

SURGICAL TECHNOLOGY PROGRAM
STUDENT HANDBOOK

Dear Student:

Welcome! We are pleased to have you as a member of the Surgical Technology Program at Montgomery College. We hope to assist you in becoming a highly competent Surgical Technologist. We use the term "assist" to help you understand that you are the individual responsible for successfully completing the AAS Degree program. Upon completion of the program you will be eligible and required to take the National Certification Exam provided by NBSTSA during the last week of your final semester. When passed, you will be qualified to practice and use the credential Certified Surgical Technologist (CST).

This handbook has been written to provide you with guidelines for the Surgical Technology Program. It will probably be a very different learning experience than any other you may have previously encountered. Curriculum, policies, and guidelines for professional as well as academic behavior specific to this program are available for your reference. Review this handbook regularly and be knowledgeable of its contents. This handbook is not intended to replace a Policies and Procedures Manual, the Student Code of Conduct, the College Catalog, or other official College documents. It is a supplement to those documents. All students of the Surgical Technology Program, as well as other Montgomery College students are subject to the rules and regulations in the current College Catalog, the Montgomery College Student Handbook, the Student Code of Conduct, and the College Policy and Procedures Manual.

This health care career program is one of which takes much time and dedication. Realizing this, we would like to wish you all success as you make a commitment to yourselves and this course of study. We are pleased to offer our assistance in helping you make this time at Montgomery College rewarding and fulfilling.

Best wishes,

Shaakira Scott, AOH/SG, CST Program Coordinator Surgical Technology Program 7600 Takoma Ave,
Health Science Center, Room 359 Silver Spring, MD 20912 <http://www.montgomerycollege/surgtech>
Shaakira.scott@montgomerycollege.edu

Mission Statement The mission of the Surgical Technologist program is to prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. Graduates will assume employment as skilled and conscientious health professionals providing quality patient care in conjunction with other members of the health care team.

Program Philosophy and Goals The philosophy and goals of the program interface with those of Montgomery College itself. They are exhibited by the College in its support of professionalism and academic excellence, by the provision of qualified faculty, a carefully designed academic environment, and in the program by a wealth of clinical experience. The goal of the program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

The College is accredited by the Middle States Association of Colleges and Secondary Schools. This organization establishes and assures maintenance of high standards of quality for all Programs, including the Surgical Technology program here at Montgomery College. Most Montgomery College offerings will exceed the quality described in the designed standards. The curriculum used in the Surgical Technology program is based on the core curriculum outlined by the Association of Surgical Technology. Any student who fully meets the standards described would be able to function as a Surgical Technologist upon program completion.

Humanistic attitudes are fostered in both the didactic and clinical areas. The faculty believes that humanistic qualities are of key importance in this health-related career. Through the development of interpersonal relationships with patients and fellow professionals, self-awareness and self-actualization may enhance the roles necessary to perform as a vital part of the patient care team

The faculty constructs behavioral and performance objectives throughout the program to produce graduates who are highly proficient and competent in all aspects of Surgical Technology. They will become knowledgeable in the theoretical foundation of their profession and capable of functioning in a variety of clinical settings which utilize the latest "state-of-the-art" forms of Surgical Intervention.

Finally, the faculty feels that being certified by the National Board of Surgical Technology and Surgical Assisting (www.nbtsa.com 1-800-707-0057 located at 6 West Dry Creek Circle Ste. 100 Littleton, CO 80120) is the ultimate goal of the graduate. This certification plays a key role in providing opportunities to work in the profession and to contribute to the operating room. Graduates who are knowledgeable in the theoretical foundation of Surgical Intervention should be able to share their knowledge with fellow technologist, future students and allied health workers. Continuing education will enable these technologists to assume higher levels of responsibility in their occupation and become a fully qualified member of the health care team.

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Didactic Educational Objectives A Surgical Technologist is an Allied Health Professional specifically educated to work within the surgical suite and function as a member of the surgical team in the surgical suite, delivery room, outpatient surgical center, or as a private employee for the physician. They are trained in aseptic technique, environmental control, patient care, equipment, supplies and various surgical procedures. At the conclusion of the program, the graduate will be eligible to sit for the national certification exam for Surgical Technology to become a Certified Surgical Technologist.

*The student will be required to apply and take the national certification exam as required by the Accreditation Review Committee for Surgical Technologist and Surgical Assistants (ARCSTSA) and designated location within Montgomery College in the final semester in order to receive a final grade. The student will pay for the cost of the exam and applications.

*Students must successfully complete course requirements to pass the course.

The College is committed to having an accredited Surgical Technology Program and will provide faculty and physical resources to deliver quality instruction in pre-operative, intra-operative and post-operative patient care.

Graduation Requirements

Participation in taking the National Certification Exam, from the National Board of Surgical Technology and Surgical Assisting (NBSTSA), is mandatory for program accreditation. It is the students' responsibility to apply to take the exam as required by the ARCSTSA and designated location within Montgomery College. Students will not receive a final grade if the exam is not taken at the designated place, date, and time to meet graduation requirements. The students must successfully pass all courses, complete clinical hours, and clinical case requirements. In addition to completing clinical hours the students must meet the clinical case requirements of the AST Core Curriculum.

Program Outcomes After completion of the Surgical Technology Program, the graduate will:

1. Perform competently in the first scrub 'solo' role and second circulator as defined by the AST 6e Core Curriculum.
2. Demonstrate expertise in the theory and application of sterile and aseptic technique.
3. Maximize patient safety by facilitating a safe surgical environment
4. Demonstrate critical thinking skills in perioperative procedural management.
5. Apply principles of pharmacology as related to the Surgical Technologist
6. Demonstrate cultural competence and communication skills.
7. Demonstrate appropriate interpersonal and communication skills.

