

Surgical Technology



Student Handbook

2009

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I. Welcome

Welcome to the Surgical Technology program. The faculty and staff wish you success in the pursuit of your educational goals.

The Austin Community College Surgical Technology Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Surgical Technology program.

The handbook should be used as a supplement to the Austin Community College Student Handbook.

The purpose of this handbook is to detail policies and procedures specific to this program, and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. The student is responsible for understanding the policies and procedures of the Surgical Technology Program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program, and the college for the student to seek another program in which to develop vocational skills.

Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of the Surgical Technology Program.

A copy of the Austin Community College Student Handbook is available at each campus's administrative offices or may be downloaded from the ACC website at:

<http://www.austincc.edu/handbook/index/htm>.

The Surgical Technology program is just one of the programs within the Division of Health Sciences. The Health Science Division is comprised of the following programs: Associate Degree Nursing, Licensed Vocational Nursing, Dental Hygiene, Diagnostic Medical Imaging (DMI – Radiology), Emergency Medical Services, Occupational Therapy Assistant, Physical Therapist Assistant, Medical Coding, Medical Laboratory Technology, Surgical Technology, Pharmacy Technician, and Sonography. The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

NOTE: The policies in this handbook are set forth by the Surgical Technology Department. Any policy changes set by the Health Sciences division will be documented and announced, and will be considered as an addendum and supersede this handbook.

We wish you success in the pursuit of your educational goals.

Introductory Statement for Surgical Technology

The Surgical Technology program at Austin Community College is an Associate of Applied Science program which may offer a certificate of completion to selected students (pending Department Chair approval at beginning of program). Successful completion of the course of studies qualifies one to take the National Certification Exam for Surgical Technologists. These certifying exams are written by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), sponsored by the Association of Surgical Technologists and administered by Prometric. Successful completion of the course of studies is defined within the catalog under which you enter the program, with a C or better required in each course. The student should recognize that the clinical orientation of the Surgical Technology program demands that attitude, work habits, communication skills and manual dexterity are evaluated along with academic readiness.

Accreditation

The Surgical Technology Program of Austin Community College received ten (10) years unconditional accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in November 2008. The on-site visit for continuing accreditation occurred in March 2008, and the visitors found several strengths and no major concerns. Accreditation status is maintained by outcomes based accreditation forms that are completed annually.

Accreditation exists to establish, maintain, and promote appropriate standards of quality for educational programs in surgical technology and to provide recognition for educational programs that meet or exceed the minimum standards outlined the Essentials.

These standards are used for the development, evaluation, and self-analysis of surgical technology programs.

The Austin Community College faculty and staff, particularly the Surgical Technology faculty and staff, are very proud of our “accredited status” and are dedicated to continuing the high standards and quality education the program provides.

II. Program Philosophy

The faculty of the Austin Community College Surgical Technology program believes that effective teaching of surgical technology must combine physical skills taught in the laboratory and clinical setting with didactic classroom instruction for proper understanding of relevant pathophysiologies, the surgical procedures which address them and the role of the surgical technologist therein. We further believe that each patient is in need of an advocate, that it is essential to instill a sense of surgical conscious in each student and that we are responsible for providing students with an education that results in in-depth understanding of aseptic techniques.

We believe education is a continuous process through which the learner attains knowledge, skills, and attitudes resulting in desired attributes.

We believe students learn the simple to the complex with knowledge and skills building upon previously learned knowledge and skills in the didactic, laboratory and clinical setting.

The surgical technology program is in alignment with Austin Community College's education philosophy, policies of the Austin area hospitals, the Association of Surgical Technologist's Core Curriculum and the standards of practice presented by the Association of Surgical Technologists.

We believe the faculty is responsible for advising and assisting surgical technology students to reach their educational goals.

We believe the faculty is responsible for assessing, maintaining and updating program curriculum on a regular basis.

We believe students should have an active role in their learning process.

III. Program Outcomes / Goals / Objectives

Program Objectives:

The student will develop the knowledge, skills and attitudes necessary to practice as a surgical technologist by acquiring the following fundamental capabilities:

1. Utilize appropriate medical terminology.
2. Apply a basic understanding of human physiology and surgical anatomy to the perioperative role of a surgical technologist.
3. Demonstrate a basic understanding of the concepts of pharmacology.
4. Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures and patient care.
5. Identify and assume appropriate responsibility for patient care.
6. Relate diagnosis with surgical procedure.
7. Relate anatomy with surgical procedure.
8. Integrate learning from one surgical procedure into subsequent surgical procedures.

