comprehensive and build upon the previous skill, so failure of any skill will exclude a student from progressing on to the next. Each of these skill sets is considered a critical competency, and it is required that the student pass each one by the due date set for the competency.

- | | |
|--------------|---|
| Check off #1 | Open Gloving, Towel Folding, Instrument and Sharps Handling |
| Check off #2 | Surgical Scrubbing |
| Check off #3 | Opening Sterile Supplies, Scrubbing, Gowning & Closed Gloving |

- Check off #4 Entire Surgical Setup
- Check off #5 Medication Handling and Labeling

For check offs #1, #2, #3, and #5 students are given three attempts to pass the competency. If a student passes on the first attempt, their grade will be a 95. With a second attempt pass the student will earn an 85, and on a third attempt pass the grade will be a 75. **Failure of the third attempt for check offs #1, #2, #3, or #5 will result in the student’s dismissal from the program on the date of failure.**

For check off #4, students earn a percentage score based on a prescribed points system for each included skill. If the student earns a 70% or greater on their first attempt, that competency is considered met. If the student does not earn a 70% or greater they are given a second attempt at which time they must earn a 70% or better in order to pass and proceed in the course. On the occasion of a required second attempt, the highest grade that a student can receive is a 70%. **Failure of the second attempt for check off #4 will result in the student’s dismissal from the program on the date of the second attempt.**

All of the assigned check offs listed above will be observed by a minimum of two (2) Surgical Technology instructors. Final attempts of any check off may be observed by the entire Surgical Technology faculty.

CLASS HOURS

Regardless of the times or days listed in Banner for the course, you will be expected to attend class or lab according to the following schedule:

- First semester - Monday through Thursday 8:30 a.m. to 4:00 p.m., and Friday from 8:30 a.m. to 12:00 p.m. During special times, such as SURG 1010 lab schedule, you may be expected to arrive earlier or stay later than normal hours.
- Second & third semesters – Monday-Tuesday and Thursday-Friday 6:30 a.m. to 3:00 p.m. at hospital clinical site. Wednesday 8:30 a.m. to 4:00 p.m. on campus.

STUDENT PROFESSIONALISM

Students will begin with a Student Professionalism score of 100 points and will be evaluated in the classroom, lab and clinical site setting according to the guidelines outlined in the *Work Ethics and Employability Skills* and the *Professionalism Demerits* sections.

A score of 70% or better in this category must be maintained in order to successfully complete any SURG course. Failure to maintain a 70% in the Professionalism category will result in a grade of "F" as well as dismissal from the program on the date of the infraction that causes the student to drop below the minimum of 70%.

Due to the critical nature of professionalism and work ethics in the profession, if a student does not successfully complete any SURG course due to failure of the Professionalism category, the student will not be eligible to return to the program in any subsequent semester.

PROFESSIONALISM DEMERITS

Issue	Point Deductions
Absence from class, lab, clinical, field trip, or class activity. Absence may be classified as any non-presence from class of 90 minutes or more (regardless of reason)	10 per day
Early departure or tardiness to class, lab, clinical, field trip, or class activity of 1-89 minutes = ½ day absence (regardless of reason)	5 per occurrence

Failure to notify instructor of impending tardiness or absence prior to class/clinical/lab	10 per occurrence
Failure to notify instructor of changes in assigned lab schedule	5 per occurrence
Unprofessional/negative behavior in the class or clinical setting to instructor/preceptor supervision, including failure to follow directions given by any instructor/preceptor	15 per occurrence
Unprofessional/negative behavior towards other students	15 per occurrence
Uncooperative behavior/failure to demonstrate teamwork in the class/clinical setting	5 per occurrence
Failure to demonstrate safety measures and Standard Precautions in the lab or clinical setting, including failure to wear PPE properly	15 per occurrence
Nonadherence to ST Program Handbook and/or WGTC Policies & Procedures	15 per occurrence
Unprofessional appearance / out of uniform / poor hygiene	5 per occurrence
Disruption of class or clinical of any kind	15 per occurrence
Failure to use class/lab/clinical time in an effective manner, including sleeping in class	5 per occurrence
Excessive use of phone/tablet/computer for personal use during class/lab/ clinical time	15 per occurrence

Artificial Intelligence

You can augment your knowledge, gain a new perspective, and improve your ability to apply the concepts we cover with the help of artificial intelligence (AI) tools. However, it is essential that we make efficient and ethical use of these tools. No more than 20% of the references or information utilized in your assignments or projects should come from AI resources; this will assure the validity of your work and the depth of your comprehension. The goal is to promote thorough research that draws from a wide variety of sources (textbooks, scholarly publications, interviews with subject-matter experts, etc.). You should properly cite your material from AI resources or add a separate appendix labeled "**AI Learning Insights**" to your work if you want to make use of artificial intelligence resources. The following should be included in this section:

AI Prompt: Write down the exact question or prompt you asked AI.

Learning Analysis: Provide a brief overview of the main points that AI raised in response to your question/prompt.

Reflection on Oneself: Analyze the AI's answer critically. How do you feel about the data/information shown? Why?

Improper use of AI resources or failure to cite or document AI resources will result in a deduction in professionalism points.

ATTENDANCE

Students anticipating an absence or tardy should contact the course instructor at the cell number or office number provided, IN ADVANCE or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to seek permission for make-up work at the discretion of the instructor. Each tardy, absence or early departure, REGARDLESS OF REASON, will be documented and will result in a reduction of the student's professionalism grade for the course. Any tardy to class/clinical or early departure from class/clinical of 1 to 89 minutes, REGARDLESS OF REASON,

is considered a half day absence. Any tardy, early departure or absence from class/clinical greater than 90 minutes is considered an absence for the day. There are no “excused” absences or tardies.

PERSONAL APPEARANCE (DRESS CODE)

The personal appearance and demeanor of Surgical Technology students reflect both the school and program standards are indicative of the students’ interest and pride in their profession. Students in improper, incomplete, wrinkled or soiled uniform or with poor hygiene will be asked to leave the classroom/lab and not return until they have proper hygiene or uniform.

Any missed class time to achieve this proper hygiene or uniform will be recorded as an absence or early departure in accordance with the amount of time missed and will generate Professionalism Demerits at the discretion of the instructor.

