

# **Surgical Technology**

## **Handbook**



**2020-2021**

# WELCOME

## To the Student Surgical Technologist:

Welcome to Washburn Tech and to the field of surgical technology. You have chosen a very rewarding career that is interesting, challenging, and often very fast paced. This field of work will give you the opportunity to contribute to the health and wellbeing of other people. I hope that you have come into this class with a desire to help others. If so, then you should find satisfaction in this career. This is a career for the strong, both mentally *and physically*. It requires a mental attention to detail, quick response, and constant anticipation of the next surgical step to insure good and safe patient care.

This program is accredited by CAAHEP, the Commission on Accreditation of Allied Health Education Programs. Their offices are located at 1361 Park St., Clearwater, Florida 33756.

This student handbook has been prepared by the Washburn Tech Surgical Technology faculty, staff, and administration to provide guidelines, policies, and procedures to assist students in the successful completion of the Surgical Technology program. This handbook is designed to supplement the Washburn Tech Student Handbook.

You will be given the best preparation and opportunities to learn during the next 9 months. I would like you to leave here with a sense of pride, knowing you are a credit to your chosen vocation. Just before graduation you will be given the opportunity to become "certified" in your field by taking the "CST" exam. That should *always* be your goal. Take pride in your new skills, show professionalism always, and add the "CST" credential to your name.

I wish you the best this year.

Sincerely,  
Kristi Mick

## HISTORY

Kaw Area Technical School accepted the first class for the Surgical Technology Program in August 1991. The Commission on Accreditation of Allied Health Education Programs, CAAHEP, completed an accreditation review and deemed the Surgical Technology Program to be compliant with the nationally established standards on April 27, 2000. On March 3, 2001, the Accreditation Review Committee on Education in Surgical Technology, ARC-ST, accepted the progress report and maintained the accreditation of the Surgical Technology Program. On October 2002 Kaw Area, Technical School Surgical Technology Program was awarded complete accreditation by CAAHEP. On July 1, 2008 Kaw Area, Technical School affiliated with Washburn University. On May 15, 2009 Kaw Area, Technical School became Washburn Institute of Technology, or Washburn Tech.

## ACCREDITATION

The institutional accreditation has been continuous since first granted in 1964 and was most recently reviewed during the 2008 school year. Currently Washburn Tech is accredited by the North Central Higher Learning Commission in conjunction with Washburn University. The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs.

## MISSION STATEMENT

The mission of Washburn Institute of Technology is to offer educational opportunities to high school, business/industry, and adult students by providing quality technical training to meet individual and labor market needs.

## SURGICAL TECH MISSION STATEMENT

The mission of the Washburn Institute of Technology Surgical Technology Program is to offer a nationally accredited curriculum to ensure our Surgical Technology graduates receive quality education too safely and effectively perform in entry level positions as Certified Surgical Technologists and to meet individual and labor market needs.

Contact information for national accrediting bodies:

CAAHEP, the Commission on Accreditation of Allied Health Education Programs  
1361 Park St.  
Clearwater, Florida 33756  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting 6  
West Dry Creek Circle, Suite 110  
Littleton, CO 80120  
(303) 694-9262  
[www.arcstsa.org](http://www.arcstsa.org)

Washburn Institute of Technology Surgical Technology  
Program Description 2017-2018

The Washburn Institute of Technology Surgical Technology Program is a 53-credit hour curriculum designed to provide graduates with the knowledge, skills, attitudes, and abilities needed to practice safely and effectively as an entry level Surgical Technologist with eligibility to take the National Certification Exam for Surgical Techs. This program is available in a full-time daytime format.

The student will learn to apply basic surgical skills along with the understanding of how these affect the surgical patient. Some of these are: preparing the operating room for the patient by having ready for the surgeon all surgical supplies and instruments needed, anticipating the surgeon's needs during the surgical procedure and assisting the surgeon when necessary, aseptic technique and sterilization procedures. The surgical tech should be one with a strong sense of responsibility, a stable temperament, and a concern for order, considerable patience and one who pays attention to details. The surgical tech's job will require heavy lifting, good manual dexterity, and physical stamina as the surgical tech may be standing for long periods of time. The surgical tech must be keenly sensitive to the surgical patients needs and can work effectively under stress.

Prerequisites: Prospective students must pass the Accuplacer Entrance Exam: Applied Math Level 5 and Reading for Information Level 6 and have a high school diploma or GED. Additional entrance requirements include: an approved Anatomy and Physiology course of 6 credit hours, including lab from an accredited college within the last 5 years with a grade of "C" or better; Anatomy & Physiology classes are available at Washburn Tech. Other recommended prior course work to enhance a student's success and ability to articulate include: Medical Terminology, Microbiology, and Pharmacology. Previous work experience in the health field is highly recommended. Program and prerequisite courses require students to have knowledge of and access to computers. Student will be required to submit homework online using MS Word, download papers and use e-mail. Laptop computers are not required in the classroom. Check with S.T.E.P. Services for information and enrollment.

Fifteen students are admitted to the full-time program in August. Instructional hours are Monday through Friday from 8:00 am - 2:55 pm; clinical times will start as early as 6:30 am. Times are subject to change. The closing date for application to the program is March 1<sup>st</sup> each year for the following August start date. Applications will be considered individually after this date if space is available.

**ADDITIONAL INFORMATION**

STEP Services - (785) 670-2200

Financial Aid – April Sidesinger - (785) 670-3362 or [april.sidesinger@washburn.edu](mailto:april.sidesinger@washburn.edu)

Health Occupations Secretary-Sheila Krumrey - (785) 670-3351 or [Sheila.krumrey@washburn.edu](mailto:Sheila.krumrey@washburn.edu)

<b>Course Numbers</b>	<b>Course Titles</b>	<b>Credit Hours</b>
<b>Prerequisite</b>		
HCT 132 & 133	Anatomy & Physiology with lab	6
HCT 135	CPR	0
<b>Prerequisite Total</b>		<b>6</b>
<b>Semester 1</b>		
SUR 105	Introduction to Surgical Technology	4
SUR110	Microbiology*	2
SUR 120	Surgical Medical Terminology*	3
SUR 135	Principles & Practices of ST	5
SUR 145	Principles & Practices of ST Lab	3
SUR 155	Surgical Procedures I	4
SUR 175	ST Clinical I	3
<b>Semester 1</b>		<b>24</b>
<b>Semester 2</b>		
SUR 250	Pharmacology	2
SUR 245	Surgical Procedures II	5
SUR 265	Surgical procedures III	5
SUR 270	ST Clinical II	4
SUR285	ST Clinical III	6
SUR 295	ST Certification Review	1
<b>Semester 2</b>		<b>23</b>
<b>Total Program</b>		<b>53</b>
<b>Other Required</b>	Team STEPPS	<b>0</b>
<b>Other Required</b>	OSHA-10	<b>0</b>

\* Courses that can be transferred into the program

Washburn Institute of Technology prohibits discrimination based on race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [edirector@washburn.edu](mailto:edirector@washburn.edu)

### PROGRAM GOAL STATEMENT

The goal of this program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and to become contributing members of the health care team.

This will be accomplished by:

(1) Preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and (2) Meeting or exceeding the criteria set forth in the current *Standards and Guidelines for an Accredited Educational Program in Surgical Technology*.

### PROGRAM GOALS/OUTCOMES

Upon program completion, the graduate will be able to:

1. Demonstrate an understanding of the services provided by the surgical team in relation to the patient's restoration of health.
2. Maintain accountability for own actions to assure adherence to ethical and legal standards.
3. Respect patient's inherent right to privacy, dignity, and confidentiality.
4. Apply knowledge of normal and pathological anatomy and physiology.
5. Perform pre-operative, intra-operative and post-operative planning including individualized preparation for each assigned surgical intervention.
6. Applies the principles of asepsis to inhibit infection.
7. Works effectively and safely in a professional manner, in all aspects of surgical care regarding the surgical patient and themselves.
8. Uses sound judgment in instituting established procedures.
9. Respond to emergencies in a clam manner.
10. Communicates effectively using appropriate medical terminology in the peri-operative setting.
11. Provide optimal patient care by utilizing teamwork in the clinical setting.
12. Demonstrate initiative to expand knowledge of new surgical procedures and subjects relating to the OR and the patient.
13. Describe various medications used in surgery.
14. Understand and use the metric system when measuring medication in surgery.
15. Anticipate the surgeons efficiently and per the needs of the surgical procedure being performed.
16. Arrange surgical instrumentation and all supplies needed for the surgical procedure.

### ASSOCIATION OF SURGICAL TECHNOLOGISTS CODE OF ETHICS POSITION STATEMENT

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

From: [http://www.ast.org/aboutus/documents/AST Code of Ethics.pdf](http://www.ast.org/aboutus/documents/AST_Code_of_Ethics.pdf)

Also, see: <http://nbtsa.org/> and <http://arcst.org/>

## **PROFESSIONALISM**

Professional behavior is expected always in the operating room. This is based on how you speak, your attendance, how you present yourself and your actions. Do you use proper medical terminology and other proper vocabulary? Do you show up on time ready to work? Do you present yourself in a neat clean manner? Is your homework completed thoroughly? Do you pitch in to help others? Can you get along well with others? *All these are part of professional behavior and this is what employers look for in a person. This is what I, as your instructor, expect from you.*

## **HOW TO GET THE MOST OUT OF THIS LEARNING EXPERIENCE**

Take charge of your own learning. Raise questions, probe, explore, and go after what you need especially in your clinical experience and your research of surgical procedures.