Level One Objectives (first semester):

Upon completion of level one (first semester), the student will be able to:

1. contrast the roles of circulator, scrub, first assistant, surgeon and anesthesia providers,
2. prepare for a surgical procedure using a preference card,
3. summarize legal and ethical terms,
4. describe the perioperative stages and procedures,
5. demonstrate the safe transfer of a patient from one bed to another,
6. discuss the criteria and components of an informed consent form,
7. demonstrate proper surgical positioning of a patient in supine, prone, lithotomy and lateral positions,
8. relate standard precautions to the surgical arena,
9. demonstrate prepping and urinary catheterization using proper aseptic technique,
10. identify blood replacement options,
11. predicts when blood replacement is needed,
12. identify hemostatic agent options,
13. predicts when a hemostatic agent is needed,
14. identify signs and symptoms for the various types of shock,
15. distinguish the various types of anesthetic options,
16. predict anesthesia types for various case types,
17. relate malignant hyperthermia with the proper responses (medications, cooling techniques, anesthesia considerations, etc.),
18. relate pharmacology to the surgical arena,
19. identify basic surgical supplies,
20. predict uses for the basic surgical supplies,
21. demonstrate taking vital signs accurately,
22. differentiate the various types of sterilization processes,
23. identify proper sterilization processes for the various instruments and supplies,
24. diagram a surgical suite, including furniture placement, equipment placement, piped-in systems and basic attributes of a surgical suite,
25. describe methods used to create and maintain a sterile field,
26. demonstrate scrubbing, gowning and gloving of self and others using proper aseptic technique,
27. identify instruments in a laparotomy set,
28. identify instruments in a laparoscopy set,
29. demonstrate setting up for an exploratory laparotomy and laparoscopic cholecystectomy using proper aseptic and counting techniques,
30. identify characteristics of a surgical drape,
31. distinguish the proper drapes and sequence for an abdominal, vaginal and extremity draping,
32. summarize the anatomy, pathophysiology that prompts surgical intervention and the surgical procedure for a breast biopsy, appendectomy, laparoscopic and open cholecystectomy, dilation and curettage, and total abdominal hysterectomy,
33. define the various surgical modalities and their uses that are utilized in the surgical arena.

Level One Clinical Objectives (first semester):

1. Identifies common surgical supplies and equipment. (Knowledge)
2. Identify the location of supplies in the surgical suites, core and other areas. (Knowledge)
3. Identify basic laparotomy instruments. (Knowledge)
4. Distinguish the roles of the circulator, scrub, anesthesia personnel, clinical aides, PACU personnel, sterile processing technologists and board runners. (Comprehension)
5. Demonstrate the proper surgical attire related to restriction of area. (Application)
6. Give examples of breaks in aseptic techniques witnessed at the clinical site. (Application)
7. Demonstrates opening of surgical supplies using proper aseptic technique. (Application)
8. Demonstrates processing of surgical instrument sets using proper procedures. (Application)
9. Demonstrate the use of standard precautions at all times for potential bloodborne pathogens. (Application)
10. Demonstrate professional attitudes, including introducing self to staff, follow instructions from staff and instructor, accepts critiques, and seeks pertinent information related to the assigned rotation. (Application)

Levels Two and Three Objectives (second and third semester)

Upon completion of levels two and three (second and third semester), the student will be able to:

1. explain the techniques used to establish the preoperative diagnosis for the designated procedures in each specialty,
2. describe the operative sequence involved in designated procedures in each specialty,
3. identify relevant anatomy for the designated procedures in each specialty,
4. give examples of pathology that prompts surgical intervention for the designated procedures in each specialty,
5. identify preoperative preparation for the designated procedures in each specialty,
6. identify instruments, equipment, supplies, and medications needed for the designated procedures in each specialty,
7. relate positioning and prepping for the designated procedures in each specialty,
8. predict outcomes and possible complications for the designated procedures in each specialty,
9. describe the relevant physiology related to the specialty systems.

Levels Two and Three Clinical Objectives (second and third semester)

1. Student demonstrates a strong work ethic and assertive learning behavior by independently introducing him/herself to team members and appropriately following instructions from OR staff and/or instructor.
2. Student exhibits the ability to accept both positive and negative feedback, and modifies behavior accordingly.
3. Student demonstrates the ability to work effectively with other team members..
4. Student initiates preoperative planning and preparation (such as: reading and recalling information from the preference card, checking the case cart to identify missing items and procuring same, identifying and procuring needed equipment, etc.)
5. Student demonstrates understanding of environmental factors by wearing appropriate clothing to the clinical site, and wearing proper surgical attire and PPE.
6. Student demonstrates safe usage of equipment and continuous awareness of environmental dangers in the OR.
7. Student displays safe handling of all sharps and all blood/body fluids appropriately.
8. Student demonstrates proper aseptic technique while performing all tasks.
9. Student integrates prioritizing and anticipation into all perioperative phases.
10. Student demonstrates the ability to function independently as first scrub during routine procedures.
11. Student determines correct method(s) for handling sharps, instruments, and other materials, and executes appropriate handling relevant to standard precautions.
12. Student demonstrates proper counting procedures for sharps, sponges, and instruments, as well as executing problem-solving abilities related to an incorrect count.
13. Student uses hospital safety and other guidelines to give optimal patient care while protecting patient's privacy.

IV. Scans Competencies

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the work- place and whether our nation's students are capable of meeting those demands. The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies, and identify to the student how these competencies are achieved in course objectives.