Clinical Case Requirements-SIGS January 2016

☐ Students are required to complete a minimum of thirty (30) cases in General Surgery. Twenty (20) of those cases should be in the First Scrub Role (as defined on page 175 of the CCST6e).

☐ Students are required to complete a minimum of ninety (90) cases in various surgical specialties. Sixty (60) of those cases should be in the first scrub role and evenly, but not necessarily equally distributed between a minimum of four (4) surgical specialties.

☐ The surgical technology program is required to verify through the surgical rotation documentation the student's progress in the first and second scrub role in surgical procedures of increasing complexity as he/she moves toward entry level graduate abilities (as defined on page 175 of the CCST6e).

☐ Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to ten (10) diagnostic endoscopic cases and five (5) vaginal delivery cases can be counted towards the maximum number of second scrub role cases. Diagnostic endoscopy cases include endoscopy cases that are strictly diagnostic in nature— Cystoscopy, Laryngoscopy, and Colonoscopy. Endoscopy cases with enhancements, such as Cystoscopy with Bladder Biopsy or Stent Placement and Colonoscopy with Polypectomy are considered surgical procedures and can be performed in the second scrub and/or first scrub roles, provided they perform all skills listed under the applicable role.

☐ Observation cases should be documented but do not count towards the one hundred twenty (120) required cases.

☐ Cases performed across multiple specialties should be counted under the surgeon of record's specialty (Thyroidectomy performed by a General surgeon—general; Thyroidectomy performed by an ENT surgeon—ENT).

☐ Counting cases: Cases should be counted according to surgical specialty. Examples:

☐ Trauma patient requires a Splenectomy and repair of a Le Forte I fracture. Two (2) cases can be counted and documented since the Splenectomy is a general surgery specialty and the Repair of Le Forte I is an Oral Maxillofacial surgical specialty. Patient requires a Breast Biopsy followed by a

Mastectomy. It is one (1) pathology, breast cancer, and the specialty is General Surgery; therefore, it is counted and documented as one (1) procedure one case.

Scope cases that convert to an open case [e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy] are counted and documented as one (1) procedure—one case.

Student clinical case logs should clearly indicate the number and type of cases completed, the role of the student in each case, as defined in the CCST6e, and the ability to verify each case (student, preceptor, [if applicable] and faculty signatures [or other mechanism (s)/methods to ensure validity of log documentation] and dates). Student case logs should be consistently maintained, verified, stored in hardcopy or digital copy, retained for a minimum of 5 years, and clearly provide evidence that students are completing

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An example of a clinical case log would include the following information:

Name of student, clinical facility, and Preceptor/Clinical Instructor

Date surgical procedure was performed

Surgical procedure

The specialty designation (General Surgery, various Surgical Specialties, Diagnostic Endoscopy, Vaginal Delivery)

Role/skill level performed First Scrub Role, Second Scrub Role, or Observation Role

Signatures of Student, Preceptor (if applicable), and Faculty Case logs or supporting documentation will contain a key or legend that includes instructions on how to correctly and accurately document the clinical case experiences. All clinical case experiences should be recorded in the clinical case log, even if the cases do not count toward completion of the clinical case requirement (e.g.: observation cases). A case log summary sheet will be used by the program to demonstrate the following for each student.

The Insolex Clinical Tracking System will be used to monitor and track student surgical case rotation.

CAMPUS RESOURCES

Resource Center: Medical Learning Center-Takoma Park/Silver Spring East Campus Instructional media of various types are available in the Resource Center. The Library is located on the main level of this building and the Learning Lab on the lower level.

Math - Science Learning Center: Takoma Park/Silver Spring East Campus On a walk-in basis, a student will receive from designated student-mentors assistance with specific problems in Math and in other sciences. Upon request, educational audio and video materials will be made available for reviewing or acquiring mathematics skills. The center also provides reinforcing activities for the physical and biological sciences. Throughout the semester, such activities include topics like the utilization of science texts, adequate note-taking techniques, and the improvement of study skills.

Health Science Medical Learning Center: Health Science Center, West Campus Located at the second-floor of the Health Center building, HC 221, this center provides an environment for students to study individually or in groups; assistance to students in using computer software applications to complete assignments, projects, and presentations; appropriate computer software, audio-visual materials, videos, anatomy models, journals to enhance student learning; and an environment for Health Science students who need special accommodations for taking tests.

Student Development Counselor and Academic Advising: East Campus Counseling is an integral part of Montgomery College. Student development counselors are available to assist students with academic resources and educational planning (including transfer information), career planning (including resume writing, job search, etc.), interpretation of college policies and identification referral to (necessary) campus and community resources. Once a student has been admitted into the SG program, SG faculty will advise the student in his or her designated curriculum.

Part Time Counselor Maureen Mirowski: Next to Health Sciences in the Cafritz (CF) Building, Room 123
240-567-5810

SURG Lab: The lab is located at HC #348 and is available to students on designated days of the week. A SURG faculty or an advanced SURG student will be available by appointment to provide support outside of scheduled lab hours.

PROGRAM EVALUATION Throughout the course of the Program, the students participate in evaluation of the Surgical Technology program courses within the curriculum. Upon program completion the graduates will participate in a graduate survey and online faculty evaluations in which the program's effectiveness will be measured. It is very important for the alumni to be a part of this follow-up process and they will be encouraged to participate. Employee surveys will also be sent to measure the quality of performance of the entry-level Surgical Technologist from the program. These results will be utilized to enhance the program curriculum for future class improvements and is a part of remaining in compliance with Accreditation Review Committee in Surgical Technology and Surgical Assisting (ARCSTSA).