Our uniform requirements are established on evidence-based research and guidelines for practice recommended by the Association of Surgical Technologists (AST) and the Association of periOperative Registered Nurses (AORN). These uniform requirements are hospital industry standards that have been established for the sterile environment to promote optimal patient outcomes and infection prevention. We follow these guidelines on campus due to the fully immersive simulation environment of our labs.

The following uniform is required to be worn every class and clinical day beginning on the first day of class:

Approved Attire (Males/Females)

- Scrubs in solid color chosen by the class; no additional color trim is allowed.
- Scrub tops must be the standard V-neck style with no ties in the front or back.
- Scrub pants must be the standard style – no joggers, no elastic at the ankles. Cargo pockets are acceptable.
- A long sleeve, round neck, waist length, scrub jacket in solid white color. Front of jacket must either snap, button, or zip up to the neck. Sleeves must have elastic at the wrist.
- The West Georgia Technical College Emblem must be sewn on left side of the scrub jacket only, NOT on the scrub shirt.
- Undershirts may be worn under scrubs, but must be white, short sleeved, collarless, and minimally visible. Undershirt sleeves may not extend past scrub sleeves at any time, either in class, lab or clinical. Undershirts are not required.
- Clean, plain white socks or hose must be worn. Supportive compression hose/socks for both males and females are suggested.
- Clean white uniform or SOLID white leather athletic shoes (no high tops; no clogs). Shoes may not have mesh or holes of any kind, and must provide the student protection from fluids and sharp objects. A separate pair of “inside OR” shoes are suggested for clinicals.
- Students must display a West Georgia Technical College ID badge at all times according to WGTC policy. These can be purchased in the bookstore. Badge must list current school year and “Surgical Technology” under the student’s name.
- Program faculty reserve the right to disallow any uniform deemed inappropriate or unprofessional.

Personal Appearance / Hygiene

- Clean, neat and appropriate hairstyle and color.

- Fingernails will be short, neat and clean. Fingernails must not be visible over ends of fingers. No polish can be used, including clear polish. No artificial or acrylic nails are allowed.
- All jewelry is prohibited. No visible body piercing is allowed.
- Proper underclothing must be worn.
- Females should keep makeup to a minimum.
- No false eyelashes are allowed.
- Males must keep any mustache and/or beards neatly trimmed. Proper cover is to be worn in the OR to contain all hair.
- No hats are allowed.
- Proper dental and body hygiene are required. Perfumes and colognes should not be worn. Due to the close contact between students and staff and the use of much of the same equipment, the best of hygiene should be considered. The program will not tolerate complaints generated because of hygiene issues such as offensive body odor (including the smell of cigarette smoke and poor dental hygiene), general uncleanliness, dirty clothes, or other complaints.

PERSONAL CONTACT DURING LABS

Due to the nature of the surgical technology skills students are learning and the proximity necessary for:

- Surgeon to technologist interaction,
- Circulator to technologist interaction,
- Technologist and circulator to patient interaction,
- And instructor to student interaction,

It is often necessary to have physical contact and close proximity during labs. This includes many activities of scrubbing and donning sterile attire, preparing a sterile setup, and steps of surgical procedures, as well as during the instruction of such skills. At no time will physical contact by instructors or other students be allowed to vary outside of the normal parameters and functions of the operating room.

OCCUPATIONAL RISKS IN SURGICAL TECHNOLOGY

Surgical Technologists work directly with providers and patients, with the goal of providing health care and ensuring patient safety. They can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. As with any healthcare position, there are certain occupational risks or hazards while performing their duties, including the following:

- Exposure to infectious diseases
- Sharps injuries
- Blood-borne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

Nevertheless, there are protections set up by the Occupational Safety and Health Administration (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

As an accredited program, West Georgia Technical College’s Surgical Technology program teaches students about the hazards they face on the job and protocols that can be put into place to ensure a workplace culture that prioritizes safety.

ADVANCED PLACEMENT, EXPERIENTIAL LEARNING, AND TRANSFER CREDIT

Admission to West Georgia Technical College’s Surgical Technology program is based on a competitive selection process. There are minimum requirements for admission, and meeting minimum requirements does not guarantee admission to the program.

Advanced Placement and Experiential Learning

The Surgical Technology program does not award advanced placement or accept credit via experiential learning.

Transfer Students

Students with credits from another surgical technology program may apply to the program. Surgical Technology course credits attained will be evaluated on a course-by-course basis. Non-Surgical Technology course credits are subject to West Georgia Technical College’s transfer credit policy. Transfer students will be admitted as space permits, after regular admission and re-entry students.

Students requesting transfer of credit must submit the following information.

- West Georgia Technical College application for admission. Included official transcripts to all colleges attended.
- Surgical Technology Program Competitive Selection application for admission.
- Letter to Surgical Technology Program Director requesting transfer into the WGTC Surgical Technology program.
 - o Include the syllabus and detailed course standard and/or description of each Surgical Technology course completed with a grade of “C” or higher.

PROGRAM PHYSICAL DEMANDS & TECHNICAL STANDARDS

Technical standards are an accreditation requirement meant to assist both students and program faculty in determining appropriate qualifications for the program. Technical standards must meet state and federal requirements that preserve the rights of individuals with disabilities. The standards below reflect those referenced by the U.S. Department of Labor and the requirements of local job postings.

The following are physical demands that must be met in both the on-campus lab experience and in the clinical experiences.

Standing:	7-8 hours per day; Stand and maintain balance; Stand on raised surgical step stools
Walking:	1-2 hours per day; Walk 100 meters in 1 minutes; Climbing stairs
Bending:	1-2 hours per day; Pick up objects from floor; Squat then rise from standing
Reaching:	1-2 hours per day; Reach above shoulder; Reach below waist
Lifting:	3-4 hours per day; Up to 75 pounds alone; Transfer and position surgical patient with a team; Repetitive lifting of 30+ pound instrument trays; Pushing and pulling large equipment
Fine Motor:	Pick up small objects with hands; Twisting while disconnecting and assembling equipment; Perform repetitive motions with hands
Hearing:	Hear and repeat normal speech without seeing lips; Hear faint body sounds like blood pressure; Hear equipment auditory alarms

Visual:	See small objects at 20 inches away; See larger objects at 20 feet away; Distinguish color
Tactile:	Feel vibrations to palpate pulse; Detect temperature to identify hot/cold solutions

WGTC complies with all provisions of the Americans with Disabilities Act (ADA) and makes reasonable accommodations upon request for qualified individuals. Please contact Accessibility Services at accessibilityservices@westgatech.edu if you feel that you may need accommodation to assist you in performing the functions listed above.