- 1.0 Resources
 - 1.1 Manages time
 - 1.2 Manages money
 - 1.3 Manages material and facility resources
 - 1.4 Manages human resources

- 2.0 Interpersonal
 - 2.1 Participates as a member of a team
 - 2.2 Teaches others
 - 2.3 Serves clients/customers
 - 2.4 Exercises leadership
 - 2.5 Negotiates to arrive at a decision
 - 2.6 Works with cultural diversity

- 3.0 Information
 - 3.1 Acquires and evaluates information
 - 3.2 Organizes and maintains information
 - 3.3 Uses computers to process information

- 4.0 Systems
 - 4.1 Understands systems
 - 4.2 Monitors and corrects performance
 - 4.3 Improves and designs systems

- 5.0 Technology
 - 5.1 Selects technology
 - 5.2 Applies technology to talk
 - 5.3 Maintains and troubleshoots technology

- 6.0 Basic skills
 - 6.0 Reading
 - 6.2 Writing
 - 6.3 Arithmetic
 - 6.4 Mathematics
 - 6.5 Listening
 - 6.6 Speaking

- 7.0 Thinking skills
 - 7.1 Creative thinking
 - 7.2 Decision making
 - 7.3 Problem solving
 - 7.4 Mental visualization
 - 7.5 Knowing how to learn
 - 7.6 Reasoning

- 8.0 Personal qualities
 - 8.1 Responsibility
 - 8.2 Self-esteem
 - 8.3 Sociability
 - 8.4 Self-management
 - 8.5 Integrity/honesty

V. Program Information

Admission Requirements:

All Students entering the Surgical Technology program must meet certain criteria. Students must complete the following steps: 1. General Admission to ACC; 2. Attend Career Advising and Planning Session (CAPs) for Surgical Technology; 3. Complete prerequisite courses; 4. Provide documentation of immunizations and 5. Successful completion of a criminal background check.

*NOTE: There is a 5 year limit for Intro to Anatomy & Physiology and Microbiology. Class must be repeated (or if currently working in a related field, check with department chair for possible BIOL exemption of time limit).

Health Data Requirements:

Health sciences students must possess the physical abilities and characteristics required to meet the technical standards for their health sciences program. Therefore, all health sciences students are required to have a health assessment performed by a physician or other approved licensed health professional within six months of beginning a health sciences program. The ACC Health Data Form must be used for this purpose and is available at <http://austincc.edu/health/>. Click on Health Data Form. A student must submit a current Health Data Form if he/she has a break in program enrollment for one year or more.

Change of Personal Information:

It is of utmost importance that the Department Chair be kept informed concerning ALL changes in personal information during the length of the program. This includes changes in name, address, phone number, health, pregnancy, etc. This should be done as soon as possible after a change is made to maintain up-to-date records. Pregnancy or changes in health status should be reported to the Department Chair to determine if special needs are necessary for clinical experiences. A pregnant student must meet with a surgical technology instructor to review the degree plan and program schedule and discuss options related to the pregnancy and delivery timeframe. A pregnant student must also meet with a surgical technology instructor and the Department Chair for DMIR and have a Physician's Awareness of Pregnancy form completed.

Pregnant Students:

The Surgical Technology program will follow the DMIR guidelines and policies related to pregnant students. The Surgical Technology program will work in conjunction with the DMIR program in following these guidelines and policies. The following policy is an excerpt from the DMIR Student Handbook.

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks of probability of detectable effects induced by medical diagnostic exposure are very small.

It is the policy of Austin Community College Diagnostic Medical Imaging- Radiology Program to provide reasonable radiation protection to student radiographers occupationally exposed to radiation. Pregnant students are expected to follow the additional protective

measures detailed below which have been developed to restrict the fetal radiation dose below the maximum permissible dose (MPD) as recommended to the NCRP and the United States Nuclear Regulator Commission (USNRC).

All pregnant students in Austin Community College Diagnostic Medical Imaging-Radiology Program will be given a copy of the USNRC Regulatory Guide 8.13 which concerns prenatal radiation exposure. The pregnant student must make the final decision as to their acceptance or non-acceptance of this minimal risk.

The following procedure shall be followed:

1. The Program strongly encourages the student to notify the Department Chair immediately upon medical verification of pregnancy to ensure that protective measures for the fetus and mother are initiated.
2. The Department Chair will arrange for the student to review her previous radiation exposure history. The Department Chair will provide the student with a copy of NCR 8.13.3 and will review protective actions and the risks associated with radiation exposure to the fetus.
3. Upon medical certification that a pregnancy exists, and after consultation with the student's physician, the Department Chair will offer two options to the student.

Option #1 - Withdrawal During Pregnancy with Readmission

If the student so decides, she may elect to leave the Program during the pregnancy period.

- a. If the student decides to accept this option and leave the Program, she must immediately notify the Department Chair in writing.
- b. All didactic and clinical course work must be completed prior to completion and graduation from the Program.