Technical Standards for Surgical Technologist A Surgical Technologist must be able to:

1. Bend, reach and lift instrument sets and positioning devices.
2. Assist with patient transport and positioning.
3. Stand for 90% of an 8-hour shift.
4. Perform fine motor skills and manual dexterity.
5. Grasp for long periods of time.
6. Respond to spoken words and other auditory sounds.
7. Depth perception within normal ranges.
8. Identify and differentiate colors (evaluate images distinguishing between black, white and shades of gray tones).
9. Appropriately prepare instruments and equipment.
10. Appropriately set up a safe environment for patient care including assuring proper sterilization and decontamination of instruments.
11. Fulfill the mental capacity of the job including problem solving, logic, communications, and numerical calculations.
12. Mental competency for decision making and judgment.
13. Lift and move patients and accessories.
14. Coordinate movement of equipment, such as portable machines, and accessories.
15. Utilize the skills needed to perform procedures with Universal Precautions when working with all types of patient.
16. Hear audible cues and warnings on imaging equipment and life support devices.
17. Utilize the sense of touch in order to provide patient care and position patients for radiographic and other examinations.
18. Utilize interpersonal skills to handle patients with physical or emotional trauma.

Curriculum Surgical Technology A.A.S. (TP)

Students who plan to major in surgical technology will be assigned the temporary major of presurgical technology, with POS code 590, until they are officially admitted to the surgical technology program. Students may take preparatory courses and courses that fulfill general education requirements during the waiting period. As an alternative to being assigned a temporary major, students waiting for admission to the surgical technology program may choose to major in general studies or any other open-admission program. The Office of Admissions, Records, and Registration at Takoma Park will assign a matriculated code once students are admitted to the surgical technology program. In order to take any Surgical Technology courses the student must be accepted into the Surgical Technology Program.

This curriculum is designed for those who desire to move into surgical technology careers or who wish to upgrade present surgical skills in this area. Credits earned in the degree provide transfer options for students who choose to continue studies beyond the A.A.S.

The curriculum, emphasizing both didactic and clinical experience, offers a broad base of surgical skills needed by those who function as integral members of the surgical team. The program is accredited by the Commission on Accreditation of Allied Health Education Programs. Upon successful completion of the program, the graduate will receive the A.A.S. Degree and will be eligible to apply to take the certification examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students are required to apply and pay for the national certification exam for surgical technologist (CST Exam) given by the NBSTSA.*The student will be required to apply and take the national certification exam as required by the Accreditation Review Committee for Surgical Technologist and Surgical Assistants (ARCSTSA) and designated location within Montgomery College in the final semester in order to receive a final grade. The student will pay for the cost of the application and the exam.

Each of the surgical technology courses builds upon materials offered in the previous course. Students must meet prerequisites to the first semester courses. A grade of C or better in each surgical technology course must be achieved.

Surgical Technologists are eligible for employment in hospitals, operating rooms, physician offices, and ambulatory surgery centers.

For information regarding the program and admissions, please contact the Office of Admissions, Records, and Registration at the Takoma Park Campus, 240-567-1501 or the program department.

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Important Student Information Links

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information, and resources, on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides access to college information and other resources provided by the Division of Student Affairs. Information that pertains to the following: student behavior (Student Code of Conduct); Academic Calendar (Important Dates); Disability Support Services (ADA); Veteran Services (Combat2College); Emergency Closings & Delayed Openings; How to register for the Montgomery Alert System; and, MC Emergency Operations and Public Safety Plan is included. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies. [http://cms.montgomerycollege.edu/mcsyllabus/Surgical Technology Curricula](http://cms.montgomerycollege.edu/mcsyllabus/Surgical%20Technology%20Curricula)

Associate of Applied Science Degree (A.A.S.) 63 credits **Students should check the prerequisites for all courses**

Students are required to be on campus on Tuesdays and Thursdays. Clinical rotations are in the operating rooms in local hospitals Monday, Wednesday, and Friday 7:00 AM-3:30PM.

***All health science students must have health insurance prior to placement in clinical sites.

General Education and other Requirements (27 credit hours)

| | |
|---|--|
| 4 BIOL 212 Human Anatomy and Physiology I | 4 BIOL 213 Human Anatomy and Physiology II |
| 4 COMM 108 Intro to Human Communication | 3 ENGL 101 Introduction to College Writing |
| 3 ENGF English Foundation | 3 MATF Mathematics Foundation |
| 3 PSYC 102 General Psychology | 3 Surgical Technology Requirements (36 credit hours) |
|) Summer Semester I SURG 100 Introduction to Surgical Technology and Anesthesia | 4 SURG 103 Pharmacology and Anesthesia |
| 2 Fall Semester SURG 101 Surgical Technology I | 6 SURG 201 Surgical Technology III |
| 6 SURG 205 Clinical Practicum I | 3 Spring Semester SURG 102 Surgical Technology II |
| 6 SURG 211 Surgical Technology IV | 6 SURG 215 Clinical Practicum II |
| 3 | |

Surgical Technology Schedule of Courses

Summer I SURG 100 (Intro to Surgical Technology) Tuesday and Thursday Lecture 8:00am-11:30pm Lab 12:30-4:00pm) SURG 103 (Pharmacology and Anesthesia) Wednesday 9:00-11:30 Fall Semester SURG 101 (Surgical Technology I) Tuesday Lecture 9:00am -12:20pm/Lab 1:00-4:20pm SURG 201 (Surgical Technology III) Thursday Lecture 9:00am-12:20pm/Lab 1:00-4:20pm SURG 205 (Clinical Practicum I) Monday/Wednesday/Friday-7:00am-3:30pm Clinical Site-Operating Room