CELL PHONES AND COMPUTERS

Speaking on the cell phone or texting during a lecture is considered extremely rude and will not be tolerated. Personal computer usage is acceptable in the classroom under certain guidelines.

Taking notes, viewing PowerPoints, etc. is acceptable. Checking email, chatting, playing games, browsing the internet, or logging into social media is not allowed.

Use of earbuds or headphones is not allowed in any part of the department at school or in the clinical setting, as it is not conducive to teamwork and effective communication. Any infraction of this type will result in a reduction in the student's Professionalism grade as outlined in the course syllabus.

While attending clinical sites or off-campus events, cell phones may be kept with you for cases of emergency but MUST be turned on silent mode. There will be absolutely no use of cell phones in the OR/SPD setting. Any use of a phone should be done during break or lunch times and should be conducted outside the department areas.

In accordance with HIPAA laws, no patient information may be recorded or disseminated through any media outlets including photos, video, email, text, or social media. This also applies to students' receipt of patient information or photos through any means mentioned above. No comments about clinical sites are permitted to be posted on social media.

STUDENT WORK POLICY

Students are allowed to work in their free time but will not be permitted to leave class or clinical to go to work. It is recommended that students try to limit their outside work hours to accommodate the didactic and clinical rigors of the program. Additionally, students are not allowed to work at their clinical site. A student may not complete their clinical assignment at a hospital where they are employed in any capacity.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff within the clinical institution in the capacity of a surgical technologist.

CANCELLED CLASSES DUE TO INCLEMENT WEATHER

In the event weather conditions are such that travel to and from school for students and faculty would be hazardous or extreme temperature presents a safety comfort problem, school may be closed for the day or delayed in opening. WGTC will announce any closing or delay on radio station AM 750, other radio stations, and our automated phone attendant. West Georgia Tech will be announced separately from County Public Schools. If you have not signed up for text/phone notifications, please log on to your WGTC Dashboard and complete that. Additionally, your instructor will make an announcement via EdApp and or BlackBoard regarding any weather delays or closures.

CAMPUS SAFETY AND EMERGENCY PREPAREDNESS

The president or designee may decide to close the school if severe weather conditions exist. Emergency closing announcements will be made as early in the day as is feasible. Local radio and television stations will be called. One of the following announcements will be made:

1. School closed – school is closed to all personnel.
2. School closed/faculty and staff report – school is closed to students; adjunct faculty need not report.
3. School will be open at a certain time – any class meeting at the designated opening hour or later will meet as scheduled.

BUILDING AND GROUNDS SECURITY

Security personnel are located at all campuses. Damage of any nature to school property, whether willful or otherwise, will be reported upon detection to the Campus Police Department. The name(s) of the person(s) responsible will be submitted if known. Any break-ins will be reported without delay, whether damage is noted or not. Care will be taken to avoid disturbing prints and other evidence.

If there is a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, the administrative office will first contact the local police and then prepare a written report, giving a brief statement of the circumstances of the incident and listing equipment and supplies damaged or stolen.

FIRE EVACUATION PLAN

- a. In the event of a fire; faculty, staff, and students will follow the established evacuation procedure.
- b. Fire Alarm Emergency Signal sounded (check with your instructor for specific signals on each campus).
- c. Students and instructors will proceed to their designated assembly area when the alarm is sounded. Disabled students who are limited in mobility will be assigned a partner by the instructor and/or the person in charge.
- d. Classroom and lab doors/windows will be closed by the instructor and/or persons designated.
- e. All equipment will be turned off at the time the alarm sounds.
- f. No one will return to the building until the return signal is given.
- g. After students are assembled at a designated area outside the building, roll call will be conducted. Instructors will report the status of roll call to the administrator in charge of the area.
- h. The “ALL CLEAR” will be indicated.
- i. Word to dismiss (or close the college) will be passed personally by the president or his/her designee.

TORNADO EVACUATION PLAN

In the event of severe weather; faculty, staff, and students will follow the established evacuation procedure.

- a. Tornado Emergency Signal will be sounded (check with your instructor for specific signals on each campus).
- b. Students and instructors will proceed to the designated posted areas.
- c. Leave area immediately. Do not take time to close windows and doors.

- d. Instructors will ensure that all students proceed to the designated area.
- e. Sit down against interior wall and cover head, if possible.
- f. No one will return to the area until the return signal is given.

BOMB THREAT PROCEDURES

Personal announcements to evacuate will be made by staff. Students and staff will evacuate using institutional fire evacuation routes. Students and other individuals should be assembled by class and/or group at a distance of 500 feet from the buildings. "All clear" signal will be indicated when it is safe to re-enter the building.

HEALTH SCIENCES/EMERGENCIES

First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or other medical emergency, the nearest instructor or first aid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of a serious accident or illness, the college will refer the student to the nearest hospital for emergency care and will notify the person specified by the student as their emergency contact.

It is to be understood that the student or his/her family will be responsible for the cost of emergency care, including ambulance services. An incident report must be filed with the office of the Vice President of Administrative Services. Students should always follow the emergency procedures posted in each classroom, lab, and office.

TRAFFIC AND PARKING REGULATIONS

Regulations are designed to make traffic and parking on campus as safe and convenient as possible. Regulations apply to all students and College employees.

The following are violations of school policy as well as county and state laws:

- a. exceeding speed limit posted;
- b. parking in illegal, restricted, or reserved zones;
- c. parking on lawns or walks;
- d. driving on sidewalks, walkways, shrubs, or lawns;
- e. backing into parking space (front parking only);
- f. running a stop sign; and
- g. any other violation of county and state laws.

These regulations are in effect 24 hours a day.

Violations can be enforced and are subject to penalties and fines as imposed by county and state laws. Hazardous and improperly parked vehicles may be towed at the owner's expense.