Option #2 - Remain in the Program Throughout the Pregnancy

If the student so decides, she may continue in the Program under the following requirements:

- a. The student shall review and implement radiation safety practices as outlined by NCR appendix 8.13.3.
- b. The student shall wear exposure-monitoring devices as determined by the NCR's recommendation.
- c. The student shall wear a wrap-around lead apron during exposures to radiation. Lead aprons of 0.5 mm lead equivalent are considered sufficient to attenuate 88% of the beam at 75 kVp. Above 75 kVp, aprons with 1.0 mm lead are recommended.

- d. The student shall participate in all scheduled clinical rotations areas as assigned.
- 4. The Department Chair shall document the student’s decision in regard to the two options described above.
- 5. The student shall complete and sign documentation acknowledging receipt of all information and associated documentation in regards to the pregnancy. All documentation shall be kept in the student’s permanent personal file.

Technical Standards and Essential Functions:

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Surgical Technology program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

Surgical Technology Program Technical Standards and Essential Functions

The following technical standards and essential functions outline reasonable expectations of a student in the Surgical Technology Program for the performance of common surgical functions. The Surgical Technology student must be able to apply the knowledge and skills necessary to function in a variety of clinical situations while providing the essential competencies of surgical care. *These requirements apply for the purpose of admission and for continuation in the program.*

The student must demonstrate the following abilities:

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for surgical intervention. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	Visual (Corrected as necessary) <ul style="list-style-type: none"> ❑ Able to visually discriminate surgical instrument tips, increment readings on syringes and other various medical equipment from a distance of one foot. ❑ Recognize and interpret facial expressions and body language

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
		<ul style="list-style-type: none"> □ Assess the environment at a distance. <p>Auditory (corrected as necessary)</p> <ul style="list-style-type: none"> □ Recognize and respond to soft voices or voices under protective garb <p>Tactile</p> <ul style="list-style-type: none"> □ Determine necessary pressure required for retraction of tissues.
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, and all members of the healthcare team.	<ul style="list-style-type: none"> □ Able to elicit information □ assess nonverbal communications, □ transmit information to fellow students, faculty and staff, and members of the health care team. □ Receive, write, and interpret written communication in both academic and clinical settings
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment	<ul style="list-style-type: none"> □ Demonstrate adequate coordination, balance, speed and agility to assist in the progression of surgery. □ Move, adjust and position patients or equipment. □ Able to provide emergency treatment to

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
		<p>patients.</p> <ul style="list-style-type: none"> ❑ Lift up to 50 lbs ❑ Stand for long periods of time (6-8 hours) ❑ Possess finger and manual dexterity necessary to manipulate instruments, equipment and suturing materials.
Intellectual	Ability to collect, interpret and integrate information and make decisions.	<ul style="list-style-type: none"> ❑ Read and comprehend relevant information in textbooks, medical records and professional literature ❑ Measure, calculate, reason, analyze and synthesize. ❑ Utilize intellectual abilities, exercise good judgment and complete tasks, within required time limits. ❑ Retain information ❑ Apply knowledge to new situations and to problem solving scenarios
Behavioral and Social Attributes	<ul style="list-style-type: none"> ❑ Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care 	<ul style="list-style-type: none"> ❑ Manage heavy academic schedules and deadlines ❑ Perform in fast paced clinical situations ❑ Display flexibility ❑ Sustain professional activities for protracted periods under conditions of physical

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
	<p>responsibilities and the development of mature, sensitive, and effective relationships with patients and other members of the health care team.</p> <ul style="list-style-type: none"> □ Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients. □ Possess compassion, integrity, concern for others, and motivation. □ Possess the ability to demonstrate professional behaviors and a strong work ethic. □ Incorporate a surgical conscious into practice. 	<p>and emotional stress.</p> <ul style="list-style-type: none"> □ Demonstrate emotional health required for full utilization of intellectual abilities and exercise of good judgment. □ Demonstrate integrity, concern for others, interpersonal skills, interest and motivation. □ Accept responsibility and accountability for one's own actions. □ Develop mature, sensitive and effective relationships with patients and others.

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities (OSD) if they feel they cannot meet one or more of the technical standards listed. Students can obtain complete information from the OSD website at <http://www.austincc.edu/support/osd/index.php> or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes; for locations see <http://www.austincc.edu/support/osd/contact.php>

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of each semester.

Immunizations

Healthcare professions include inherent health and safety risks. Therefore, all health sciences students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients. Additional information related to immunizations is available at: <http://www.austincc.edu/health/>. Click on Immunizations.

Criminal Background Checks:

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Length of Program: Two (2) years, including one (1) summer semester, for a total of four (4) to five (5) semesters.

Program Cost: See following pages.

Degree Plans: See following pages.