Be open. Use your imagination, consider all possibilities, and be an active learner in your new career.

Give as well as receive. Share your experiences with your co-learners during class discussions and be prepared to receive a great deal from them.

Have fun. Plan to thoroughly enjoy this opportunity to learn and to grow in your professional competence and satisfaction.

## **STUDENT RESPONSIBILITIES**

It is the responsibility of each student to be aware of and to meet the program requirements for graduation. The student must adhere to all Washburn University/Washburn Tech/Surgical Technology and clinical agency rules, regulations, policies, and deadlines.

Regulations are established to govern student conduct on the school campus, affiliating agencies, and other places where school-sponsored activities are conducted. Such regulations recognize the rights and responsibilities of students and are designed to promote effective learning and responsible standards of behavior.

## **STUDENT WORK POLICY**

All student activities associated with the program will be educational in nature while students are completing clinical education at the institution. Students will not receive or accept any monetary reimbursement, payment, or gifts during the educational experience. The student will not be substituted for hired staff or personnel during the educational experience at the clinical institution.

## **EQUAL EDUCATIONAL OPPORTUNITY/HARRASSMENT POLICIES**

Washburn University/ Washburn Tech is committed to a policy of equal educational and employment opportunity without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or

parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons. Each unit is charged with conducting its practices in conformity with these principles.

#### Equal Educational Opportunity

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment.

#### Sexual Harassment and Harassment

All individuals must be allowed to pursue their activities at Washburn University/Washburn Tech free from sexual harassment, sexual advances and harassment based on color, race, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. Such conduct will not be tolerated.

Responsibility for maintaining a harassment free environment rests with all employees and students and others while on the campus or involved in University or Washburn Tech -sponsored activities.

Responsibility for monitoring and implementation of these policies is delegated to the Equal Opportunity Director; however, all employees will share in the specific activities necessary to achieve these goals.

#### Complaint procedure

The complaint procedure to report discrimination, sexual harassment or harassment is found at [www.washburn.edu/eo-complaints](http://www.washburn.edu/eo-complaints). Complaints are to be made within 180 days of the latest alleged incident to the Equal Opportunity Director.

The Equal Opportunity Director is Pamela Foster, Washburn University, and Morgan Hall. Phone: 785-670-1509. Email: [codirector@washburn.edu](mailto:codirector@washburn.edu)

### **CONFIDENTIALITY OF CLIENT DATA**

All client information is confidential and shall not be disclosed. Students are not authorized to remove any client information from the premises for either personal use or disclosure to another person or entity. This includes surgical schedules and social media. A confidentiality statement will be signed by each student prior to attending the first clinical course. Failure to preserve client confidences may result in clinical probation or dismissal from the program.

### **STUDENT LIABILITY**

Surgical technology students are legally responsible and accountable for their actions during clinical practice. Students enrolled in the Surgical Technology program are required to carry professional liability insurance. The cost of the insurance is included in student fees. The coverage is for the student clinical experience only. Policy information is available through the Health Occupations Office.



## **GRADING AND COMPLETION STANDARDS**

Grades will be available always to students through Desire2Learn.

A. Written examinations and course grades will be assigned per the following scale:

A	94-100%	Excellent
B	87-93%	Above Average
C	80-86%	Average
D	75-79%	Unsatisfactory/Failing
F	Below 75%	Failing

**B. Satisfactory progress, non-clinical courses:**

1. A grade of a "C" or greater is required to pass each course. When a final course grade is below a "C" the student will not be allowed to continue in the program. This may occur during or at the end of a semester. Each individual course grade in a semester must be a "C" or greater to progress to the next semester. Exceptions for courses identified below.
2. If a student's cumulative score drops below passing levels during a course, the student will be placed on academic probation. The instructor will fill out a Progress Report form to notify the student of their probation status. (Short courses will not allow a long-time frame after the notice for students to improve scores.)
3. Class participation is 10% of your grade. Participation includes not only answering questions but also taking part in group discussions and asking questions if you do not understand something. Note: If you are not in class, you cannot participate and therefore will not receive any points for the day.
4. Written assignments and tests make up 90% of your grade.

**C. Satisfactory progress, clinical courses:**

1. Skill performance is evaluated during lab testing on a pass or fail basis. Passing performance is required to progress to the next level of instruction and for successful completion of SUR145: Principles and Practice Lab. Students who do not perform at passing level will be allowed one more opportunity to perform the skill at a passing level. Students failing a second time will be withdrawn from the program with clinical failure and will need to reenter the program per the readmission policies. Students with passing performance the second time will be put on clinical probation during their clinical course.
2. Performance that is evaluated as failing during any clinical course means that the student cannot continue to the clinical course. Assignment of a failing clinical grade results in dismissal from the program.

**D. Progression and Completion**

1. Courses are to be completed in sequence.
2. Theory and clinical courses must be taken concurrently.
3. Any courses transferred to Washburn Tech from another school must have a grade of C or better.
4. After successful completion of this program, the student is granted a certificate and graduated.

E. **Probation and Failure** - If the student fails to comply with the established academic or clinical performance standards, the student may be placed on probation or considered for failure. Probation is a period during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance. Probation for No Call No Show and Chemical Dependency/Substance abuse will remain in force throughout the remainder of the program. If the behavior occurs again the student will be dismissed immediately for clinical failure regardless of the course end date.

1. Reasons for failure include, but are not limited to:
  - a. Inability to change identified negative behavior(s) during the probationary period.
  - b. Inability to comply with existing program, school, or agency policies.
  - c. Any behavior that significantly compromises patient or staff safety.  
This could include, but is not limited to:
    1. failure to appropriately notify faculty when absent or late
    2. performing tasks without appropriate supervision
    3. leaving assigned patient unprotected
    4. lack of preparation for patient care
    5. leaving assignment without proper notification
    6. physical or verbal abuse of individuals
    7. substance use or abuse
    8. physical or emotional state interfering with functioning
    9. unprofessional conduct
  - d. Academic dishonesty, dishonesty, or falsification of records.
  - e. Uncooperative or disruptive actions or attitudes.
  - f. Failure to maintain confidentiality of patient records or information.

#### **Procedures to be followed for probation and failure**

- 1) Notification
  - a. Probation
    - i. A Progress Report form will be filled out and signed by the instructor or coordinator stating the reason for probation.
    - ii. This form is to be signed by the student and a copy will be forwarded to the coordinator.
    - iii. The student will receive a copy of the statement when signed. Students failing to meet with the instructor to review the form or not signing the form will still be on probation.
    - iv. Counseling with the instructor and coordinator is recommended.
  - b. Failure
    - i. A Progress Report form will be filled out and signed by the instructor stating the reason for failure.
    - ii. This form is to be signed by the student and a copy will be forwarded to the coordinator.
    - iii. The student will receive a copy of the statement when signed.
    - iv. Students must meet with the coordinator.

#### **IV. Student Absence and Exams**

- A. When a student is absent on the day an exam is scheduled, she/he will reschedule the exam on the first day following the absence. Rescheduling is done by the student contacting the faculty member. All absences for testing may result in point reductions:
  - 1. Within 3 school days 5% reduction
  - 2. Within 5 school days 10% reduction
  - 3. After 5 school days, a zero score will be recorded
- a. In the case of a prolonged absence when the student has missed several exams, the student will work with the faculty to develop a plan for becoming current with coursework and testing at the faculty's discretion.
- b. Rescheduled exams may be taken before or after a classroom or clinical day, when faculty supervision is available.
- c. Students who are absent at the time of the exam will be given a make-up exam. These exams are worth the same number of points and cover the same material; however, the test items may be in a different format than the original exam. Make up exams may contain true-false, completion, short answer, essay and/or multiple-choice items.
- d. Students not taking an exam while attending school will receive a "o" and will not be allowed to make up the exam.
- e. Students will be allowed 1 retake on a test per course.

## V. **Transfer Credit**

Applicants to the Surgical Technology program who have previous courses from an accredited school, college, or university may have an official transcript and course syllabus evaluated for transferring credit. Send an official transcript and submit copies of the course syllabi to the Health Occupations Coordinator with a formal written request citing the specific courses to consider. Transferred course grades must be a C or better. Anatomy and Physiology is a program prerequisite. Official transcripts of prerequisite courses must be submitted within one month of the start of the program for the students to continue in the Surgical Technology program.

Advanced standing for courses from a CAAHEP accredited surgical technology program will be evaluated on an individual basis and will require academic and skills testing. There are fees associated with this testing.

## VI. **Readmission**

1. Students must complete any procedures required for readmission to Washburn Tech through the admissions office. All requests are subject to the approval of the Health Occupations Coordinator and the Associate Director of Student Services.
2. Students must complete the form requesting readmission to the surgical technology program.
  - a. The form is obtained from the nursing department secretary.
  - b. On this form the applicant will state what has been done to change the conditions that contributed to not completing the program and provide a written plan for improvement listing specific behaviors for success.
3. All students requesting readmission must meet all admission requirements, including but not limited to having current entrance exam scores and any required testing.
4. All previous accounts must be paid, and the appropriate deposits, tuition and fees must be paid prior to attending classes. Failure to meet a payment deadline may prevent readmission.
5. Students re-enter the program at the beginning of the nursing courses and must take classroom and clinical classes concurrently.
6. Students reentering at the beginning of the first semester will be entered the selection process. If the selection process cutoff date has passed there may not be space available. Each case will be reviewed individually by the coordinator.