ACTIVE SHOOTER

What to do in an active shooter situation:

- **Evacuate** if there is an accessible escape path, attempt to evacuate the premises:
 - a. Have an escape route and plan in mind
 - b. Evacuate regardless if others agree to follow
 - c. Leave your belongings behind
 - d. Help others escape if possible
 - e. Prevent others from entering an area where the active shooter may be
 - f. Keep your hands visible
 - g. Follow the instructions of any police officers

- h. Do not attempt to move wounded people
- **Hide Out** if evacuation is not possible, find a place to hide where the active shooter is less likely to find you:
 - a. Hide in an area out of the shooter's view
 - b. Provide protection if shots are fired in your direction
 - c. Lock the doors
 - d. Block entry to your hiding place with heavy objects
 - e. Do not trap yourself or restrict your options for movement
 - f. Silence your cell phone and stay quiet
- **Take Action** as a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:
 - a. Acting as aggressively as possible against him/her
 - b. Yelling
 - c. Throwing items and improvising weapons
 - d. Committing to your actions

Accident, Injury or Serious Illness

- a. Generally, it is best not to move sick or injured persons who are non-ambulatory unless their location presents some imminent peril, i.e., fire, collapsing building, etc.
- b. Determine the basic nature of the sickness or injury.
- c. Report it immediately to campus administration or college police - call 911 directly first, if the person is seriously injured.
- d. Comfort the person and render first aid, if necessary and you know what to do.
- Stay with the patient until campus administration or police arrive.

If Notified to Evacuate

- a. Leave by your normal building evacuation route
- b. As time permits, close doors and windows, and be observant for suspicious packages and persons in the area
- c. If you see suspicious packages or persons. do not approach them - report them to authorities as soon as you are safe
- d. Do not re-enter the building until the all clear has been given.
- e. If You Smell Gas ... Act Quickly
- f. A rotten egg odor is added to natural gas so that you can smell a leak if it occurs. The gas itself is actually odorless, but a substance called "mercaptan" is added as a precaution.

Gas Leak

If you smell a natural gas odor:

- a. Do not use any devices that might create a spark, such as fire alarms, elevators, telephones, light switches, cell phones, computers or other electrical devices which might ignite the gas.
- b. Immediately have everyone leave the area.
- c. Once you are well away from the area, call maintenance personnel or the college police to report the odor.

- d. Keep everyone away from the building until given the "all clear" from a gas company employee or appropriate college official.
- e. Once outside, get away from the building. Do not smoke, use cell phones, or other electrical devices in the area of the affected building.

Hostage or Terrorist Situation

If you are taken hostage:

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The first 45 minutes are the most dangerous. Be alert and follow instructions.
- c. Don't speak unless spoken to and then only when necessary.
- d. Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor. It is probable that the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.
- e. Try to rest. Avoid speculating. Expect the unexpected.
- f. Be observant. You may be released or escape. You can help others with your observations.
- g. Be prepared to speak with law enforcement personnel on the phone.

Earthquake

- If Indoors:
 - a. Seek refuge under a desk or table.
 - b. Stay away from glass, shelves, heavy equipment, windows and outside walls.

The United States Geological society provides the following statement about standing in doorways during an earthquake, "In modern homes doorways are no stronger than any other parts of the house and usually have doors that will swing and can injure you. YOU ARE SAFER PRACTICING THE DUCK, COVER, AND HOLD under a sturdy piece of furniture."
- After the initial shock:
 - a. Evaluate the situation to determine the extent of any destruction.
 - b. Contact the college police to report the occurrence and any damage.
 - c. Also, report any specific hazards, including gas leaks or power failures.
 - d. Evacuate the building if you feel it may be unsafe or when directed to do so.
 - e. Be prepared to take protective measures for your safety during potential aftershocks.
 - f. If an emergency exists with an on-campus building, activate the building alarm. The alarm will activate locally inside the building only. Report the emergency to the college police.
- If outdoors, quickly move away from building structures and utility poles.
- If in an automobile, stop in the safest area available as soon as possible. Stay in your vehicle for shelter.

Extreme Weather Conditions

- a. Students should not leave the building during a watch or warning (high school students visiting college only).

- b. Take cover and instruct others to do the same when a warning notification is given. Find an interior wall of a building away from windows and exterior doors or proceed as directed by competent authority.
- c. Curl up in a "ball" or fetal position near the wall and place hands over the head. Remain in this position until the severe weather passes.
- d. Do not initiate a building evacuation during these circumstances. If fire is not present and a clear exit is maintained, everyone should remain indoors until the severe weather passes.
- e. Instructors are to close windows and doors before leaving with students.
- f. Instructors should keep their class rosters with them during the alert, and ensure that all the students are following the alert procedure. Instructors should verify student classroom count.
- g. Students in mobile classrooms will move to safe areas when directed by the Campus Administrator or designee.
- h. The all-clear signal will indicate an end to the alert.

PROGRAM EMERGENCY MANAGEMENT PLAN

In the event of unanticipated interruptions which may include, but are not limited to, the unexpected departure of key personnel, natural disaster public health crisis, fire, flood, power failure, failure of information technology services, or other events that may lead to inaccessibility of educational services, the surgical technology program will utilize the following preparedness plan to assure continuity of education services. Continuity of education is the main focus for each adaptation to the plan.

- Unexpected departures of key personnel that cannot be immediately replaced will warrant schedule changes for students and current faculty. As necessary, with instructor departures, the Program Director/Practicum Coordinator and/or other surgical technology instructors will substitute until a qualified replacement is onboard and appropriately trained.
- In the event of an unexpected departure of the Program Director:
 - a. The Dean of Health Sciences and the program instructors have continuous access to all curriculum delivery.
 - b. If access to the KMS is unavailable, Instructors have alternate electronic access via their accounts with the publishers and/or hard copies of the program textbook, study guide, course exams, answer keys, resources, and content assessment forms.
 - c. In the event of an extended internet outage, course content in the KMS can be downloaded and viewed offline.
 - d. The Dean of Health Sciences and all program instructors will be provided with the most recent electronic and hard copies of the program Handbook, schedule, Course Syllabus, and Curriculum Guide at the start of every cohort.
 - e. All instructors and center directors will receive copies of clinical schedules and contacts before students starting their practicum to ensure awareness and continuity of schedules.
 - f. Upon completion and submission of each Annual Report Form, an electronic copy will be shared with the Dean of Health Sciences to assure programmatic continuity, along with all the raw data.

For any event that leads to the inability to access educational services on campus, the following guidelines are to be utilized.