**AUSTIN COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM
COST ESTIMATE CHART**
Associate of Applied Science Degree in Surgical Technology

PRE-REQUISITE COURSES

COURSES	IN-DISTRICT	OUT-OF- DISTRICT	OUT-OF STATE
BIO 2404 + lab fee	183.10	427.10	775.10
BIO 2420 + lab fee	183.10	427.10	775.10
HPRS 1206	78.00	200.00	374.00
TOTAL	444.20	1054.20	1924.20

CO-REQUISITE COURSES

COURSES	IN-DISTRICT	OUT-OF- DISTRICT	OUT-OF STATE
MATH 1332 or MATH 1342 or MATH 1314	117.00	300.00	561.00
PSYC 2301	117.00	300.00	561.00
ENGL 1301	117.00	300.00	561.00
HPRS 2300	117.00	300.00	561.00
SPCH 1318	117.00	300.00	561.00
Humanities 3hrs	117.00	300.00	561.00
Elective 3hrs	117.00	300.00	561.00
TOTAL	817.00	2100.00	3927.00

SURGICAL TECHNOLOGY COURSES

COURSES	IN-DISTRICT	OUT-OF- DISTRICT	OUT-OF STATE
SRGT 1505 + lab fee + ins. #	232.10	537.10	972.10
SRG 1509 + lab fee + ins. #	228.10	533.10	968.10
SRGT 1160 + ins. #	52.10	113.10	200.10
SRGT 1144	39.00	100.00	187.00
SRGT 1441	156.00	400.00	748.00
SRGT 1660 + ins. #	247.10	613.10	1135.10
SRGT 1442	156.00	400.00	748.00
SRGT 2660 + ins. #	247.10	613.10	1135.10
TOTAL	1357.50	3309.50	6093.50
Total of all courses	2618.70	6463.70	11944.70

Liability insurance and accident policy

MISCELLANEOUS (Approx)

ACC PARKING	\$10
BACKGROUND CHECK	\$50
SCRUB SUIT	\$40
EYE SHIELDS	\$25
SRG BOOKS	\$200
PHYSICAL	\$30
AST MEMBERSHIP	\$40
CERTIFICATION EXAM	\$200
TOTAL	\$595

Please refer to the ACC advising center or an ACC Catalog for current requirements.

This cost sheet is intended only for educational budget planning. The costs and fees indicated are approximate and subject to change. Consult a current ACC catalog. (5/06)

The Surgical Technology Degree Plan

	COURSE	CREDIT
BIOL 2404	Intro Anatomy and Physiology	4
BIOL 2420	Introduction to Microbiology	4
HPRS 1206	Medical Terminology	2
MATH 1342	Elementary Statistics (recommended)	3
	or	
MATH 1332	Topics in Mathematics	
	or	
MATH 1314	College Algebra	
SRGT 1505	Introduction to Surgical Technology	5
SRGT 1509	Fundamentals of Surgical Technology	5
SRGT 1160	Beginning Clinicals	1
SRGT 1144	Technological Sciences for the Surgical Technologist	1
PSYC 2301	Introduction to Psychology	3
Humanities	Any approved Humanities course *	3
ENGL 1301	English Composition I	3
SRGT 1441	Surgical Procedures I	4
SRGT 1660	Intermediate Clinicals	6
HPRS 2300	Pharmacology for Health Professionals	3
SPCH 1318	Interpersonal Communication	3
SRGT 2660	Surgical Procedures II	4
SRGT 1442	Advanced Clinicals	6
Elective	Any course of the student's choice	3

Total Credits: 63

Shaded area indicates PRE-REQUISITES

*See College Catalog for Approved Humanities Courses.

The Surgical Technology Certificate Plan

COURSE		CREDIT
BIO 2404	Basic Anatomy and Physiology	4
BIOL 2420	Introduction to Microbiology	4
HPRS 1206	Medical Terminology	2
MATH 1342	Elementary Statistics (recommended)	3
	or	
MATH 1332	Topics in Mathematics	
	or	
MATH 1314	College Algebra	
SRGT 1505	Introduction to Surgical Technology	5
SRGT 1509	Fundamentals of Surgical Technology	5
SRGT 1160	Beginning Clinicals	1
SRGT 1144	Technological Sciences for the Surgical Technologist	1
SRGT 1441	Surgical Procedures I	4
SRGT 1660	Intermediate Clinicals	6
HPRS 2300	Pharmacology for Health Professionals	3
SRGT 2660	Surgical Procedures II	4
SRGT 1442	Advanced Clinicals	6

Total Credits: 48

Shaded area indicates PRE-REQUISITES

***Be aware that BOTH the Math AND Pharmacology co-requisite must be completed with a passing grade in order for a student to graduate in either the Certificate or Degree Plan.**

SRGT COURSE DESCRIPTIONS

SRGT 1505 ORIENTATION TO SURGICAL TECHNOLOGY (5-4-3) Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts.

SRGT 1509 FUNDAMENTALS OF SURGICAL TECHNOLOGY (5- 3-8) In-depth coverage of aseptic technique principles and practices, infectious processed, wound healing, and creation and maintenance of the sterile field.