Spring Semester SURG 102 (Surgical Technology II) Tuesday Lecture 9:00am-12:20pm/Lab 1:00-4:20pm SURG 211 (Surgical Technology IV) Thursday Lecture 9:00am-12:20pm/Lab 1:00-4:20pm SURG 215 (Clinical Practicum II) Monday/Wednesday/Friday 7:00am-3:30pm Clinical Site -

Operating Room Department of Surgical Technology Physical Address: Takoma Park/Silver Spring Campus, Health Science Center, Room 359 7977 Georgia Avenue, Silver Spring, MD 20910 Department Phone: 240-567-5520 Mailing Address: 7600 Takoma Avenue, Takoma Park, MD 20912 Counseling Department : 240-567-1480 Surgical Technology website: www.montgomerycollege.edu/surgtech Facebook: <https://www.facebook.com/MCSurgicalTechnology/> Program Coordinator: patrice.whiting@montgomerycollege.edu

CHEATING Copying answers to an examination from another student's paper or from technical and or hidden source is considered to be cheating. Collaborating about information on the examination is also cheating. Using another individual's written work without permission is considered cheating and plagiarism. Any type of cheating is serious and detrimental to the student. Therefore, any student who is found cheating will be subject to the process as described in the Student Code of Conduct.

CLINICAL INCIDENTS If a student has an incident occur involving contact with blood borne pathogens at the clinical site, it is expected that the student follows their clinical exposure control policies and follow the hospital policy of their clinical site. Report the incident to the charge nurse. It is then the students' responsibility to see their own physician immediately to establish baseline testing and seek any required follow-up. A copy of the incident should be brought back to the College for the student's file. If the student comes into contact with diseases outside of the Program or contracts diseases which may be hazardous to other students, patients,

or hospital personnel, it must be reported to the program coordinator immediately. A decision will then be made on an individual basis regarding the future of the student's participation in the Program.

A student, who may be exposed to a communicable disease, may be asked to leave the clinical area until incubation periods have expired, in cases such as chicken pox. Some diseases may be fatal to patients with compromised immune system. Any course time missed, must be completed.

Students are expected to follow the appropriate safety guidelines for hazardous materials present in the clinical environment. Incidents reports should be reported to the college immediately.

Should an accident happen on campus, students will be attended to by the Security Staff who have EMT training. An ambulance will be called if necessary for transport to an emergency facility. College policy permits only Security personnel to administer first aid.

All clinical incidents must be reported to the Program Coordinator immediately.

DISABILITY SUPPORT

For questions related to support available for learning disabilities or other issues, please go to this link for further information and points of contact:

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

STUDENT CONDUCT POLICY Students are required to comply with all school regulations as outlined during the orientation session. Students are required to act in a manner that will reflect credit on themselves, the school and the profession for which they are being educated. Each incident will be handled in accordance with the appropriate document such as the Catalog, Student Code of Conduct, Policies and Procedures, etc. Infraction of any one regulation will result in one verbal warning. A repeat violation will result in a written warning which will be placed in the student's file with applicable actions taken.

INFRACTIONS

1. Insubordination 2. Falsification of any affiliate or Montgomery College records 3. Intoxication or under the influence of unauthorized drugs while in the classroom or clinical area 4. Theft of any kind 5. Malicious gossip or discussing surgical procedures eventual outcomes with patients 6. Gambling on premises 7. Solicitation of tips or other items 8. Felony conviction 9. Excessive absenteeism and/or abandonment of clinical assignment 10. Sexual harassment and/or sexual misconduct 11. Other serious misconduct as deemed by Program Administration 12. Disruptive behavior in the classroom. 13. Improper verbal communication with students and/or faculty.

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INCLEMENT WEATHER If Montgomery College closes due to snow or ice, an announcement will be made as early as possible on the radio stations in the metro area and if possible posted on MYMC. If an announcement concerning closing is not made before a student must leave for the College or their clinical affiliate, then the student must use their own judgment and contact the clinical instructor or program coordinator if not attending class or clinical. The student should not attend clinical if the college is officially closed.

TRANSPORTATION AND PARKING Surgical Technology students will be responsible for providing their own transportation to all facilities used for their educational experiences, including clinical affiliates. The students may be expected to rotate through several clinical sites. Some sites require paid parking. There may also be times that students are required to come to the College in addition to regularly scheduled clinical days.

Parking is provided at Montgomery College in the parking garage. Upon admission to each course, a paid receipt or continuing education parking pass is issued for noncredit courses, in addition, parking stickers are provided for all credit courses. Both options permit the student to use the parking facilities. Some street parking is available and the student is urged to check posted signs for street parking. Any violations will be the responsibility of the student.

Parking facilities and regulations will vary with our clinical affiliates. The student is responsible for becoming familiar with the individual institution's guidelines while in the institution on the first clinical day. Public transportation is available for commuting to the institutions involved with the program.

WITHDRAWAL A student who wishes to withdraw from the Surgical Technology Program is recommended to put their request in writing and schedule an exit interview with program coordinator. It is recommended that the student attempt to withdraw from the program on good terms; this may facilitate readmission at a later time. If a student wishes to withdraw from a specific course, the student must abide by the dates given for credit/noncredit class schedule for that particular semester. Students can withdraw from any courses, but there may be no refund for noncredit course unless student withdraws prior to class commencement.

Health Policies/Contractual Requirements for Clinical Placements

Due to the special nature of this Program and the requirements specified in the contractual agreements between the College and its clinical affiliates, students must comply with special assignments and/or policies.