- a. Communication of all program status changes will be through email notifications and Blackboard announcements. All efforts will be made to execute communication of program status changes within 48 hours of the event. All communication and correspondence should be maintained in a file. Communication should be with the institution, faculty, students, and clinical affiliates when necessary or when changes occur.
- b. Provide updated information to students on how to access Student wellness, Security, and Student Success within the college community.
- c. Virtual instruction methods will take place synchronously to deliver the theory portion of the core curriculum. Skills will be scheduled when in-person instruction will be scheduled with the institution. If other options are available such as using another facility with sufficient resources to demonstrate and evaluate skills, this method will be utilized to provide continuity of the educational experience. Skills will continue to be documented on paper with signatures.
- d. Virtual instruction methods will be monitored for effectiveness by evaluating student progress and providing additional e-learning resources to assist students with adapting to this modality.
- e. Classrooms and labs are equipped to hold virtual instruction via, Microsoft Teams. The college utilizes the Blackboard Learning Management System for assignments, discussions, and quizzes. Respondus Lockdown Browser will be utilized for all quizzes. The college will support the technology required.
- f. Program information sessions will be conducted virtually utilizing the same documentation until the program faculty can return to on-ground sessions.
- g. Clinical assignments affected may delay graduation time due to the clinic hour requirements. In the event clinical is delayed, the Practicum Coordinator will work with each clinical site to determine current availability and/or changes to schedules that may be necessary. If a site is no longer able to accommodate a student, efforts will be made to find an alternative site promptly. There will be no change in clinical assessments or meeting clinical graduation requirements.
- h. In the event graduation will be delayed, the Program Director will provide each student with an action plan to complete their education. All documents will be maintained.
- i. Provide any information that may help document how outcomes were affected by the interruption.
- j. Document any overlap of clinical slots due to the circumstances.
- k. Notify the Program Advisory Committee of the change. If necessary, plan an emergency meeting to assist with emergency plans. (For long-term interruptions).
- l. Notify ARC/STSA as appropriate. Maintain all records of action plans and course of strategy for the emergency duration.

CLINICAL POLICIES & REQUIREMENTS

CLINICAL ASSIGNMENTS

Clinical assignments are a required aspect of the Surgical Technology program to provide opportunities to achieve professional competencies. All students are expected to exhibit an attitude of maturity, professionalism and responsibility toward their clinical assignments and experiences. Each clinical location expects the student to provide high quality patient services in addition to achievement of competencies. Students are expected to practice in a safe, legal and ethical manner.

Students will be assigned clinical rotations to receive the necessary clinical experience as defined by our accrediting body, the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Our clinical sites are primarily within the Bremen, Carrollton and Douglasville areas. Other locations outside of this area may be necessary to ensure students are able to meet their case requirements. Students will be assigned to one or more clinical sites throughout the program based on clinical site availability, student case requirements, and potential for graduate job placement. Although consideration may be given to clinical site location and student drive time, it is not a deciding factor in clinical assignments. To successfully complete the SURG 2110/2120/2130/2140 clinical courses, students must complete each assigned clinical rotation.

Students should be aware that paid parking is required at some clinical sites. Students will be responsible for any incurred costs in transportation and/or parking associated with clinical rotation assignments.

CLINICAL ATTENDANCE

Students are required to attend all clinical assignments as scheduled by the program faculty. The total number of hours each student spends in his or her clinical site will be entered on the student's permanent record at the end of the semester. Students must complete the minimum total amount of cases to fulfill curriculum requirements.

If a student will be tardy or absent due to unavoidable circumstances, he or she must contact Nicol Bates, CST, MHS, FAST, Clinical Coordinator (678) 517-7063 within one hour of the start of that clinical day AND also contact the clinical site supervisor.

Scheduled absenteeism (i.e. appointments, vacations, marriages, etc.) must be reserved for periods when classes are not in session. If a student must leave clinical site early (due to illness, emergency, etc.) Nicol Bates, CST, MHS, FAST, Clinical Coordinator (678) 517-7063 must be notified immediately.

Clinical absences and tardies will be documented using the Professionalism demerit system described previously in this document.

BLS FOR HEALTHCARE PROVIDERS CARD (CPR)

All students are required to have a BLS for Healthcare Providers card from the American Heart Association. This certification must be valid for the entire year of the program. This course may be taken through WGTC's Continuing Education department or you may find information about BLS courses through the American Heart Association.

IMMUNIZATIONS

As healthcare professional students, it is highly recommended that you are vaccinated against infectious diseases encountered at clinical sites. We recommend you discuss these vaccinations with your personal physician.

Students are required to follow the medical clearance policies designated by their assigned clinical sites. Please be aware that some clinical sites mandate vaccinations against specific diseases such as COVID-19 and influenza, and testing for specific diseases such as tuberculosis. If you elect not to be vaccinated or tested, you will not be allowed to attend those clinical sites. If you do not have all required immunizations and tests, you will have limited access to clinical sites. This will delay or prevent program completion.

Although vaccines are not required for program admission, each clinical site reserves the right to deny a student entry based on their policies and procedures. If a student is denied entry to a clinical site based on lack of vaccinations or testing, the student will not be able to complete the clinical courses. As a result, successful completion of the program will not be possible. Students will be given individual site immunization requirements regarding specific vaccine and testing requirements.

***NOTE:** Students are required to follow all medical clearance policies designated by the clinical and/or practicum sites, which may include mandatory vaccinations for COVID-19, influenza, hepatitis B, TDAP (Tetanus, Diphtheria, Pertussis) MMR (Measles, Mumps, Rubella), and Titers for Varicella and MMR (Measles, Mumps, Rubella).

This information is intended to give recommendations and not set specific policies on vaccinations and/or testing. West Georgia Technical College, the Health Science division, and the Technical College System of Georgia are not responsible for any adverse reactions that may occur as a result of vaccines and/or testing.

STUDENT LIABILITY INSURANCE

Each student is required to pay a fee for liability insurance as part of their student fees. This is insurance that the college buys that covers you for any errors or harm you might cause to property or a patient while in the externship.

BACKGROUND CHECKS & DRUG SCREENING

All students will be required to undergo a criminal background and drug test from Advantage Students. This process is mandatory and must be completed in order for the student to attend clinical. Students with a positive drug screen will be prohibited from attending hospital clinical sites. The student cannot complete the program without attending clinical rotations.