7. Students will be allowed to re-enter the program for failing grades one time. After the second failure, there is a one year waiting period and the student must start at the beginning of the program if readmitted.
8. Students with clinical failure must wait one year and then start at the beginning of the program if readmitted.
9. Students with passing grades who left the program for documented personal or health reasons will be allowed to re-enter the program starting at the beginning of the surgical tech course they left without any waiting period if the other criteria for readmission are met and not more than one year has passed.
10. Students with failing grades during a class that leave the program will be considered as leaving for failing grades even when they report personal reasons or have attendance reasons. (see number 7)
11. Students leaving the program for attendance will be evaluated individually and if allowed to re-enter attendance requirements will be developed based on past use of absences or the student may start over at the beginning of the program without accumulated absences.
12. Readmission is dependent on available space, approval, meeting selection criteria, recommendations from instructors, the written plan for improvement, being accepted through the selection process, and on the demonstration of academic skill and laboratory skill, appropriate for the level to which the applicant is to be readmitted.
13. When time constraints exist due to school semester start time's students may be allowed tentative admission until all testing is complete. If the student fails to meet the requirements the student will be denied admission and not be allowed to continue classes.
14. The student will be responsible for updating health forms before re-entering the program. Failure to have updated health information and health insurance will result in the student's inability to attend clinical.
15. The students will be required to have background checks redone due to school and affiliating agency policies.
16. After two unsuccessful admissions students, will be not be considered for readmission without a one year waiting period.
17. After one year, all students will start at the beginning of the program if readmitted.

## **ATTENDANCE**

Responsible Attendance is required for successful completion of the program and to demonstrate expected work ethics. As an adult learner, you most likely have multiple roles and commitments to juggle. In addition to being a student, you may be an employee, a parent, a community leader, or a caregiver to a family member. If you are a full-time student, you are working to learn a wide variety of new skills and to meet the expectations for multiple courses. As your teacher, I too have many responsibilities and multiple roles. Therefore, we need to work together to accomplish the intended learning outcomes for this course. You need to be here EVERYDAY to get the most out of this course.

Responsible attendance means that you will plan your schedule so that you can be present for scheduled class sessions and manage your time so that you can complete your assignments and assessments on or before the date they are due. *Make any necessary appointments you may need after class time as this will affect your learning and your participation points.*

*Tardiness is not acceptable.* You are allowed 2 free tardies per semester. This includes coming back from scheduled breaks as well. Being tardy is defined as up to 30 minutes late to class. Lab is currently the only class that attendance is tracked in. A maximum of 5 points per day will be awarded for attendance. Being tardy or absent will result in an automatic deduction of 5 points from that grade. Hours will be tracked for lab and clinical courses.

For my part, I have provided a syllabus and a schedule calendar. I will work to keep the course on the published schedule. I may have to adjust in the schedule if needed but I will try to stick to the schedule you have received. You will know ahead of time if the schedule must change.

If you miss a class session unexpectedly:

1. **YOU** are responsible for identifying what you have missed and for obtaining handouts or other learning materials that were distributed during your absence.
2. Contact me in person explaining how you intend to make up missed work. You cannot make up the missed time, only the work can be made up.
3. To receive full credit for work missed during your absence, you must complete it within one week of your return. Late make-up work will be eligible for a maximum grade of "C" or the equivalent.
4. Tests will be made up on the day you return from your absence. Plan accordingly. If you are absent on a test day you will lose 5 points from the test automatically.
5. If absent on a classroom day you **MUST CALL** me in the classroom by 8: 00 am or contact me via E-mail. [kristina.mick@washburn.edu](mailto:kristina.mick@washburn.edu)

If you know you will miss a class session:

1. Plan to submit assignments or complete assessments that will be due during your absence prior to your absence.
2. Notify me in person, via email, or voicemail message prior to your absence, explaining how you intend to make up missed work.

**\*\*Once we reach the point in the program that you being to seek employment you can miss 2 days for interviews that will not be counted against your attendance grade. Applications should be completed outside of class time and please do your best to schedule interviews then as well. If there is any question, please consult with the instructor.**

### **GRIEVANCE APPEAL PROCEDURE**

A Surgical Technology student who has an academic or non-academic concern/complaint needs to follow these steps to address and resolve the issue.

1. When concern(s) arise within the Surgical Technology program students are to contact the instructor involved in a timely manner, within five school days, and discuss the concern. Every effort must be made to resolve the concern at this level.
2. If after discussing the concern with the instructor the student still has an unresolved issue, they are to make an appointment with the Health Occupations Coordinator within five school days.
3. If the student believes the concern is not resolved after speaking with the Health Occupations Coordinator, they will be asked to present a formal written concern within 5 days to the Health Occupations Coordinator.
4. The Health Occupations Coordinator will send a written decision to the student's home address within five school days after receiving the formal written concern.

5. If, after every effort has been made to resolve the concern with the instructor and Health Occupations Coordinator, the student is not satisfied, the student may present written documentation of a grievance within five days to the Associate Director of Student Services. The Associate Director of Student Services will then investigate the matter and render his/her decision within five school days after receiving the written grievance. A written notice of the decision will be mailed to the student.
6. If the student wants to appeal the decision of the Associate Director of Student Services, he/she must file a written appeal within five school days to the Dean of Washburn Tech. The Dean will render a final decision on the grievance within five school days of the filing. A written notice of the decision will be mailed to the student.

**Note:** If the appeal concerns dismissal from the program, the student may remain in class during the appeal process unless the student poses a risk to themselves or others (see Washburn Tech Handbook).

### **TESTING**

The Surgical Technology program content is cumulative including prerequisites. Students must retain knowledge and skills learned **in** previous courses, therefore tested material will include current course content plus content from past required courses, including anatomy and physiology, surgical technology courses, pharmacology, and math. Students are expected to know information from the Surgical Technology Handbook therefore information from the Surgical Technology Handbook may also be included on tests. Students are allowed 1 retake test per course.

### **ACADEMIC HONESTY**

Students are expected to do their own work unless advised that collaboration is acceptable. This means that you may use facts from other sources if you re-write them in your own words. Anytime you quote directly from another source or paraphrase substantially, you must cite the source you used. When you take a test, you are expected to keep your eyes on your own paper and protect your test paper from being copied by a classmate.

Failure to use proper citation procedure is considered plagiarism. Plagiarism will result in a grade of "o" if it is flagrant and/or deliberate. Copying from another person's paper or test is academic dishonesty and will result in a grade of "o" for that assignment. In addition, you will be referred to student services for discipline based on college policy. This also reflects on your surgical conscience.

### **COUNSELING AND GUIDANCE**

Counselors are available in the Student Services office for students needs in academic advising (see Washburn Tech Handbook). Surgical Technology instructors and the Health Occupations Coordinator are also available for student guidance.

### **TUTOR**

Peer tutors are available in the Student Advantage Center on Mondays through Thursdays when school is in session from 3:00PM to 4:30PM.

### **ADA Notification Statement of Disability Services:**

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight weeks' lead time may be

needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact the Campus Advocate at 785-670-3364.

## **TECHNICAL STANDARDS FOR SURGICAL TECHNOLOGY**

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the Surgical Technology Program. It is the policy of Washburn Tech to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, and Industry Standards.



<b>ABILITY</b>	<b>STANDARD</b>	Some examples of necessary activities (not all inclusive)
Physical Demands / Motor Skills	<p>Student must can perform physical activities that require considerable use of your hands, arms, and legs.</p> <p>This will include fine motor abilities like finger dexterity, manual dexterity; arm-hand steadiness, and trunk strength. This must be done in a timely manner for safe and effective patient care.</p>	<ul style="list-style-type: none"> <li>*Can bend, stretch, twist, or reach with your body, hands, and arms</li> <li>*Demonstrate the ability to make precisely coordinated movements of the fingers of one or both hands to grasp retractors, manipulate or assemble small instrument parts quickly with good hand eye coordination.</li> <li>*Demonstrate the ability to pass instruments quickly and continuously in a timely manner with precision</li> <li>*Must can lift and maneuver 50 lbs. of weight. EX. sleeping patients after surgery, surgical instrument pans, etc.</li> <li>*Can use your abdominal and lower back muscles to support part of the body for standing continuously, sometimes for 6 hrs. and for lifting and moving an unconscious patient</li> <li>*Refrain from restroom breaks for up to 6 hrs.</li> <li>*Must be able to move/ambulate without assistive devices</li> <li>*Transport heavy supplies and equipment</li> <li>*Student will be exposed to a wide range of chemical and biological agents that could be potentially harmful</li> <li>*Wear Personal Protective Equipment (gloves, masks, goggles, sterile gowns, lead aprons etc.) for safe practices.</li> </ul>
<b>Sensory/ Communication</b>	<p>Must have visual perception</p> <ul style="list-style-type: none"> <li>*Must have sufficient observational skills necessary for correct patient care</li> <li>*Must have acute hearing ability to be able to monitor and assess surgical team needs for safe patient</li> </ul>	<ul style="list-style-type: none"> <li>*Demonstrate sufficient visual ability to load a fine (10-0) suture onto a needle holder with or without corrective lenses and while wearing safety glasses</li> <li>*Demonstrate sufficient peripheral</li> </ul>