SRGT 1160 BEGINNING CLINICALS (1-0-4) A method of instruction providing detailed education , training and work-based experience and direct patient / client care, generally at a clinical site.

SRGT 1441 SURGICAL PROCEDURES I (4-4-0) Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB / GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 1660 INTERMEDIATE CLINICALS (6-0-21)A method of instruction providing detailed education, training and work-based experience and direct patient / client care, generally at a clinical site.

SRGT 1442 SURGICAL PROCEDURES II (4-4-0) Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/ reconstructive, EENT, cardiac and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 2660 ADVANCED CLINICALS (6-0-29) A method of instruction providing detailed education , training and work-based experience and direct patient / client care, generally at a clinical site.

SRGT 1144 TECHNOLOGICAL SCIENCES FOR THE SURGICAL TECHNOLOGIST (1-1-0) In-depth coverage of specialized surgical modalities. Areas covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies.

Classtimes / Schedules:

First Semester: Mornings and Afternoons
Second Semester: Mornings and Afternoons
Third Semester: Mornings and Afternoons

THE SRGT PROGRAM COURSE SCHEDULES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
Clinical start times may be adjusted per site instructor.

Clinical Schedules for Fall Start:

Fall Semester	Thursday (beginning TBA)	6:45 am - 3:00 pm
Spring Semester	Tuesday and Thursday Friday	6:45 am - 3:00 pm 6:45 am - 12:00 pm
Summer Semester	Monday, Tuesday, and Thursday Friday	6:45 am - 3:00 pm 6:45 am - 12:00 pm

Clinical Schedules for Spring Start:

Spring Semester	Thursday (beginning TBA)	6:45 am - 3:00 pm
Summer Semester	Monday, Tuesday and Thursday Friday	6:45 am - 3:00 pm 6:45 am - 12:00 pm
Fall Semester	Tuesday and Thursday Friday	6:45 am - 3:00 pm 6:45 am - 12:00 pm

Transfer Credit:

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office of Austin Community College. Please request a transcript evaluation through the Admissions and Records office as soon as possible. Any student who wishes to discuss transfer credit should make an appointment with the Department Chair to discuss such transfers.

Advanced Placement or CLEP:

It is the student's responsibility to submit official results to the Admission and Records office of ACC for any coursework where the student has received Advanced Placement or successfully completed a CLEP.

Readmission Policy / Procedure:

Any student who receives a "W" or a "F" in a SRGT course must complete the following procedure for readmission to the program:

- A. Submit a written request for readmission to the Department Chair four (4) months preceding the academic semester in which readmission is requested.

- B. Make an appointment with the Department Chair to schedule a time to take a Clinical Readiness Exam (CRE) at the discretion of the program faculty (only pertains to students wishing to re-enter the Second or Third semester).

Students scheduling a Clinical Readiness Exam will be allowed to practice in the Surgical Technology Laboratory during scheduled lab times. It is the responsibility of the student to obtain this schedule as needed.

The returning 2nd or 3rd student must pass the Clinical Readiness Exam prior to entering the 2nd or 3rd semester at the discretion of the program faculty. Three attempts at the CRE are allowed. Failure to pass the CRE will result in the student re-applying to the program as a new student.

A student who leaves the SRG Program due to failure may be readmitted ONE TIME only to the program. Readmission will be at the discretion of the Department Chair in consultation with the Evaluation Committee and / or the Executive Dean of Health Sciences. Any student caught committing academic dishonesty will not be eligible for readmission.

DUE TO LIMITED CLINICAL SITE AVAILABILITY, SRG CLASSES WILL NOT EXCEED 16-18 STUDENTS. READMISSION TO THE PROGRAM IS ALWAYS SUBJECT TO SPACE AVAILABILITY.

Textbooks and Supplies:

The list of required textbook and supplies will be announced on the first day of class of each semester. Students will be required to purchase textbooks and supplies by the due date given in class. Students are responsible for all reading assignments. Some due dates are listed below. Additional due dates are listed in your packet.

<u>Deadline Date</u>	<u>Due</u>
January 28	Scrubs
February 2	Eye protection
March 9	*CPR
March 26	**Lab coat and Hospital shoes (if desired)

* CPR – **American Heart Association** Health Care Provider (C-card) will be required by all surgical technology students prior to clinicals. Students who have not completed this course will not be allowed to begin their clinical rotation.

** Lab coat must be knee length, color of your choice. If you plan to eat outside at any time, a lab coat is required (HIGHLY recommended for everyone). Shoes should be comfortable and cover entire foot. Wearing clogs will be determined by hospital policy. Tennis shoes may be preferable.

Facilities:

Labs will be held in room 8201 on the Eastview Campus. Lab equipment will be kept in the SRG lab. Due to the facilities arrangement, all equipment will be stored and locked after scheduled lab hours.

Pre-certification Assessment Exam:

A comprehensive exam will be given during the last semester of the program. Included in the exam will be medical terminology, anatomy and physiology, microbiology, pharmacology, and all the surgical technology courses content. A \$30 fee will be assessed and due on the date assigned.