Because of hospital regulations, a student CANNOT be placed in clinicals if they have any of the following on their criminal background check:

- Two or more misdemeanors in the same category (i.e. two DUIs, two thefts, etc.)
- One or more felonies of any kind
- Any misdemeanor or felony involving moral turpitude (i.e. assault, battery, armed robbery, child molestation, drug manufacture/distribution, family violence, manslaughter, kidnapping, murder, rape, prostitution, etc.)

If a student has one misdemeanor, or two misdemeanors in different categories, they MAY be placed in clinicals. However, the student should be aware of the difficulty in obtaining employment in the healthcare field after graduation with a criminal background of any kind.

It is not acceptable for a student to discuss background checks or drug screening directly with the clinical site. Any questions or comments regarding this process or regulations must be directed only to WGTC program faculty.

Depending on the clinical site, students may also need to obtain a subscription to ACEMAPP to enter their clinical documentation.

Advantage Student
www.advantagelstudents.com
1-800-800-3774

ACEMAPP
www.acemapp.org
1-844-223-4292

PREGNANCY

Students who become pregnant while enrolled in the West Georgia Technical College Surgical Technology Program have the option to voluntarily inform the Program Director of their pregnancy. This information must be in writing. A student will not be considered pregnant without written disclosure.

Upon written disclosure, the student and the Program Director will meet to discuss the potential harmful effects of exposure to diseases, chemicals, radiation, and anesthetic gases inherent in the practice of surgery on the unborn baby, as well as the options available to the student to fulfill the educational requirements of the program.

The pregnant student is required to seek advice and counsel from their attending physician concerning continuing in the Surgical Technology Program at West Georgia Technical College. A checklist form will be provided for the student to review with their physician. After consultation with the program director and seeking counsel from their attending physician, the student will choose from the following options:

1. The student may voluntarily withdraw from the Surgical Technology program. If they leave in good academic standing, they will be reinstated to the program at the beginning of the semester that was not completed, on a space available basis.
 - If the student does not re-enter the program at the earliest possible date after delivery, they will have to reapply for the program under the standard of application procedure, should they wish to enter the program at a later date. In this case, the student will begin the program from the first semester, and they will be responsible for any incurred costs involved in repeating a course.
2. The student may choose to continue in the Surgical Technology program. Student clinical assignments will not be changed; however, the student will be reminded of possible hazards and exposure risks, and guidance will be given as to proper protection mechanisms. In addition, the student must supply a signed Pregnancy Form and Physician Visit Checklist to be allowed to continue in the program. The student will be expected to fulfill all assignments as required of all other students. The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation.

If the student chooses to continue in the program they are assuming responsibility for certain medical risks. Some of these risks and areas of concern include, but are not limited to:

1. Exposure to anesthetic gases and compressed gases.
2. Exposure to surgical smoke plume including toxic chemicals and by-products such as hydrogen cyanide, toluene, perchloroethylene, benzene, formaldehyde, and ethylbenzene.
3. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents, and fixing agents.
4. Exposure to infectious waste and bloodborne pathogens.
5. Exposure to hormones (e.g., prostaglandins and progesterone's).
6. Exposure to ionizing radiation and other sources of radioactive materials.
7. Exposure to diseases including, but not limited to HIV, Hepatitis B and C, influenza, COVID-19, tuberculosis, MRSA, measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella.
8. Injury including, but not limited to sharps injuries, electrical hazard, exposure from equipment, and musculoskeletal injuries.
9. Necessity to frequently lift and carry up to 75 pounds, as well as to twist, bend, squat and kneel.
10. Necessity to stand and walk for long periods of time of up to 8 hours.

If the student remains in the Surgical Technology Program during pregnancy, they accept full responsibility for their actions and relieve West Georgia Technical College, its faculty, and surgical clinical sites of any responsibilities in case of adverse effects.

STUDENT INJURIES

The program faculty should be notified immediately should any student suffer an injury that requires medical attention while in a clinical site. Students are guests in each of these clinical assignment sites and are therefore responsible for securing and financing any medical treatment required as a result. The clinical site and West Georgia Technical College are not responsible for injuries incurred by students.

STUDENT CONDUCT

The conduct of the Surgical Technology student reflects upon the individual, the clinical site, West Georgia Technical College and the surgical profession. Therefore, the surgical technology student must conduct himself/herself in a professional, mature manner at all times. Surgical technology students will adhere to all policies in the program handbook and any additional West Georgia Tech policies. Failure to comply with policies will result in disciplinary action and possible dismissal from the program. It is the student's responsibility to be aware of all clinical requirements, college requirements, and the requirements for completion as stated in the syllabus. Please see the Student Counseling Form in the Appendix.

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

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

- Non-alert condition.
- Possession of drugs or alcohol.
- Under the influence of drugs or alcohol.
- Sleeping at the clinical site.
- Theft from the clinical site.
- Immoral or unethical conduct as deemed by program faculty or clinical site.
- Smoking in prohibited areas.
- Unapproved extended breaks or lunch times.
- Eating or drinking in prohibited areas.
- Refusing to do assigned tasks within the realm of capabilities.
- Forgery/falsifying any record of attendance or evaluation tool.
- Leaving the assigned clinical site without permission from the supervisor and WGTC faculty. This includes leaving the specifically assigned OR or Central Processing department, even if the student remains on the hospital premises but is not in their assigned area participating in assigned tasks.
- Contacting any clinical site personnel regarding preceptor or supervisor evaluations, or criminal background or drug screen results.
- Taking photographs or video recordings in the operating room or restricted hospital areas as prohibited by hospital policy.
- Making comments regarding the school or clinical site on social media.
- Violation of any HIPAA regulation including: recording or disclosing any patient information including personal information, pictures, videos, health information. This is to include taking

pictures in the operating room by which any patient may be identified including taking pictures of the surgery schedule.

- Functioning independently in the circulator role as prohibited by law or hospital policy.

CLINICAL DISMISSAL

Any student suspected of being impaired due to alcohol or drugs will be subject to an alcohol or drug test (at the student's expense) and face immediate program dismissal. Please refer to the college's drug and alcohol policy in the WGTC handbook.

If a student is believed to have committed an instance of misconduct listed above, the instructor will investigate with the clinical site and hold a conference with the student. If a student is found to have committed any of the above stated instances of misconduct, they may be removed from the clinical site either by WGTC faculty or by request of hospital management.