	<p>care.</p> <ul style="list-style-type: none"> <li>*Tactile ability to perform a surgical technologist's duties in a timely manner</li> <li>* Communicate in English verbally and written</li> </ul>	<p>vision to anticipate the surgeon and function in the sterile environment.</p> <ul style="list-style-type: none"> <li>*Can clearly see the sterile field, back table, Instruments and supplies without holding items closer than 18 inches from face with or without corrective lenses and wearing safety glasses.</li> <li>*Hear and understand muffled communication without visualization of the person's mouth and lips and within 20 ft.</li> <li>*Hear activation/ warning signals on equipment</li> <li>*Must understand and can communicate clearly with written or verbal skills using the English language</li> <li>*Recognize instruments by feel; hold and operate retractors at correct strength for surgical procedure and surgeon's preference.</li> <li>*Insert and remove urinary catheters</li> <li>*Must be able to read calibrations on syringes from at least 18 inches away</li> <li>*can detect unusual smells</li> </ul>
<p><b>Critical Thinking/ Observation/ Reasoning Skills</b></p>	<p>Student must be able to use logic and reasoning to identify the strengths and weaknesses of situations or approaches to problems.</p> <ul style="list-style-type: none"> <li>*Must be able to be attentive in the classroom and clinical areas, observe demonstrations and participate in lab and clinical.</li> <li>*Must be able to problem solve and have good clinical judgment</li> <li>*Must be able to recognize when there is a problem or a potential problem.</li> </ul>	<ul style="list-style-type: none"> <li>*Must be able to adapt to stressful situations quickly and calmly</li> <li>*Demonstrate problem solving skills preoperatively, intra-operatively and postoperatively.</li> <li>*Be observant of contamination of sterile areas and know what to do about them.</li> <li>*Make appropriate judgment decisions</li> <li>*Combine pieces of information to form conclusions and to apply surgical practices</li> <li>*Demonstrate calm and effective behavior and responses, especially during emergency situations</li> </ul>
<p><b>Interpersonal skills /Professionalism</b></p>	<ul style="list-style-type: none"> <li>*Interpersonal skills to interact with colleagues and patients from a variety of social, emotional, intellectual, and cultural backgrounds</li> <li>*Must show emotional stability</li> <li>*Show respect and dignity for all</li> </ul>	<ul style="list-style-type: none"> <li>*Exhibit positive interpersonal skills in patient, staff, and faculty interactions</li> <li>*Recognize appropriate boundaries in relationships with patients and colleagues</li> <li>*Demonstrate good team building</li> </ul>

	patients regardless of their backgrounds	skills *Must possess the ability to handle demanding clinical assignments and handle the stress that goes with it. * Must demonstrate emotional maturity, integrity, flexibility, and empathy
<b>Health/Memory</b>	* Student must possess immunity to certain diseases * Student must be in good general health without dependencies on addictive substances * Must have good memorization skills * Must be aware of the potential of significant use of latex products.	* Student must demonstrate immunity to rubella, rubeola, TB, and hepatitis B or be vaccinated against these diseases * Student must possess short term and long-term memory sufficient to perform tasks such as, but not limited to mentally tracking surgical supplies and performing anticipation skills intra-operatively * Must be free of communicable diseases and chemical dependence * Latex products are used in surgical areas.

### **WEAPONS AND DRUGS**

Washburn Tech also prohibits the unlawful possession, use, manufacture or distribution of alcohol, weapons, illicit drugs/substances, or contraband by students on school property or as part of school activities. When possession of such contraband is discovered, a report shall be made to the appropriate office or department and the school security officer will be notified immediately.

Any student found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances or weapons in violation of the law on school property or during clinical may receive a citation, imprisonment and/or administrative dismissal from the program. Absenteeism due to legal complications secondary to possession of contraband will not be excused (see Washburn Tech Handbook).

### **SUBSTANCE USE OR CHEMICAL DEPENDENCY**

Washburn Tech recommends that students who exhibit signs of substance use or chemical dependency or in whom there is suspicion of substance use or chemical dependency undergo further assessment and evaluation. The use of prescribed medications which alter thought processes or physical abilities cannot be used when providing patient care. Drug screening may be required when the student is suspected of alcohol and/or drug use. When there is evidence of substance use or chemical dependency, the student will be counseled to seek medical or professional intervention.

If a faculty member has reasonable suspicion of substance use, based on objective criteria, school or program policy will be followed. If the student is on the Washburn Tech campus when the behavior is observed the policy outlined in the Washburn Tech handbook will be followed. If the behaviors are observed when the student is at the clinical site, the student may be required to have drug and/or alcohol testing and may not participate in the clinical setting until the results are available and negative. Refusal to provide a specimen for testing may be

grounds for dismissal from the program. Students with a suspicion of substance use or chemical dependency will not be allowed to drive.

Continuation of chemically dependent students in the program depends on compliance with the treatment program and the terms of a contract initiated by the Washburn Tech Health Occupations Coordinator with the student. Pursuant to Section IX of Policy No. 8125, any student suspended for a substance abuse violation must provide evidence of a consultation with a substance abuse specialist before readmission.

### **USE OF ELECTRONIC COMMUNICATION DEVICES**

Electronic communication devices must not be used and during all classes. Instructors may remove these devices from students if this policy, classroom guidelines, or clinical guidelines are not followed. A deduction of 10 points will be taken from their class participation grade. Faculty have the right to dismiss a student from the class for failure to follow this policy. Students dismissed from the class for this reason will be counted absent. Communication on these devices during testing will be considered academic dishonesty. Pictures or video may not be taken during any class unless permission has been obtained from the faculty.

Additional Digital Courtesy includes: No taping of lectures. If you carry a cell phone to class, be mindful of these rules. At times instructors, will let you use them for group discussion or reference, but they are expected to be put away once that is completed. Any cell phone that goes off (including vibration) during class will result in a loss of 5 points from your next test! You will only receive 1 warning.

### **WEATHER RELATED SCHOOL CLOSINGS**

In the event of severe weather conditions:

1. The decision to close school is made by Washburn University or Washburn Tech.
2. Information on cancellation of classes will be announced on local radio and television stations after 6: 00 a.m.
3. If a cancellation is issued, classes will resume on the following day unless otherwise announced.
- 4.

### **HEALTH REQUIREMENTS**

#### **Policy:**

For the protection of the students and clients these health requirements will be required: Physical Examinations must be completed before entering the Surgical Technology program and must have been obtained within the three months prior to starting the program. Current immunizations are required of all students in the Surgical Technology program. The student must maintain CPR for the Health Care Provider or CPR for the Professional Rescuer for Adults and Child/Infants throughout the program. Students are required to maintain proof of health insurance coverage while enrolled in the Surgical Technology program at Washburn Tech. The faculty or coordinator may require a written statement of ability to return, or ability to participate, in the Surgical Technology program after a student is ill or has an injury. Each case will be considered on an individual basis. Students must maintain these requirements. If the student fails to maintain any of these requirements throughout the program they will not be allowed to continue in class.

Proof of ALL health requirements will need to be loaded into the students verified credentials account by the indicated date in their acceptance packet. The student will need to follow the directions provided to them and should direct any questions about their account with Verified Credentials at 1-800-938-6090.

#### **Procedure:**

- The student will obtain a physical examination using the Physical Examination and Health Record form before attending the program. This exam must be completed within the three months prior to starting the program. This exam should include an eye exam with colorblindness testing.

- Immunization requirements by the Surgical Technology program and the affiliating clinical agencies are enforced and must be completed before the first day of class. Students will not be allowed to attend class if these requirements are not met and will be withdrawn from the program within **5 days** if documentation is not provided. These include:
  - MMR - 2 doses or proof of all three infections if born before 1957 or positive titer.
  - Proof of Tetanus, Diphtheria and Pertussis (Tdap) in the past 10 years.
  - Proof of Negative TB Testing within one month before the start of class. A chest X-ray is required only if the TB test is positive. A positive chest X-ray may exclude the student from the program.
  - Polio Series with OPV.
  - Varicella Vaccine for Chicken Pox - 2 doses of the vaccine or proof of immunity through a positive titer.
  - Proof of Hepatitis B vaccines- 2 doses before clinical and one 5 months later.
  - Flu Vaccine when it comes available in the fall usually October.
  - See immunizations form attached to the physical examination form.
  - Immunizations may be verified by your current health care provider from:
    - school records
    - physicians' records
    - Department of Health immunization records
    - DD-214 Service forms
  - Immunization records will be kept on file while the student is enrolled. Copies of student immunization records may be requested in writing by the student. Records may be picked up by the students at graduation or they will be destroyed.
- Proof of Health Care Provider or Professional Rescuer CPR, adult, child, and infant taken within one month before the start of class and must be maintained throughout the program. Classes are available at Washburn Tech.
- 12 panel drug screens.
- The individual student is responsible for personal healthcare (emergency and non-emergency) including immunizations and any care required while in the classroom or at affiliating clinical agencies. Proof of health insurance coverage must be maintained throughout the program.
- If a student is injured or sick the coordinator and faculty reserve the right to request a written statement from the attending physician indicating the date the student may return to the program and the student's ability to participate in the program.

If you do not have a primary healthcare provider or have questions about obtaining a physical or immunizations please call the Shawnee County Health Agency, Phone# (785) 368-2000.

### HEALTH SERVICES

Washburn Tech students with an active Washburn University ID may use the Health Services in Morgan Hall on the Washburn University Main Campus. Hours of operation are 9:30 to 4:30, closed for lunch from 1:00 to 2:00PM. No appointments are scheduled; service is on a walk-in basis.

### STUDENT INJURIES AND INCIDENTS

Students receiving injuries in the clinical setting should notify the instructor immediately and follow agency procedures. Depending on the agency policy, the student may be responsible for follow up appointments, medications, diagnostic procedures, or treatments ordered by the physician.