All health sciences students must have health insurance prior to placement in clinical sites.

Background Check/Drug Testing

All students will be required to complete a criminal background check as well as drug testing process though the vendor agreed upon by the college and Maryland Hospital Association Background Check Program. Upon acceptance and at the orientation for new students, information and directions will be given regarding both of these processes. The student is responsible for the cost of these two processes.

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What happens if I become pregnant during the program? Pregnancy Disclosure Procedure

I. Procedure Statement: A student who is, or becomes, pregnant is strongly encouraged to notify her course instructors or the Title IX Coordinator as soon as possible. By doing so, the student and instructors and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of the College's nursing and health sciences programs and their clinical requirements, as well as particular challenges the student may face

while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College.

II. GENERAL INFORMATION:

Options After Disclosure

Once a student has voluntarily decided to disclose a pregnancy to the College, the student will have several options, as described below. The instructor will set up an interactive meeting with the student and the Title IX Coordinator.

1. Continue in the program

If a student decides to continue in the program and desires to have any adjustments to her academic program due to the pregnancy, the student should contact the instructor. Then the instructor and the Title IX Coordinator will meet with the student to discuss any reasonable adjustments that may be necessary to continue in the program. Such adjustments, if any, will be documented on the form in Addendum A which will be signed by both the student and the instructor.

2. Request a leave of absence

A leave of absence due to pregnancy may be for various amounts of time depending on a student's particular circumstances. Such a leave may be extended if deemed medically necessary by the student's physician. Due to the structure of the College's nursing and health sciences programs, the timing and/or length of a student's leave of absence may result in the student being required to re-take or finish course(s) in a future term. If a student chooses to temporarily leave the program, every effort will be made to assure a successful return to the program. As always, return into the program after a break is dependent on clinical space availability and student may be asked to remediate clinically or didactically as part of her return. If taking a leave of absence due to a pregnancy, the Education Plan in Addendum B will be discussed with student and instructor and the Title IX Coordinator.

3. Withdraw from the College

The student may, in her sole discretion, determine that she must withdraw from the College for an indefinite period of time or permanently due to her pregnancy. Normal College withdrawal procedures, and readmission procedures (if applicable), apply.

Questions or Concerns

A student who has questions about this procedure or who is concerned about its implementation should contact Christopher Moy, Director of ADA and Title IX Compliance; Christopher.moy@montgomerycollege.edu, 240-567-5412, 900 Hungerford Dr., Rockville, MD 20850, Mannakee Building, Rm # 150.

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Addendum A Continuation in Program after Disclosing Pregnancy

I. Acknowledgements

By signing this form, ("Student") acknowledges the following:

She has voluntarily disclosed her pregnancy to Montgomery College (the "College") and intends to continue pursuing her degree in the College's program. She understands there are other options available, including taking a leave of absence. She understands there are potential risks to her and/or her fetus by continuing in the program. The College has advised Student to consult with her doctor to discuss these potential risks. She assumes all responsibility related to these risks and any resulting losses or costs, including medical treatment and costs thereof.

II. Adjustments to Program

[In this section, describe any adjustments that have been discussed and will be implemented based on the student's pregnancy. Note if there have been no adjustments implemented at the time of signature.]

A.

B.

C. The student may request additional modifications at any time by contacting the instructor and another interactive meeting will occur.

The College and Student do hereby agree to the above.

[INSERT NAME], Student Date

[INSERT NAME], [INSERT POSITION TITLE], Date

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Addendum B

Education Plan for Pregnancy Leave

Montgomery College (the "College") and _____ ("Student") have agreed to the following conditions related to the Student's leave of absence related to her pregnancy. Student's leave of absence is scheduled to begin on

she is anticipating a return to school __. Student and the College acknowledge that Student may take a longer leave if it is deemed medically necessary by her doctor, and the parties agree to meet and discuss this Education Plan if that occurs.

I. Academics [In this section, discuss where Student currently stands academically, what adjustments to her courses/degree track will be necessary because of the leave of absence, what classes she will be enrolled in upon return, etc.]

A.

B.

C.

II. Financial Aid/Scholarships In this section, discuss current financial aid/scholarship/funding situation and any implications from taking

leave.] A.

B.

C.

III. Additional Matters [In this section, discuss any additional matters that are relevant to a particular situation. Among other things, consider including if a student must meet any specific requirements to be readmitted (e.g., Upon expiration of Student's leave of absence her readmission is guaranteed, provided she ... [insert specific reasonable requirements, as appropriate]).

A. Student agrees to contact return in order to ensure a smooth transition back to school.
[days/weeks/months] in advance

B. Student will not be required to pay any application or readmission fees related to her readmission to the institution.

C.

The College and Student do hereby agree to the above.

[INSERT NAME], Student Date

[INSERT NAME], [INSERT POSITION TITLE], Date Montgomery College

CLINICAL ATTENDANCE

Attendance: The attendance policy is the same as that stated in the Montgomery College Catalog. The student is urged to review the sentence concerning "Administrative Drop". More specific clinical guidelines to follow:

The student must become familiar with the following guidelines:

1. Attendance is a crucial component of the clinical rotation, because of this it is monitored carefully. While it is understood that unexpected circumstances may cause a student to miss days of the clinical rotation, all hours must be made up before the end of the semester. The catalog course description specifies this course requires 360 hours and this must be met. You will divide this time as 336 hours of clinical experience and 48 hours of classroom experience. 48 hours of CST prep and review are mandatory. Completing the daily objectives for the CST review are required to receive a full credit attendance grade. During the review period you will be expected to participate in all assignments daily.