A student may also be removed from a clinical site by WGTC faculty or by request of hospital management due to safety issues, patient endangerment, employability skills, or unprofessional misconduct (as referenced in the Professionalism and Student Conduct sections). In addition, a student may be dismissed from clinicals for failure to progress in skill acquisition after having been advised and remediated.

If a student is removed from the clinical site by request of hospital management and/or WGTC faculty, due to safety issues, patient endangerment, employability skills, unprofessional misconduct, or failure to progress in skill acquisition as referenced above, the student will earn the grade of "F" for all clinical practicum courses, SURG 1010/2110/2120/2130/2140. This results in a conference and dismissal from the program, including any other SURG courses which are co-requisites. A student dismissed by a clinical site for these reasons will not be eligible to return to the SURG program in any subsequent semester.

If a student is dismissed by request of hospital management due to any other reason not stated above, the instructor will review the dismissal on a case by case basis in collaboration with program faculty.

SURGICAL CASE REQUIREMENTS

The Surgical Technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrub surgical procedures of increased complexity as he/she moves toward entry-level graduate competency. These are requirements of our programmatic accrediting body, the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Students must complete a minimum of 120 cases as delineated below.

ROLES DEFINED:

First Scrub Role: To document a case in the first scrub role, the student shall perform the following duties during any given surgical procedure with proficiency:

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s), and solutions needed for the procedure.
- Perform required operative counts with the circulator prior to the procedure and before the incision is closed, according to AST guidelines and facility policy.
- Pass instruments and supplies to the sterile surgical team members during the procedure, including anticipation of the surgical team needs.

- Maintain sterile technique as measured by recognized breaks in sterility, correction of sterility breaks, and documentation as needed.

Second Scrub Role: The second scrub role is defined as the student who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Assistance with diagnostic endoscopy
- Assistance with vaginal delivery
- Cutting suture
- Providing camera assistance
- Retracting
- Sponging
- Suctioning

Observation Role: The observation role is defined as a student who has not met the first scrub or second scrub criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

CASE REQUIREMENTS:

- I. A student must complete a minimum of 120 cases as delineated below:
 - A. General Surgery
 1. A student must complete a minimum of 30 cases in General Surgery
 - a. 20 of these cases must be performed in the First Scrub Role.
 - b. The remaining 10 cases may be performed in either the First or Second Scrub Role.
 - B. Specialty Surgery
 1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
 - a. A minimum of 60 cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
 - i. A minimum of 10 cases in four different specialties must be completed in the First Scrub Role (40 cases total).
 - ii. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - b. The remaining 30 cases may be performed in any surgical specialty in either the First Scrub or Second Scrub Role.
 2. Surgical Specialties (excluding General Surgery)
 - a. Cardiothoracic
 - b. Genitourinary
 - c. Neurologic
 - d. Obstetric and gynecologic
 - e. Orthopedic
 - f. Otorhinolaryngologic
 - g. Ophthalmologic
 - h. Oral Maxillofacial
 - i. Peripheral vascular
 - j. Plastics and reconstructive
 - k. Procurement and transplant

COUNTING CASES:

- I. Cases may be counted according to surgical specialty as defined in the core curriculum.
 - a. One pathology is counted as one procedure.
 - i. Example – A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.
 - b. Counting more than one case on the same patient:
 - i. Example – A trauma patient requires a splenectomy and repair of a LeFort fracture. Two cases can be counted and documented since the procedures are in different surgical specialties.
 - ii. Example – A procedure that requires different setups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) following with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.
 - c. Diagnostic vs. operative endoscopy cases
 - i. An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
 - ii. An endoscopy classified as a critical procedure is considered an operative case. iii. Diagnostic and operative cases will be counted according to specialty
 - iv. Diagnostic cases are counted in the Second Scrub Role up to a total of 10 of the required 120 cases.
 1. Example – A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.
- II. Vaginal delivery cases are counted in the Second Scrub Role of the OB/GYN specialty, up to a total of 5 of the required 120.

CASE DOCUMENTATION

Students' clinical participation is required to be documented and stored in a secure location. Students are required to log all cases into a database that is accessed through an individualized weblink provided to them at the start of the semester. A link to a spreadsheet showing all of the student's entries will also be provided. Each case scrubbed or observed must be documented DAILY on the form provided by the department. The information must be complete and accurate, and a preceptor electronic signature is required for each case logged by a student.

Any falsification of information on the clinical case log will be subject to West Georgia Technical College's Academic Integrity policy (GT 5.1.20). The online clinical case log is a legal document, and by electronic signature, the student and preceptor attest to the accuracy of the information.

ELECTRONIC SIGNATURES

The Surgical Technology program recognizes an electronic signature as a valid signature from students and clinical site staff for purposes of clinical case documentation and clinical evaluation, subject to the conditions listed below. An electronic signature is defined as any electronic process signifying the integrity of the document, presented in electronic format.

Procedure

Each student's case log and forms are stored in a secure cloud-based location, which are only accessible by program faculty and the individual student. Authorized users must sign in with individual log-in

credentials to access the secure location and forms. It is the responsibility and obligation of all parties to keep log-in credentials secure and confidential. Once logged in, any information uploaded, updated, or removed is subject to the College’s Academic Integrity policy (GT 5.1.20). Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

Surgical Specialty	Total # of cases required	Minimum # of First Scrub cases required	Maximum # of Second Scrub cases allowed
General Surgery	30	20	10
Surgical Specialties -Cardiothoracic, ENT, Eye, GU, NEuro, OB/GYN, Oral, Maxillofacial, Orthopedics, Peripheral Vascular, Plastics	90	60	30
Optional: Diagnostic Endoscopy - Bronchoscopy, Colonoscopy, Cystoscopy, EGD, ERCP, Esophagoscopy, Laryngoscopy, Panendoscopy, Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the Second Scrub cases
Optional: Labor & Delivery			5 vaginal delivery cases may be applied toward the Second Scrub cases
Totals	120	80	40

STUDENT RESOURCES

ACCESSIBILITY SERVICES

It is the responsibility of the student to contact the Accessibility Services Coordinator to inform WGTC of conditions that could affect your performance. The college will make every effort to make reasonable and appropriate accommodations. If you have reason to believe that you will have difficulty in this course or the clinical internship and require any modifications or special accommodations due to academic or physical disabilities, please contact the Accessibility Services Office by calling: (770) 824-5241 or E-mail: accessibilityservices@westgatech.edu.