When an injury or exposure occurs, or universal/barrier precautions are compromised, a written report is prepared by the student and instructor and submitted to the Health Occupations Coordinator. The statement must include the date and circumstances leading to the injury or exposure. Students will be advised to contact a health care provider for medical follow-up as indicated. Students who are exposed to communicable diseases may be referred to a medical agency of choice for treatment, counseling, and education. Students are required to carry health insurance and are responsible for charges incurred related to injuries and exposures. Washburn Institute of Technology or its affiliates are NOT responsible for charges incurred from injuries and /or exposures on campus or during clinical experiences.

### **WORK POLICY**

The option to be gainfully employed while attending the surgical technology program is left to the discretion of the student. Employment commitments should not interfere with the regular school hours. Special adjustment of course scheduling will not be made to accommodate student work schedules. Students should be cautioned that working over 16-20 hours per week may jeopardize their ability to progress through the program in a satisfactory manner. In the case of declining academic performance, the student will be expected to reduce the number of hours worked per week or discontinue employment entirely.

All student activities associated with the program will be educational in nature while student is completing clinical education at the institution. Students will not receive or accept any monetary **reimbursement, payment, or gifts during the educational experience. The student will not be substituted for hired staff or personnel during the educational experience at the clinical institution.**

### **GRADUATION REQUIREMENTS**

- 1) High school diploma or G.E.D.
- 2) Successful completion of the Surgical Tech Program:
  - a) A grade of "C" or greater is required in each course within the program.
  - b) Achieve or surpass the minimum requirement for Lab Practical Exam.
  - c) Clinical evaluations must be satisfactory.
  - d) Clinical case requirement must be met.
  - e) Attendance must be at least 95% or higher for clinical.
- 3) All money owed to Washburn Tech must be paid before the student's official transcript is released.
- 4) Certificates will be issued to graduates during graduation or when all the above requirements have been met.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The Technical Honor Society at Washburn Tech has been established per the guidelines of the National Technical Honor Society. The purpose of the honor society is to recognize students who demonstrate superior academic achievement, commendable attitude, dependability, outstanding attendance, pursuance of employment in the field of study, community service, leadership qualities, skilled workmanship, and worthy character.

Second semester Surgical Technology students who plan to graduate during the current school year may be nominated for membership into the National Technical Honor Society. A student may be nominated by an instructor, department nomination, or by self-nomination. Final selection of candidates is made by the Washburn Tech Review Committee. Inductions take place during the spring semester.

## ARTICULATION

The School of Applied Studies in conjunction with Washburn Institute of Technology offers coursework which leads to the completion of an associate degree. These programs require course work at both Washburn Tech and Washburn University. Graduates can transfer 32 credit hours for an Associate of Science in Surgical Technology after taking 38 credits at Washburn University.

Requirements for Transfer credit from Washburn Tech (WT):

1. Students must have completed at least one semester at WT toward the certificate to be eligible for the tuition reduction.
2. Students must begin WU coursework within six years of completing the WT certificate program.
3. WT credit is posted as a block of credit, GPA not included.
4. Some courses may have prerequisites or require placement scores.
5. The Admission application is online [www.washburn.edu](http://www.washburn.edu). Enrollment is in person at the School of Applied Studies, Benton Hall room 306, (785) 670-1282.

## FACULTY AND FACILITY DIRECTORY

Washburn Tech Main Number (785) 670-2010

Dr. Lisa Blair	Assistant Dean of Instruction	785-670-3338 <a href="mailto:Lisa.blair@washburn.edu">Lisa.blair@washburn.edu</a>
Sheila Krumrey	Health Occupations Secretary	785-670-3351 <a href="mailto:sheila.krumrey@washburn.edu">sheila.krumrey@washburn.edu</a>
Kristi Mick, CST	Surgical Technology Program Director / Instructor	785-670-3479 <a href="mailto:kristina.mick@washburn.edu">kristina.mick@washburn.edu</a>
Megan Staab, CST	Surgical Technology Program Adjunct	<a href="mailto:Megan.staab1@washburn.edu">Megan.staab1@washburn.edu</a>
Kilian Connor, CST	Surgical Technology Program Adjunct	<a href="mailto:Kilian.connor@washburn.edu">Kilian.connor@washburn.edu</a>
Nicole Hoss, CST	Surgical Technology Program Adjunct	<a href="mailto:Nicole.hoss@washburn.edu">Nicole.hoss@washburn.edu</a>

# **Clinical Handbook**

**Semester 1: 135 Hours**

**Semester 2: 360 Hours**

**DESCRIPTION:** The program of study affords the student approximately 690 hours of supervised clinical/lab practice. As a part of the clinical practicum students are expected to apply didactic/lab instruction in a hospital-based setting and take every opportunity to learn new concepts, procedures, and theories. Students receive patient assignments in adequate number and appropriate distribution to ensure broad surgical patient care experiences under the close supervision of the WIT Instructor. Thus, the clinical practicum provides the student an opportunity to acquire the knowledge, skills, and attitudes inherent in the roles basic to surgical technology

## **First Semester**

Introduces the physical environment of the operating room. Under the direction of the WIT Instructor, the student will implement principles of aseptic technique, learn to scrub, gown, glove, pass instruments, set up back table and mayo stand, and develop the general technical skills necessary to work as a member of the operating room team.

## **Second Semester**

Enhances clinical skills developed during first semester. Focuses on the specialty areas of surgical procedures and technique including the basic use of specialty instruments and supplies. Under the direction of the WIT Instructor the student will spend time in both the "scrub and circulating role".

# **CLINICAL POLICIES**

## **OBLIGATION TO PARTICIPATE**

Surgical technology students participate in clinical experiences at acute care hospitals as a part of the program of study. It is understood that clinical experiences are an integral and essential part of the program and that all students must participate. Therefore, should a hospital or other facility deny permission to any student to participate in a required clinical experience, the student may not be allowed to continue in the surgical technology program. When an agency denies a student permission to participate in a required clinical experience, it will be the student's responsibility to obtain and maintain permission of the clinical facilities utilized.

## **HEALTH INSURANCE**

Before the first day of clinical, students must show evidence of health and hospitalization coverage. The student is responsible for personal medical care and immunizations. In addition, the clinical agencies require all surgical technology students demonstrate proof of current health insurance throughout the program. Any student who fails to maintain health insurance will not be allowed to participate in clinical until coverage is active.

## **CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION**

The student must demonstrate proof of CPR certification prior to the first clinical practicum. Each student is required to maintain current CPR certification throughout the program. Any student who fails to maintain CPR certification will not be allowed to participate in clinical until re-certification has been completed.



## TRANSPORTATION TO THE CLINICAL AGENCY

Students are required to provide their own transportation to the clinical agency.

## PARKING AT THE CLINICAL AGENCY

During orientation student, will receive information on parking arrangements. Utilize only the designated parking spaces (roof of parking garage) when attending clinical at a cooperating agency. Students must comply with all policies of the affiliating agencies when attending clinical.

## DRESS CODE

- Students are to arrive to clinical in program scrub uniform. This includes the student ID badge.
- A hospital name tag is required when participating in a clinical practicum.
- Safety glasses/goggles are required in the clinical areas
- Shoes/Socks/Hose:
  - ✓ Clean comfortable supportive shoes are to be worn in the operating room suite. These shoes are not to be worn anywhere else. Shoes should be cleaned as often as needed. Leather shoes or clogs for the operating room may be worn in the clinical agency, but no open toed shoes.
- **Undergarments must be worn under the scrub clothes** and should not be noticeable.
- A black lab coat is the only acceptable form of jacket to wear over scrubs while in the clinical setting.

## GROOMING

### 1) Hair:

- A) Hair should be neat and clean.
- B) **All hair must be completely covered** by a surgical cap when in the surgical department.
- C) Beards must be neatly trimmed or shaved and/or covered per hospital policy.
- D) Ribbons, flowers, conspicuous barrettes, hair rollers, or bandannas may **NOT** be worn.

### 2) Cosmetics:

- A) Facial cosmetics should be used with discretion.
- B) False eyelashes are **NOT** permissible in the operating room.
- C) Perfumes and/or colognes may be used in moderation.

### 3) Fingernails:

- A) Nails must be kept short and clean.
- B) Nail polish, artificial nails, or artificial overlays are **not permissible** in the operating room.
- C) The body and clothing must be kept clean. **Meticulous personal hygiene is required.** Daily bath/shower, use of deodorant, and good oral hygiene are essential.

### 4) Tattoos:

- A) It is understood that they must be uncovered to scrub into a surgical case. If you have and doubt about a tattoo situation, please visit with the program director.

## JEWELRY

- A) Wedding rings and wrist watches may be worn. But must be removed when scrubbing into a case.
- B) Religious insignia or small neck chains may be worn but must be tucked in to scrubs when scrubbed into a case.
- C) Pierced earrings may NOT be worn nor any other body piercings on the face or neck.
- D) Everyone is responsible for the care of his/her own jewelry while scrubbed.

### **SMOKING**

There is **no smoking** allowed on clinical facility property. No student is allowed off clinical property to have a cigarette. An absence will be recorded for any student found to be smoking during clinical!

### **STUDENT LIABILITY**

Surgical technology students are legally responsible/accountable for their own actions during clinical practice. Thus, students enrolled in the surgical technology program are required to carry professional liability insurance. The cost of the insurance is included in the tuition and fee schedule. The coverage is for the student clinical experience only. Policy information is available through the WIT Coordinator of Health Occupations Office.

### **HEALTH AND SAFETY**

If a student or faculty is injured or involved in an accident while participating in the surgical technology program, Washburn Institute of Technology utilizes the current guidelines from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) as the basis for intervention. In like manner, the health and safety of the patient is safeguarded based upon clinical agency policy/procedures and the current guidelines from the CDC and OSHA.