Failure to attend or not complete daily objectives could possibly hinder successful completion of Clinical Practicum II course. Leaving early or coming in late will result in a deduction from your overall attendance grade.

2. The student must call and notify the charge nurse at their clinical affiliate and then the college clinical instructor two hours prior to the beginning of clinical day if for any reason he/she cannot report for clinical. If the student needs to leave the clinical site earlier than the designated hours this must be cleared prior to the date through the clinical instructor first, then the clinical site. This cannot be done in any different order unless it is a true emergency situation. The student will be penalized for not following this process. Twenty- Five (25) points will be deducted from the final course grade for each infraction.

3. There should be no unexcused absences on clinical days due to the importance of the clinical experience. Emergencies or serious situations will be recognized as excused absences. These may be: personal illness, court appearances, child illness, or death in the immediate family (parents, grandparents, spouse or siblings). Proof of the excused absence must be submitted to the clinical instructor prior to returning to the clinical site. For example, absences of two or more day's duration for reasons of illness would require a physician's statement regarding student's capability to resume clinical assignment. An absence report must be filled out and turned into the clinical instructor immediately upon return to the clinical site. Upon the 2nd absence a student will be counseled to ensure successful completion of the program. After 3rd unexcused absence the student may not be able to complete the Surgical Technology program.

4. Absences that need to be made up must be arranged with the hospital through the Clinical Instructor ONLY. Non-assigned clinic days and times during the semester may be scheduled as make-up days with the approval of the Montgomery College clinical coordinator and the clinical site. This policy supersedes the policy stated in the SURG Student Handbook. Making up days after the clinical rotation ends (for example over semester break or during finals weeks) will not be allowed unless the student presents compelling reason why he or she was unable to make up time during the regular clinical semester rotation. There may be certain restrictions on making up time based on the clinical site and student situations. If the hours are not made up by the end of the semester, the student will receive a grade of "F". If there are compelling circumstances, then exceptions to this policy will be made only for the most serious reasons and will be at the discretion of the Program Coordinator in accordance with college policy and the Program Coordinator has the right to change the grade as appropriate when hours have been completed.

5. Lateness will not be accepted. The charge nurse at the clinical affiliate must be called immediately if students cannot report on time and a time of estimated arrival must be given. Any student who fails to call in when late will lose two points off the final course grade for each infraction. If a student is late, the site coordinator/ preceptor has the right to send the student home and that day will be counted as an unexcused absence. It is expected that students will be prompt. This is a very important practice and quality to develop to become a professional. Violations may necessitate Student-Instructor (and/or Clinical Coordinator) Conferences to be initiated. In regards to tardiness, three latencies will result in the loss of one day of clinical time (as an unexcused absence). Latencies of less than one hour should be made up the same day if permitted at the clinical site. Excessive lateness is grounds for unsatisfactory completion of the course if the student does not rectify the problem after conference. It is appropriate for the clinical affiliate to exercise the option of dismissing the student from the clinical site.

6. As noted in item #1 Attendance is monitored and documented. Attendance sheets will be kept at each clinical affiliate and will be maintained by the clinical instructor and clinical coordinator. The students' responsibility is to use their Time/Log sheets (and timecards, where applicable) to clock in and out on clinical days. This documentation will be used to verify presence in the clinical area. Credit will not be given if student is not clocked both in and out on a clinical day or the hours are not legible on the card. Clinical hours must be verified by the charge nurse/clinical preceptor by signature on the clinical log sheet. All Insolex (Clinical Tracking System) documentation must be updated in Insolex by 8am on Mondays no exceptions. If these are not completed and submitted on time they may result in point deductions from your final grade of two points per infraction.

Students are cautioned to use their time/log sheets correctly. They MUST be signed to be valid. Under no circumstances should one student use another's time/log sheet, nor are students allowed to have another student get their time/log sheet signed for them. This is considered falsification of documentation and will result in a student faculty conference and possible termination from the program.

7. It is at the discretion of the clinical affiliate to exercise the option of dismissing the student from the clinical site. If the student is asked not to return to the assigned clinical site the Clinical Coordinator and Program Coordinator will attempt to find an alternate clinical site. There are no guarantees that they will be able to place you into an alternate clinical site. If asked to leave the second assigned clinical site, which may not be assigned until the following semester, the student will be expelled from the program and he/she can no longer represent themselves as a student of Montgomery College. Sequential clinical placement is not guaranteed. The clinical site and/or clinical coordinator may ask the student not to return if there are 3 unexcused latencies/absences.

Clinical Assignment Each student must meet the specific requirements of each clinical site and evidence of meeting those requirements may be required on a case by case basis. Accordingly, students that do not have the required documentation for federal sites will be foreclosed from using those sites.

Policy on Clinical Assignment: Students may be assigned to clinical education settings based on availability and student learning needs. Students enrolled in the Montgomery College Surgical Technology program will be assigned randomly to clinical sites as needed to fulfill the requirements of the program.

Students are required to be at the clinical affiliate for a total of eight (8) hours per day, for the number of days per week stated in each course syllabus, but for no more than 40 hours in any one week. If a student needs to make-up time, then the forty (40) hours per week may be voluntarily exceeded.

If a student should need to make a dental or doctor appointment, it should be scheduled at the beginning or end of the clinical day to minimize time away from the clinical area. Notification of this appointment will be given to both hospital personnel and college faculty as soon as possible prior to the appointment. Any time missed due to appointments must be made up.

If a student is asked not to return by a clinical affiliate or an educational setting not return for violation of the established rules and regulations, or concern for patient safety the student will not be placed at another clinical site for the duration of that semester and must follow the policy for re-entry into the program. (see college catalog) If the student is placed at a second site and asked to leave the second site in the same academic year the student may not be able to complete the program.