Certification Eligibility:

Certification as a surgical technologist provides evidence to employers, other health care professionals, and the public that the certified individual has met the national standard for the knowledge that underlies surgical technologist practice. Certified individuals demonstrate mastery of a broad range of knowledge of surgical procedures, aseptic technique, and patient care by successfully completing the surgical technologist certifying examination. The certification is nationally recognized.

The procedure for obtaining certification will be distributed during the last semester.

Currently, the eligibility options include:

- 1) Currently or previously a Certified Surgical Technologist
- 2) Graduate of a CAAHEP or ABHES accredited surgical technology program

If you have any questions regarding certification, please contact:

The National Board of Surgical Technology and Surgical Assisting (NBSTSA),
6 West Dry Creek Circle, Suite 100
Littleton, CO 80120
(303) 694-9264
(800) 700-0057
www.lcc-st.org

Professional Membership

Students are eligible for membership in the Association of Surgical Technologists (AST) upon enrollment in the program. Please contact AST with any questions.

Association of Surgical Technologists www.ast.org
7108-C South Alton Way
Englewood, Colorado, 80112-2106
(303) 694-9130
(800) 637-7433

Texas State Assembly

<http://www.tsasurgtechs.org/files/intro/>

VI. Program Policies:

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the ACC Student Handbook.

Attendance:

The Surgical Technology program incorporates an attendance policy to the clinical component of the program that is designed to enhance your education and help become accustomed to a workforce environment. The attendance policy was created in conjunction with input from the ACC Surgical Technology Advisory Committee which is made up of a medical advisor, the affiliated hospital directors of surgical services and staff. The Surgical Technology program does not recognize “excused” or “unexcused” absences.

Classroom attendance is voluntary, however, role will be taken at five (5) minutes after the class session has started in order to evaluate attendance incentive extra credit at the end of the semester if applicable. To receive credit for the class day, a student must be present for 80% of the allotted session. Leaving class earlier than the scheduled time will be counted as a tardy. Please note that two tardies will be assessed as an absence.

Clinical attendance will be taken at five (5) minutes after the clinical session has started. Any student arriving after roll has been taken will be awarded a tardy, keeping in mind that two (2) tardies are equivalent to one day of absence.

SURGICAL TECHNOLOGY PROGRAM ATTENDANCE POLICY FOR CLINICALS

- I. In order to ensure success of the student in the program, attendance during lab and class is highly encouraged, and essential at the clinical site.
 - *Student will receive a written conference when clinical absences reach 5% of that clinical semester.*
 - *Student is placed on probation when clinical absences reach 8% of that clinical semester.*
 - *Student will be withdrawn from the program when absences reach 15% of that clinical semester.*

****A student may be placed on probation for **attendance** only once while in the program, per admission. Any actions that require another probationary status, for **attendance**, will result in immediate withdrawal from the program.****

- II. Students must ***personally** notify their clinical instructor no less than thirty (30) minutes in advance of the scheduled start time whenever tardiness or absence is unavoidable. Failure to inform the instructor of absence or tardy may result in a conference, probation or withdrawal. Notification of absence does not constitute an “excused” absence.

This notification must be given directly to the instructor by the tardy or absent student—not** a fellow classmate.*

- III. The student must notify the instructor EACH day she/he is absent.
 - IV. Instructor initiated withdrawal may result if the notification procedures are not followed properly.
 - V. To receive full credit for the clinical day (session), a student must be present for 80% of the allotted clinical session (unless cleared by the instructor prior to session)
 - VI. Leaving clinicals earlier than the scheduled time, unless approved by instructor, may be counted as a tardy at the instructor's discretion.
- *Clinical absence policy may vary per semester. Refer to semester clinical packet and syllabi.
****Semester syllabi outline will supersede this policy.**

Funeral Leave Policy:

- I. This policy applies to the funeral of immediate family only. Immediate family would include: parent, grandparent, spouse, sibling, or child. For all other funerals the standard attendance policy will be adhered to.
- II. Students must notify the clinical instructor as soon as possible. No less than thirty (30) minutes in advance of the scheduled start time whenever absence is unavoidable due to a funeral.
- III. Students must notify the instructor EACH day she/he is absent unless stated initially how long is needed.
 - a. Three (3) days leave is permitted for a local funeral without the ten points/day being subtracted from the clinical grade for the week of the funeral. An obituary for the deceased family member must be obtained and submitted upon return.

Grading and Grading System:

Didactic scale (applies to lecture and lab):	Clinical scale (applies to clinicals only)
A 90% - 100%	A 90%-100%
B 80% - 89%	B 80%-89%
C 70% - 79%	C 75%-79%
F < 70%	F <75%

A student must receive a "C" or above in both the didactic and laboratory portions for successful completion of all courses. Any student receiving a "F" must withdraw from the SRG program, but may re-apply for readmission.

Grade Compilation for Clinicals:

Clinical grade compilation will consist of clinical evaluations for the 1st semester and clinical evaluations and case write-ups will be compiled for the 2nd and 3rd semesters (2/3 evaluation and 1/3 write-ups).