### **SAFETY PRACTICES**

Students will receive instruction on universal precautions and blood borne pathogens. It is expected all students will adhere strictly to the established safety practices always. Teachers are required to make safety practices an important part of the instructional procedure and evaluation process. Students who do not adhere to safety practices will be dismissed.

### **USE OF CELL PHONES**

In accordance with agency policies students are not permitted the use of personal cell phones in the clinical setting. If you are expecting an important call while at the clinical facility inform the clinical instructor. Arrangements can then be made for you to receive your call.

### **CONFIDENTIALITY OF PATIENT INFORMATION**

All patient information is confidential and shall not be disclosed to unauthorized personnel. Students are not authorized to remove any patient information from the premises for either personal use or disclosure to another person or entity.

### **DRUGS, NARCOTICS, AND ALCOHOL BEVERAGES**

The possession, use, consumption, distribution, sale, or being under the influence or narcotics, drugs (as defined by State and Federal Law) or alcoholic beverages during the clinical practicum is prohibited. Pursuant to Section IX of Policy No. 8125, any student suspended for a substance abuse violation must provide evidence of a consultation with a substance abuse specialist (up to two consultations per suspension with the Shawnee Regional Prevention and Recovery Services will be paid for by the Greater Topeka United Way) before being allowed to return to school

### **KNOW YOUR INSTRUMENTS**

It is not possible to "first scrub" in surgery without knowing your surgical instruments. A student must "first scrub" in surgery to gain the needed number of cases necessary to pass Clinical II and Clinical III and graduate from the program. Therefore, passing the surgical instrument exam is

required to progress in the program. A student will not be allowed to start their surgery clinicals without passing their instrument final exam with at least a 90% grade. If the student does not pass the exam prior to starting clinical they will have one chance to retake the exam prior to attending clinical. If the student still does not pass the exam with a minimum of 90%, they will be dismissed from the program and receive an "F" in Principles and Practices.

### CLINICAL - SCHEDULE

The clinical practicum is an integral part of the learning process and will be conducted per the following schedule unless otherwise directed by the WIT Director. You will be given a schedule of days, but please be aware that they are subject to change at the discretion of the program director. Start times will vary depending on location.

- 1<sup>st</sup> Semester Clinical I: 9-hour days. 6a-3p
- 2<sup>nd</sup> Semester Clinical II and Clinical III: 9-hour days. 6a-3p

### CLINICAL ATTENDANCE

Attendance must be at least ninety percent (90%) for the didactic instructional hours in accordance with Washburn Tech's policy and employer's expectations (see Appendix D).

*Clinical attendance holds a strict standard.* Students are expected to be punctual and prepared for the clinical assignment. Students should be changed into scrubs and in the OR ready for clinical at the time indicated for the site. Late arrivals are disruptive to the surgical team and may have an adverse effect on the delivery of patient care.

Medical or dental appointments should not conflict with the clinical schedule. Make them before or after clinical hours.

Leaving the surgical department without the instructor's permission is unacceptable and the incidence will be summarized on a counseling form and recorded as three hours of absence. Subsequent offenses will necessitate placing the student on probation and a corrective plan of action will be completed.

If you are scheduled at a facility where there is no clinical instructor present. It is your responsibility to notify the facility of your whereabouts and if you are leaving or must leave for the day. At the same time, you must notify the program director that you are leaving and provide reasoning. If you are not a clinical you cannot scrub cases and therefore you miss out on experience.

There is also a point grading scale for Clinical I, II, and III. It is broken down as follows. If you miss:

- 8 hours= -10 points
- 4 hours or less= -5 points

If you are sick and provide written physician notice it will be excused one time. Does not include children.

*Tardiness is not acceptable.* The same policy applies to clinical as does the classroom. (See previous)

The student's clinical grade will be reduced by one letter if the number of allowable absences is exceeded. If the number of clinical absences exceeds 18 hours in the 1<sup>st</sup> semester, or 35 hours in the 2<sup>nd</sup> semester, the student will:

- Receive an unsatisfactory evaluation
- Be required to repeat the unsatisfactory clinical rotation **pending available space** in the next class.

**To remain in good standing the number of clinical absences for the surgical technology program should not exceed:**

Clinical I: 12 hours

Clinical II: 16 Hours

Clinical III: 16 Hours

The WIT program director must be notified of absence via email. [Kristina.mick@washburn.edu](mailto:Kristina.mick@washburn.edu)

While it is acceptable to notify an instructor at your clinical site if applicable. The program director must also be made aware via email.

**All absences and late arrivals must also be reported to a representative of the agency's surgical department before 6:00 a.m. on a clinical day:**

To facilitate the verification of a call-in absence the student should advised the WIT Instructor of the name of hospital representative who received the call. Agency phone numbers have been listed below:

- UKHS- St. Francis, Topeka (785) 295-8440 or 8441
- Stormont-Vail Health Center (785) 354-6291 or 6292
- Lawrence Memorial Hospital (785) 749-6190
- Stormont Vail Single Day Surgery (785) 354-8737
- Community HealthCare System, Onaga (785) 889-4657 ex.1198
- Advent Health- Shawnee Mission (913) 632-2200
- Advent Health Lenexa Surgery Center (913) 449-2286
- Lawrence Surgery Center (785) 843-7677
- Atchison Hospital (913) 360-5370
- Manhattan Surgical Hospital (785) 776-2544
- University of Kansas Health System- KC (913) 574-0173

## **CONDUCT GUIDELINES**

Appropriate conduct is expected always in the school and clinical setting. Any student who exhibits behavior that is unbecoming a surgical technologist will be counseled by the instructor. The counseling session will include a discussion of the nature of the problem, WIT Policies, and recommendations. The counseling form will be signed by the student, instructor, and coordinator of health occupations. If the behavior does not improve the student will then meet with the progression committee and may be dismissed from the program.

**Students are also held accountable to the cooperating agency's rules, policies, and/or requirements. Failure to meet any clinical agency's requirements/policies or any form of insubordination may result in dismissal from the program.**

## **CLINICAL PRACTICUM**

Special knowledge of **surgical procedures** will include the following:

- 1) General and Rectal
- 2) Obstetric and Gynecologic
- 3) Ear, Nose, and Throat
- 4) Urology
- s) Orthopedic
- 6) Neurosurgery
- 7) Thoracic
- 8) Cardiovascular, peripheral vascular
- 9) Oral
- 10) Ophthalmic
- 11) Plastic and Reconstructive
- 12) Robotic surgery

## **SUPPLEMENTARY CLINICAL EXPERIENCES**

- |                   |  |
|-------------------|--|
| ❖ First Semester  | Endoscopy Lab<br>Pre-Op Holding<br>Room Turnover Help<br>Sterile processing/Central Supply/Instrument Room |
| ❖ Second semester | Anesthesia<br>Post-Anesthesia Recovery Room<br>Role of the Circulator                                      |

## **PERFORMANCE GUIDELINES**

The student's primary responsibility is to demonstrate a satisfactory understanding of the knowledge, skills, and attitudes inherent in the roles basic to surgical technology. The instructor will occasionally scrub with the student but most often the student is assigned to a room with one of the hospital surgical technologists. The following guidelines have been developed by the faculty to assist the student to achieving the educational outcomes of the surgical technology program:

## **PROVIDER OF CARE ROLE**

- ❖ Follow directions and procedures as instructed
- ❖ Conform to the standards and practices established by Washburn Institute of Technology regarding confidentiality of patient information.

❖ Be alert at all time to the needs, condition, and safety of the surgical patient.

Seek supervision in accordance with the instructor's directions and as needed to perform Clinical assignments within the scope of practice for the surgical technologist. Report Unusual conditions to the WIT Instructor, O.R. Supervisor, and/or Circulating Nurse In the assigned room.

- Wear the necessary and appropriate surgical attire including protective eyewear.
- Demonstrate general safety precautions in the surgical department
- Be knowledgeable of the use of all equipment, supplies, and procedures before attempting use.
- Check all equipment and supplies for proper function before use and report any malfunction or damage immediately to the WIT Instructor and/or hospital staff.
- Handle equipment properly and carefully to prevent damage or injury.
- Clean and/or care for all equipment or supplies as directed by your WIT Instructor and/or hospital staff.
- Store all equipment and supplies in proper places.
- Use the principles of correct body mechanics when lifting, pulling, or pushing.
- Remove any hazardous objects or spills from floors or hallways immediately.
- Minimize distractions to prevent accidents
- Never run in the rooms or hallways.
- **DO NOT** enter Restricted or isolated areas unless instructed to do so during clinical activities.
- When assigned to a restricted area follow agency policy regarding personal safety precautions.
- Report a fire in accordance with the agency policy.
- **DO NOT** leave your assigned operating room without permission.
- **DO NOT** neglect assigned responsibilities in your own room to assist in another room.
- Complete assignments in a satisfactory manner by demonstrating a minimum of an 85% accuracy on clinical competencies.