Any student having a problem with Clinical Instructor (s), Supervisor, or surgical team member (s) may ask for a conference to be held with the Program Coordinator and Clinical Coordinator. The Clinical Instructor should be informed as applicable. A conference date may then be arranged with the student, program coordinator, clinical coordinator, clinical instructor, and/or appropriate clinical personnel.

If a student is terminated from clinical site he/she may not return to represent the college for any reason.

Clinical Activity The student should never be left alone at the sterile field and must always be supervised by the assigned preceptor. Preceptors are assigned by the perioperative educator.

CONFIDENTIAL INFORMATION The Health Information Portability and Accountability Act (HIPPA) All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the clinical supervisor or designate. Students are expected to maintain the confidentiality of patients in a professional manner. Students are required to sign an oath to abide by this policy at the beginning of the Program.

HEALTH DOCUMENTATION Students must be able to meet the physical standards for Surgical Technology. Documentation must be given to the Program Coordinator to confirm their ability to meet these standards by providing the following information before entering a clinical site. Clinical clearance guidelines are subject to change.

1. Completed medical & history physical form (physical standards must be provided to physician)
2. Current proof of negative two-part TB test
 - a. negative Mantoux test
 - b. negative chest x-ray
3. Hepatitis B series
4. Documentation of required vaccinations and immunizations
5. Seasonal flu vaccine
6. Drug testing and Criminal Background Check through Maryland Hospital Association's Program

All health science students must have health insurance prior to placement at a clinical site.

CPR POLICY A valid Healthcare provider card is mandatory for clinical rotations through the American Heart Association.

EATING AND SMOKING Students shall not eat, drink, or smoke while on duty except in designated areas. Each clinical affiliate will have designated areas as required by OSHA and Maryland Occupational Safety and Health regulations. Cosmetics and such should not be carried and used in patient care areas where contact with blood borne pathogens may occur.

IDENTIFICATION Students will be given a name identification badge by the clinical affiliates. If the affiliate does not supply this badge, it will be provided by the college. Students should have their MC Student ID when attending clinical.

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LEAVING ASSIGNED AREA/VISITING PATIENTS Students shall not leave their assigned operating room or the clinical area without the permission of the Clinical Preceptor or immediate person in charge. Any student doing so will have to make up the time lost. Students are not allowed to visit patients during class hours unless approved by the charge nurse. In any case, the student should follow the visiting hours designated by the student's particular clinical institution.

PERSONAL APPEARANCE The personal appearance and demeanor of Surgical Technology students at Montgomery College reflect the standards of the Profession, the College, and the Program and are indicative of the students' interest and pride in their chosen profession.

Student's will change from personal attire into surgical attire in the designated areas and must adhere to the institution's protocol, i.e lab coats to be worn over scrubs when off of the surgical suite.

Any student reporting to the clinical affiliates in improper uniform or attire or in a soiled or untidy uniform with dirty shoes will be sent home. This time must be made up. The perioperative educator, charge nurse or clinical Preceptor will be instrumental in the final decision when judging the personal appearance of the student. Montgomery College Surgical Technology students will wear their uniforms, if applicable, only for clinical assignments or when officially representing the program.

UNIFORM POLICY 1. Uniform: Regulation white comfortable shoes to accommodate prolonged standing, scrubs will be provided by clinical site, the proper foundation garments are the responsibility

of each student. Clean socks, under garments, and stockings with no runs. White shoes must be clean. All students are required to have a white knee length lab jacket.

2. Finger nails: Must be neat, clean and kept at a reasonable length, nail polish is not allowed during clinical rotation.

3. Hair: Hair must be clean and neatly combed. Long hair is inappropriate when it falls in front of the face and comes into contact with a patient or equipment. Long hair must be tied back behind the neck. Male moustaches and beards must be neatly trimmed.

4. Accessories: Use of cosmetics should be discrete (including perfume or cologne) and kept to a minimum. Jewelry which may be worn with a uniform include: watches, wedding bands, engagement rings, school rings, school pins, and small earrings that are in good taste. Large, gaudy, nor costume jewelry should be worn.

5. Identification: Proper Identification must be worn at all times (MC Student ID).

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PERSONAL PROPERTY The students are asked not to bring personal property of excessive value to the facilities (especially clinical) such as credit cards, jewelry, excess cash, etc. The student is responsible for any missing personal items. Consult your specific clinical affiliate for any arrangement for storing belongings.

PERSONAL TELEPHONE CALLS AND XEROXING Personal telephone calls are not allowed. Only emergency calls can be received by students. Messages will be taken for other calls. Cell phones should not be carried during clinical. Return phone calls can be made on breaks. Xeroxing for personal use is not allowed. **STUDENT CONDUCT POLICY OF PROFESSIONAL BEHAVIOR** Clinical courses are treated the same as academic courses since they are an integral part of the curriculum. If the student is having difficulty clinically, this is documented via evaluations. The students will review their evaluations. If a problem persists the student will be counseled and that session will be documented. If the problem is

not resolved, the student may not successfully complete the course. Appeal procedures are available to the student and can be pursued through the Counseling department.

CODE OF CONDUCT Rules and regulations concerning conduct to be observed by all students are not limited to the following listings. Students are expected to behave in a professional and ethical manner at all times. A STUDENT SHALL NOT:

1. Mistreat patients in any manner; including leaving patients unattended while undergoing diagnostic procedures.

2. Punch any time card to sign-in sheet except his/her own, or allow another student to do so. This considered a form of cheating.