KnightCARE COUNSELING

WGTC seeks to provide a safe and supportive learning environment for our students and staff. To ensure the ongoing safety of our campuses, WGTC has designated a team of specially trained staff to respond to concerns about mental health or dangerous behaviors. This team, called KnightCARE, coordinates a variety of resources for students and staff in need of assistance, including those with mental health issues, dangerous or distressing behaviors, relationship problems, substance use and addiction, and other concerns.

Anyone in the WGTC community who observes an emergency or behavior that is dangerous or severe should contact WGTC Police at **855-579-4357, or call 911** immediately.

Dangerous or severe behavior includes any incident where a person is demonstrating an imminent or direct threat to self or others, for example, a suicide threat or plans for a suicide attempt, or a direct

threat to others including actions or remarks about actual or planned physical violence or harm, sexual assault, or property vandalism.

Faculty, staff, and students who are concerned about behavior that is disturbing, disruptive, or distressed, but does not pose an imminent danger should complete a KnightCARE Concern Form. The form is located on the WGTC website under Current Students. Once the report is received, the KnightCARE team will develop an appropriate response plan. The response will be based on the nature of the behavior, the severity of the risk, and the needs of the student.

ACADEMIC RESOURCES

BOOKSTORE

West Georgia Technical College bookstores are conveniently located on the Murphy, Douglas, Carroll, Coweta, and LaGrange campuses to provide students with a place to shop for all their educational needs including textbooks, rental books, e-books (jump books), calculators, notebooks, bookbags, etc. The bookstore also carries a wide range of non-educational items such as shirts, snacks, cards, and Golden Knights Athletics logo items. Additionally, if you are having trouble making it to one of our campus bookstores, West Georgia Technical College also provides its students with the capability of purchasing their books online.

LIBRARY

WGTC has libraries at our Carroll, Douglas, LaGrange, Murphy, and Coweta campuses. Each library functions as a research center for students, faculty, staff, and community users. The collection of each site consists of books, periodicals, newspapers, videos, audio cassettes, software, and other types of multimedia and electronic reference resources such as virtual assistance and GALILEO (Georgia Library Learning Online).

TUTORING

WGTC offers face-to-face tutoring on every campus for some subjects and Free Online Tutoring through Upswing. See the Student Success Services webpage on the college's website for more information.

ONLINE LEARNING

WGTC provides a webpage with links to common online resources such as:

- Blackboard login and orientation
- Online proctoring
- Online help
- Forms and procedures
- Student Advising

See the Online Learning Center webpage under Online Learning on the college's website for more information.

Student Support Resources

WGTC POLICE DEPARTMENT

The West Georgia Technical College Police Department is on duty whenever classes are in session.

When to contact the College Police:

- If you witness a crime
- If you are a victim of a crime
- If you feel that your safety or the safety of others is being threatened by someone's behavior
- If you witness any violation of the student code of conduct
- If you see someone acting suspiciously or who does not belong in your area

How to reach the College Police: **Phone: 855-579-4357**

COMMUNITY SUPPORT SERVICES

Resources by county can be found on the College's website under Student Support Resources.

CAREER SERVICES

The mission of the West Georgia Technical College Career Services Department is to provide support to students, graduates, and employers while creating a viable link between students and potential career sources.

Career Services is designed to assist students in preparing for the job search process and locating major-related employment upon graduation. Career Services maintains contact with the instructional staff and acts as a conduit for referrals. Students may access services such as individual career counseling, career workshops, assessments, and online career resources at any time during their enrollment or after graduating.

The Career Services Jobweb is the primary resource for advertising available employment opportunities to students and alumni of West Georgia Technical College.

STUDENT ACKNOWLEDGEMENT

This signature sheet is due on the first day of class

PLACE YOUR INITIALS next to each statement indicating your agreement. PRINT NAME, SIGN AND DATE at the bottom of the sheet.

_____ I have read the following in their entirety. I understand the included policies and hereby agree to abide by them.

- Surgical Technology Program student handbook
- SURG 1010 syllabus • SURG 1020 syllabus
- SURG 1080 syllabus

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

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

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

_____ I understand that my student records may be shared with the clinical training sites and any guest instructors if necessary.

_____ I permit the Surgical Technology program at West Georgia Technical College to use my likeness in photographs or videos for promotional materials for the program.

Printed Name: _____

Signature: _____

Date: _____

APPENDIX



**School of Health Sciences
Surgical Technology Program
Request for Readmission/Reentry**

Request for readmission must be received at least one month prior the start of the semester in which the student would like to reenter. A Readmission Committee will review the request.

Student Name and Student ID: _____

Name of the program you are requesting to reenter: _____

Date/Semester you would like to reenter: _____

Reason for dismissal, withdrawal or disruption in program progression (select all that apply):

- Academic Failure, Classroom
- Academic Failure, Clinical
- Withdrew Passing and Reason _____
- Withdrew Failing and Reason _____
- Other _____

Describe in detail the reason you believe you were unsuccessful in progressing within the program.

Please give at least three strategies or plans you will make to ensure success if allowed to return to the program.

1. _____

2. _____

3. _____

Interruption in program progression places students at a higher risk for certification and/or licensure failure. What actions will you take to prepare yourself for your national certification (CST) exam?

Please

The following will be required if you are allowed to return to the program:

1. Overall average for each surgical technology course must be 70 or greater with satisfactory completion of all course requirements.
2. Make an appointment with Student Success Services before the first day of class and provide the visit documentation to the program director.
3. Completion of all clinical assignments. You should not be tardy or leave early for clinical.
4. Completion of all assignments, testing, and any remediation.
5. Exhibit professional behavior.
6. _____ If applicable, lab “check off” on skills that should have been satisfactory for any previous courses.
7. _____ If applicable, documentation that assistance was sought related to English as a second language.

Readmission is not guaranteed. A student may only repeat a course one time. A second failure in a program will result in dismissal from the program. This would make the student ineligible for readmission.

If readmission is not granted, the student would need to repeat the program courses in their entirety.

I accept the required terms for my readmission/re-entry. I understand that failure to comply with these requirements may result in failure to successfully complete the program.

Student Signature

Date