### **MANAGER OF CARE ROLE (Accountability and Teamwork Aspects)**

- Report to the surgical department **on time** and be prepared to perform the role of a Surgical technologist facility indicated time.
- If you are unable to participate in the clinical practicum the student should notify the hospital and/or WIT Instructor in accordance with the instructor's guidelines
- Students who are ill during clinical, will be sent home. Any other reason for non-participation will be dealt with on an individual basis.
- While scrubbed if you become ill or about to faint, **immediately** tell the circulator or another scrub. Replacement personnel can be obtained if necessary. **NEVER** "break scrub" without first notifying the operative team.
- Report student accidents and errors immediately to the WIT Instructor.
- The patient's physician will be notified for appropriate action to be taken regarding the error or accident if deemed necessary.
- An incident and/or variance report will be completed in accordance with agency policy. The Instructor will also submit a separate report for Washburn Institute of Technology and the facility.
- Students are responsible for their own injuries and all costs incurred.
- Follow the administrative policies, standards, and practices of the clinical agency.
- Breaks may be taken only when time allows between cases.
- Confine eating & drinking beverages to designated areas and only when taking a break.
- The employee lounge is not a classroom or lunchroom area. Limit your time in the lounge to a maximum of 15 minutes/break. Do not exceed your time limits
- Use other designated areas such as the employee cafeteria or coffee shop for lunch.
- Make sure your assigned WIT faculty instructor is aware of your whereabouts always whenever leaving the department including break time.
- DO NOT wander in the halls or enter another room just to "look". You may enter a room if the team needs a supply, positioning help, etc. However, return immediately to your assigned room after completing the task.
- Maintain a friendly and dignified relationship with patients, co-workers, hospital supervisors, and the WIT Instructor.
- Avoid social contact with patients and any discussion of patients except as necessary in the classroom or clinical area with authorized staff.
- Do not discuss patient information in the cafeteria, elevators, etc.

- **Avoid** discussing your personal life and problems with the patients or hospital personnel. **Leave your personal life at home.**

### **MEMBER OF THE PROFESSION**

- Students will be expected to be knowledgeable and prepared regarding procedures and assignments for the clinical week. This necessitates bringing the appropriate textbooks to the clinical assignment.
- Students may use the library facilities of the clinical agency and/or Washburn Institute of Technology to research surgical procedures and assignments. **DO NOT** check out books from the clinical agency. Assignments should be neatly prepared and submitted to D2L by 7am on the clinical day. If the student is absent, assignment is due on the day of return.
- Utilize library or designated classroom for studying when approved by the WIT Instructor.
- Students and faculty have access to: 1) the Health Occupations Library at Washburn Tech that includes a ten-station computer lab to facilitate electronic searches via the Internet; 2) interlibrary loan, and 3) local Topeka Health Sciences Libraries located in the following agencies (e.g. VA Eastern Kansas Health Care System, Saint Francis Hospital and Medical Center, Stormont-Vail Health Care, and Washburn University). Students are requested to conduct themselves as a professional when using the library facility.
- Inform the WIT Instructor what procedures you have not had the opportunity to perform. Use initiative in finding learning opportunities
- Check with the WIT Instructor if you have any doubt about having knowledge, information, or the skill necessary for an assignment.
- If a faculty member is not available to assist you with a new procedure, the hospital staff may assist you with a procedure if permission has been obtained from the WIT Instructor.
- If the surgical procedures in your assigned room are complete, notify the WIT Instructor who will make a new assignment.
- Maintain professional conduct.



## **CLINICAL EVALUATION**

The clinical practicum affords the student an opportunity to develop the essential technical skills of a surgical technologist. Clinical evaluation is a method used to determine the student's level of achievement of predetermined competencies and performance objectives.

## **EVALUATION TOOL**

The evaluation tool is formatted from the simple to the complex performance expectations. Objectives are identified on the evaluation form with tasks enumerated below. The task statements are precise, observable, and measurable outcomes which describes in terms of action what the student will be required to do as evidence that he/she has achieved the intended outcome. The evaluation tool is built on the course objectives derived from program objectives and the competency profile. The objectives follow the cognitive (knowledge), psychomotor (coordination), and affective (behaviors) domain criteria.

The evaluation tool is divided into six areas called Standards of Practice. The Standards of Practice were developed by the Association of Surgical Technologists (AST) to serve as a guideline for safe and effective patient care. Furthermore, the Standards of Practice define levels of measurable quality, attainable in appropriate practice settings, for which each surgical technology practitioner is accountable. These levels can be used as a basis for evaluating individual practice or collectively validating the role of the surgical technologist in the delivery of optimum quality patient care.

Patients, employers, and peers can be assured that the surgical technologist practitioner who follow the criteria will be performing at the level of excellence necessary to meet the AST Standards of Practice.

## **EVALUATION SCHEDULE**

### Daily Clinical Checklist

The WIT Instructor and/or hospital staff complete applicable daily clinical checklists on each student (see Appendix I). The benefits of utilizing a daily clinical checklist include: 1) the identification of objectives; 2) providing the student immediate feedback on performance via a rating scale, and 3) serves as a resource to complete mid and quarterly evaluations. The staff and students at the Washburn Institute of Technology are greatly indebted to the time, effort, and consideration contributed by the staff and administration of the clinical agency in the evaluation process.

The expectations of the daily clinical checklists have been arranged from the simple to the complex as the student progresses through the program. The following list is the sequence used in the daily clinical evaluations:

- | <b>Quarter</b> | <b>Daily Evaluation Form Number</b>                    |
|----------------|--|
| • Second       | Checklist for SPD/Central Supply, One Two, Three, Four |
| • Third        | Five, Six, Seven and Eight                             |
| • Fourth       | Seven and Eight, Checklist for Circulating I and II    |

### **Mid-Quarter**

Students are evaluated every five weeks utilizing the applicable quarterly form during second, third and fourth quarters and as deemed necessary by the WIT Instructor. In similar fashion the mid-quarter evaluation form contains clinical objectives, provides the student feedback on performance via a rating scale, and serves as a resource to complete the quarterly evaluation. The results of the mid-quarter evaluations are shared with the student on an individual basis.

### **Quarterly**

Student performance is also routinely evaluated on a quarterly basis. The focus of the nine-week quarterly evaluation includes the student's level of competency after the grading period. Quarterly evaluations reflect a summation of the student's daily/weekly performance over the grading period. Like the daily, and mid-quarter evaluations the results of the quarterly assessment is shared with the individual and serves as a feedback mechanism to identify strengths, weaknesses, and direct the learning process.

### **CLINICAL EVALUATION PROCEDURE**

A standardized system of evaluation and documentation has been developed by the faculty to assess the student's clinical performance. Prior to the conducting the conference the instructor will prepare a clinical evaluation form for each student in the rotation. Similarly, the students are encouraged to complete and submit a self-evaluation to the clinical instructor. Fifty percent of academic grade will be derived from clinical performance.

### **SATISFACTORY PERFORMANCE CRITERIA**

To receive a passing grade in each clinical component of a level, the student must:

- Receive a satisfactory rating in 100% of clinical objectives.
- Demonstrate at least "moderately skilled" performance in 80% of the tasks. The 80% of the tasks must be considered "moderately skilled" before the objective can be judged as "satisfactorily being met".
- Attain a classroom final grade of 80% (C) or greater.

### **FAILURE TO ACHIEVE A SATISFACTORY PERFORMANCE**

When a student fails to demonstrate satisfactory performance, the instructor will indicate:

- an unsatisfactory rating for each applicable task statement
- Clinical performance recommendations to stimulate the learning process, critical thinking skills, and goal setting.
- Failure to demonstrate satisfactory performance and achievement of quarterly objectives will result in probation and/or withdrawal from the program

### **UNSAFE CLINICAL PRACTICE**

WIT Administration, in consultation with faculty, may withdraw a student due to unsafe clinical practice or behavior jeopardizing patient safety. Students who demonstrate unsafe clinical practice will:

- receive an unsatisfactory evaluation
- be withdrawn immediately from the program

### **PROGRESSION REQUIREMENTS**

- Clinical objectives are considered critical and must be 100% satisfactory to progress through the program.
- Students who fail to maintain satisfactory clinical performance and/or WIT attendance requirements may be required to repeat clinical, placed on probation or withdrawn from the program.
- Students will be automatically withdrawn after two successive sessions on clinical probation.
- Permission to repeat a clinical rotation is contingent upon there being space available beyond that required by students who are not repeating the clinical rotation.
- Students repeating a clinical rotation may incur additional tuition expense.

## **GRADUATION REQUIREMENTS**

High School Diploma or G.E.D. Scores Successful completion of the surgical technology program:  
Students must maintain a minimum of an eighty percent (80%) in each course  
Clinical evaluations must be satisfactory

Attendance must be at least ninety-five percent (95%) for the clinical and ninety percent (90%) for the didactic instructional hours or 1145-hour surgical technology program.

All money owed to WIT must be paid before the student's official transcript is released or sent to the Association of Surgical Technologists for the certification exam.

Students must have completed the required 120 cases scrubbed per the amounts set forth by the Accreditation Review Council of Surgical Technologists and Surgical Assistants (ARCSTSA). Some clinical hours and the certification review course will need to be finished in the week following the graduation ceremony. Students will graduate upon completion of all program requirements. Students may participate in commencement exercises prior to completion of the program if necessary.

## **PROGRESSION COMMITTEE**

The Progression Committee has the responsibility to maintain a quality student population able to meet the objectives of WIT in accordance with the progression criteria of the program.

### **FUNCTIONS:**

Review Academic Status and Clinical Evaluations.

#### **To Hear Student Appeals**

When a student fails to achieve the progression requirements of the program a committee meeting is scheduled. Members of the progression committee include the health occupations faculty and coordinator, counselor, and by special invitation the associate director. During the committee meeting the student is actively involved in a round-the-table discussion. Information is gathered on influencing factors such as the nature of the problem, student concerns and plans, time management for work and tutoring, and educational options.