3. Be excessively absent or repeatedly tardy, fail to notify the Clinical Instructor of absence or lateness prior to assigned starting time.

4. Loiter on hospital premises outside the Surgical department or other unauthorized places; loiter within the Surgical department beyond assigned hours.

5. Misuse confidential information or falsify information, records and reports.

6. Exhibit insubordination - immoral conduct, indecency, or refusal to follow instruction from those designated supervisors.

7. Willfully damage or destroy or misuse institutional property.

8. Steal or be in unauthorized possession of hospital or another person's personal property.

9. Create or contribute to unsanitary conditions on hospital premises.
10. Intimidate or coerce another student or employee through physical or verbal threats.
11. Engage in soliciting or gambling on hospital grounds.
12. Smoke in undesignated areas of the surgical department or other undesignated areas of the hospital, obeying other regulations concerning fire, safety, parking, and visiting.
13. Be in possession of a weapon of any kind while on hospital premises.
14. Engage in excessive talking, laughing, and other disturbances not appropriate in the hallway, around patients, or on hospital premises.
15. Fail to report any accident or injury involving student, patients, other hospital employees, or visitors.
16. Be inebriated, drinking, or have possession of drugs and/or alcohol on hospital premises.
17. Leave the clinical area early without prior permission of the Clinical Instructor/Preceptor
18. Sleep or loiter on Clinical time.

For complete code of conduct use this link:

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

The faculty expects the Surgical Technology student to abide by the specific Clinical Affiliates policy of conduct. A student will be subject to disciplinary action if violations of any kind occur. Each Clinical Education Setting reserves the right to refuse a student admission into the facility resulting from violation.

WORK POLICY Under no circumstances may students accept financial compensation for clinical hours performed for Montgomery College's Surgical Technology program. All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Professional Certification At the conclusion of the Program, graduates are eligible to apply to take the National Certification Examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The student should follow all instructions provided on their website www.nbstsa.org.

National Certification Exam Student will be responsible for registration and payment of the National Certification Exam. The exam will be proctored at the MC Testing Center. Students will take the exam on the specific date and time designated by the Program Coordinator. Taking the CST exam as instructed is a mandatory requirement. Student will not be given a final grade if this policy is not adhered to.

PROFESSIONAL ACTIVITIES AND ORGANIZATIONS The Surgical Technology Faculty at Montgomery College encourages student participation in professional activities and organizations. These tools enhance learning experiences. In view of this, it is recommended that each student support their professional society, AST, and others during the term of their program by becoming a member. Surgical Technology organizations promote student participation by making special membership fees for events, educational offerings, and annual conferences other exciting activities.

GRIEVANCE PROCEDURE Faculty provide on-going academic counseling throughout the semester as the need arises. Concerns regarding academic advising or instruction should be attempted to be resolved with the faculty member. If not successful at that level, then the student should discuss such problems with the Program Coordinator. If the student believes that due process relating to the problem has not occurred, the student may then petition for a review and consideration by the Campus Committee on Academic Appeals. The student should speak with a counselor for assistance with the academic appeals process.

Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120 Phone: 303-694-9262 at www.arc/stsa.org.

From time to time students will have concerns regarding residency status, tuition, financial aid and academic matters. Refer to the MC Catalog or the Academic Regulations section of the Montgomery College Student Handbook for appropriate actions and/or the appeal process for each specific area.

Enrolled Students Outside of Montgomery County The Surgical Technology Program may or may not be included under Designated Statewide Programs at the time of your enrollment. If the program is listed, you will be able to request the in-county tuition rate. Check the websites below and Admissions and Records to see if you are eligible for this benefit.

Statewide Programs http://catalog.montgomerycollege.edu/content.php?catoid=2&navoid=110#Statewide_Programs Workforce Shortage http://catalog.montgomerycollege.edu/content.php?catoid=2&navoid=110#Health_Workforce_Shortage_Programs

MISCELLANEOUS Should the student have any other questions about things not covered in this document, the faculty would be happy to answer them.

The Surgical Technology Program Faculty reserves the right to modify course content and evaluate procedures as deemed necessary. They also reserve the right to modify contents of this Student Handbook as necessary.

Updated 2/22/2017

MONTGOMERY COLLEGE Takoma Park/Silver Spring Campus Surgical Technology Program
MEMORANDUM OF AGREEMENT

I have read the Surgical Technology Program Student Handbook in its entirety and I am familiar with its contents. I expect any violation to result in appropriate action.

I understand that it is my responsibility to review the appropriate sections of the Handbook when confronted with a specific problem or concern and then contact the Clinical Coordinator or Program Coordinator at the time I would like clarification of program expectations.

I understand that all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

I understand that I will be a guest in the Clinical Education Settings and will conduct myself accordingly. All known rules and regulations will be followed.

I understand that the Clinical Education Settings may vary in location and all students are expected to meet the same requirements: therefore, distance and weather do not change the program schedule unless classes are cancelled.

I understand that I may not function non supervised as a Surgical Technology, the Clinical Instructor/ Clinical Preceptor will determine appropriate supervision.

I understand that I will receive a course schedule for each professional course in the curriculum and will abide by those requirements for each course as appropriate.

I understand, as a student in the Montgomery College Surgical Technology Program, I represent not only the College but the Clinical Education Settings in my contact with patients, visitors and members of the community. The impression I leave with each person is very important to the affiliate and all the people involved in the Healthcare team as well as my fellow students. I understand the clinical affiliation reserves the right to refuse admission to any Surgical Technology student who is involved in any activity not considered professional or conducive to proper patient care.

DATE

SIGNATURE

This page must be signed and returned to the program coordinator.