Making Recommendations in Accordance with Progression Policy and Procedure. Following the group discussion, the recommendations by the committee may include:

A leave of absence, probation, withdrawal, dismissal, or repeat of designated course offerings or clinical practicum.

Final actions to be taken will be approved by the WIT Associate Director and Coordinator of Health Occupations.

It is the intent of the Progression Committee to help students improve their academic status and to commend students for academic progress, students should be praised for outstanding academic performance verbally and through grades by instructors, staff, and students. Instructors are encouraged to praise students in writing whenever possible. Students are honored didactically and clinically at graduation.

Review policies relevant to progression and graduation per the total program evaluation plan making appropriate recommendations to the Coordinator of Health Occupations.

Final Action: The action of the committee will be to make recommendations to the WIT Associate Director and Coordinator of Health Occupations for placing students on probation and/or dismissal status. The WIT Associate Director and Coordinator of Health Occupations will render a decision in the matter.

## **APPEAL PROCESS**

A written request for appeal should be directed to the WIT Director within five school days upon notification of the decision. Within fifteen (15) days after receiving the appeal request, the Director of WIT will conduct a hearing to include the WIT Administration, Surgical Technology Faculty, and the student. During the hearing, guarantees of due process will be afforded. The student will be sent a written summary of the appeal hearing to include any recommendations within five school days.

## **DISMISSALS/WITHDRAWALS**

WIT Administration, in consultation with the faculty, has the authority to dismiss or refuse readmission of a student to the surgical technology program if circumstances of legal, health, social, academic, or professional nature may justify such actions

### **CRITERIA FOR IMMEDIATE DISMISSAL**

- ✓ Specifically, the following violations of such a serious nature that they, among others, may result in immediate dismissal from the surgical technology program:
- ✓ Coming to the clinical experience under the influence of alcohol or other drugs.
- ✓
- ✓ Physical or emotional state of such a nature that it interferes with functioning; and refusal to seek help and/or take advisement of professionals.
- ✓
- ✓ Falsification of application and/or transcripts and/or records.
- ✓
- ✓ Any other serious act of misconduct that endangers the well-being of another.
- ✓
- ✓ The faculty may also request a student withdraw from the program if there is:
- ✓ Excessive Absenteeism
- ✓ Unsatisfactory Clinical Performance
- ✓ Unsatisfactory Academic Achievement
- ✓ Unprofessional Conduct
- ✓ Failure to complete the Program

Prior to the actual dismissal/withdrawal recommendation the student whenever possible will meet with the progression committee to discuss the nature of the problem and options. Following the conclusion of the committee meeting the recording secretary will prepare a written summary and submit a copy to the associate director and coordinator of health occupations. The student will receive written notification of the committee's recommendations within five (s) school days after the conference. The letter to the student will be prepared and signed by the coordinator of health occupations.

When a student is either dismissed or withdraws, a program change form must be officially completed by a WIT representative. See Washburn Tech Student Handbook for procedures

## **READMISSION**

The admission process must be standardized for all candidates, including those who are returning to the surgical technology program. Applicants seeking readmission must meet all current admission requirements for the program and will be evaluated by a case-by-case basis. The option for readmission is also contingent upon available space and the current sequence of courses in the curriculum.

When a student requests the option for readmission the WIT Administration and Surgical Technology Faculty will review the student's letter of intent and consider the following factors: Academic Average, Clinical Evaluations, Attendance Reason for withdrawal from the program or receiving a grade of incomplete, Length of time since the student attended the WIT Surgical Technology Program, Progress towards graduation at the time of the withdrawal, Activities/employment/experience since

withdrawal that may have enhanced the student's knowledge base of surgical technology, Correction of any factors that previously interfered with or interrupted the student's ability to successfully complete the program, Medical clearance by a physician for the student to participate in the program.

WIT recommends that a student who is unsuccessful in the program consider waiting at least one semester before readmission. After two unsuccessful admissions, the candidate seeking readmission will be asked to demonstrate at least one year of stable employment and provide a letter of reference from a health care employer. If more than 18 months' lapse between initial admission and graduation from the program, the candidate would be expected to repeat the entire program.

WIT Administration has the authority to refuse readmission of a student if circumstances of legal, health, social, academic, or professional nature justify such action

## **WIT Surgical Technology Technical Standards Acknowledgement**

CHECK ALL THAT APPLY.

I understand the expectations, as explained on the previous page, must be for advancement through and successful completion of the **Surgical Technology** program.

Upon admission to the program, I received a copy of the Technical Standards and they have been explained to me.

I would like to discuss the Standards checked below.

- A. Physical Demands / Motor Skills
- B. Critical Thinking /Sensory/Observation/ Reasoning Skills
- C. Behavioral / Social Skills and Professionalism
- D. Communication Skills
- E. Working Conditions

**QUESTIONS OR COMMENTS:** (If additional information, attach another page.)

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PLEASE PRINT**

**NAME** \_\_\_\_\_

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight weeks' lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

**Who:** Campus Advocate

**Phone:** 785-670-3364

Student may voluntarily identify themselves to the instructor for a referral to the Special Support Services Coordinator.

Under the Family Educational Rights and Privacy Act, when a child turns 18 or attends a postsecondary institution, (if that happens first) all rights of the parents transfer to the student

Washburn University prohibits discrimination based on race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.

**WIT Surgical Technology**  
**Acknowledgement of Confidentiality Statement**

Clients have an inherent right to expect all communications and records pertaining to healthcare be treated as confidential. Release of information to unauthorized person(s) is an invasion of privacy (Constitution of the United States, 4<sup>th</sup> Amendment and HIPPA). Therefore, students are to limit discussion of client information to professional communication in the clinical area and for purposes of nursing education. No other discussion is permitted. Violation of confidentiality may result in clinical probation or dismissal from the program (refer to Washburn Tech Surgical Technology Student Handbook).

I, \_\_\_\_\_ understand the above statement and will abide by it. (This signature indicates the student will observe all Federal Rights to Privacy Laws.)

Printed Name: .....

Date: .....



**WIT Surgical Technology**  
**Acknowledgement of Program Handbook**

By signing below, you agree to the terms set forth by the Program Director and Staff. You understand all policies and agree to abide by them. If at any point, you question the stated policies please reach out to the Program Director and Staff. ALL participants of the program will be held to these same standards with no deviation. If you require special accommodations to any of the stated policies, it is **YOUR** responsibility to notify the Program Director and Staff.

Sign: \_\_\_\_\_

Print: .....

Date: .....

## Washburn Institute of Technology Surgical Technology Contract

### Attendance Policy:

I understand that absences cannot exceed 8 hours in the fall semester and 35 hours in the spring semester of clinical/class time. I will be provided a progress note if more than half of these hours are missed.

- Excused absences include personal hospitalization, sickness WITH a physician's note and bereavement leave of immediate family with proper documentation provided upon day of return.
- Unexcused absences include family member's sickness-including children and absence without proper documentation.

There is no make- up time for classroom hours. Clinical make- up time can only be completed with the next year's cohort pending available room. If I am absent during classroom hours, I understand it is my responsibility to meet with the instructor to obtain my missed lecture material and schedule make-up tests.

### Tardiness:

- I understand I am required to be prepared for class to begin at 0800 in the classroom setting.
- I understand I am required to be prepared for clinical to being at 0645/0630 in the hospital/surgery center setting.
- I understand I am allowed 2 free tardies per semester. Tardy is defined as up to 30 minutes late to class.

### No Call/No Show:

I understand that communication is a vital aspect to the surgical profession. Communication with my instructors will be a priority for me throughout this program. If I am going to be tardy or absent, I understand it is **MY** responsibility to contact the instructor & facility if it is a clinical day PRIOR to the start time of class/clinical. The instructor *must make contact back with* me for it to be considered proper communication.

## Professionalism:

I understand I am representing the image of Washburn Institute of Technology and the surgical technology profession. Refer to the Surgical Technology Handbook for further information on professional conduct. I will not show up in the clinical/classroom setting smelling of cigarette smoke, alcohol, body odor, perfume, or perfumed lotions.

## Classroom Etiquette:

I will show respect always to my instructors, peers as well as to students in other programs at Washburn Institute of Technology.

## Clinical Attire:

I understand I will have steel gray scrubs with the Washburn Institute of Technology patch sewn on the left upper sleeve of my scrubs, a lab coat is optional. I am required to have clean shoes that are designated for clinical use only. If I choose to wear an undershirt under my scrubs, it must be short sleeved and not interfere with my ability to perform a surgical hand scrub. My scrubs will be free of stains, animal hair, and wrinkle free. Refer to the Surgical Technology Handbook for further information about clinical attire.

## HIPPA:

I understand I will receive proper education on HIPPA including any violations. I will sign a separate Confidentiality agreement stating that I understand this.

## Cell Phone Policy:

I understand that cell phones in the classroom are meant to only be used for educational purposes. If this privilege is abused, the instructor may ask me to leave my cell phone outside of the classroom. If I refuse to leave it outside of the classroom I will be placed on probation. At the clinical site, cell phone is NOT to be used in any patient care area. If you are expecting an emergency or important call the please notify the instructor and arrangements can be made.

## Cheating:

I understand cheating will NOT be tolerated throughout this program. If a graded exam or assignment leaves the classroom without the instructor's permission, it is an automatic zero. Cheating will result in automatic probation.

## Probation:

Any breach of this contract will result in probation. I may be removed from probation by my instructor when I have demonstrated sufficient improvement. If I am on probation and

another offense takes place, I will be dismissed from the program. The instructor will determine with the Health Occupations Coordinator and the Associate Dean of Student Services when I am no longer on probationary status.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