Clinical Evaluation:

Performance at the clinical site is assessed by the clinical instructor assigned to the site. This documentation allows for an objective assessment of the student's skills as performed at the clinical site. Clinical evaluation will be done weekly (1st and 2nd semesters) and bi-weekly (3rd semester). Each student will have an opportunity to review the evaluation and will sign the evaluation form*. Students may make comments on the bottom of the form.

If at any time an alternative assignment is given in lieu of clinical experience, the assignment must be satisfactorily completed and turned in on the due date assigned. If the assignment is not satisfactorily completed and turned in on time, an absence will be awarded for the allotted clinical time.

*** The student's signature does not indicate that the student agrees with the statements made on the evaluation form, only that the student had an opportunity to read the form and make comments.**

Instructional Classroom Methods:

The material will be presented in Lecture/ Demonstration format with performance of specific techniques in the laboratory following the lecture. Guest lecturers and field trips will be incorporated to enhance the classroom material where and whenever possible. Audiovisual materials will be utilized whenever possible. Pop quizzes and additional assignments may be given throughout the program courses at faculty discretion and grade compilation will adjust accordingly.

Classroom / Laboratory Behaviors:

Common courtesy in the classroom / laboratory setting is expected from all students and faculty. Any student exhibiting behaviors which interfere with or disrupt teaching / learning experiences will be asked to leave the classroom / laboratory and will be eligible for readmission at the discretion of the instructor. Upon the second incident, the student will accrue an absence and will accrue an additional absence for each subsequent incident. Further incidences will result in the progressive discipline process.

Testing:

Testing will be in two forms: Written exams and Skills Checkoff exams. Written exams may be comprised of multiple choice, matching, true/false, short answer and essay formats. Skills Checkoff exams are performed in the laboratory setting. Specific information regarding exams is located in your syllabi. Makeup exams are not allowed unless approved by the department faculty panel. Approval for makeup exams is rare. If the student is unable to take the scheduled exam, the student will forfeit the exam and receive a zero (0) for the grade, unless a makeup exam is granted.

Tests may not be removed from the classroom.

Interrater reliability:

Interrater reliability is the extent to which two or more individuals (coders or raters) agree. Interrater reliability addresses the consistency of the implementation of a rating system.

A test of interrater reliability would be the following scenario: Two or more researchers are observing a high school classroom. The class is discussing a movie that they have just viewed as a group. The researchers have a sliding rating scale (1 being most positive, 5 being most negative) with which they are rating the student's oral responses. Interrater reliability assesses the consistency of how the rating system is implemented. For example, if one researcher gives a "1" to a student response, while another researcher gives a "5," obviously the interrater reliability would be inconsistent. Interrater reliability is dependent upon the ability of two or more individuals to be consistent. Training, education and monitoring skills can enhance interrater reliability. (Excerpt taken from:

<http://writing.colostate.edu/guides/research/relval/com2a5.cfm>)

The faculty of the surgical technology program meet at least once a year to review and test interrater reliability.

Clinical Readiness Exam

The clinical readiness exam (CRE) is a comprehensive practical exam given at the end of the first semester of the program. The student is required to perform both the “scrub” role and the “circulating” role during mock surgical procedures in the lab. The CRE is a compilation of skills that have already been tested on individually along with performance of the roles. The student must master the skills being demonstrated to continue on to the second semester. The student is allowed a total of three chances to master the skills before failure of the CRE is assessed. A performance resulting in a 70-75 for either the circulating or the scrubbing roles will result in a written performance-related conference, to allow the student to understand that his or her skills are below the desired performance and needs improvement. More details regarding the CRE are available in the syllabus for SRGT 1505.

Students should allot a full day, 7:50 am – ?? pm, for their scheduled CRE day and the second attempt day as assigned in SRGT 1505.

Didactic Assignments:

Students must complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. Library assignments will also be utilized.

IT IS ESTIMATED THAT THE STUDENT WILL NEED 2-3 HOURS/1 HOUR CLASSTIME (24-36 HOURS/WEEK) FOR STUDY TIME.

Videotaping:

To enhance the student’s educational process, videotaping may be utilized in examinations/practice. Videotapes of laboratory examinations may be utilized to assist students in self-evaluation and to insure evaluator effectiveness. Students should be prepared to be videotaped during laboratory times. Your signature on the last page of this Student Handbook grants permission for this to occur.

Laboratory:

All students must be prepared for laboratory sessions at ALL times. Lab uniforms will consist of a scrub suit. Proper attire, including hair covers, masks, goggles, and closed toe shoes, shall be worn for each task being practiced at any time, including open lab times.

Laboratory schedules will be made by the faculty regarding procedural practice. Schedules will not be changed, for example – if you are scheduled as the scrub for the first case and you miss the case due to a tardy / absence, another person will replace you and the rest of the schedule will remain the same. There will be no trading cases.

No outside visitors are allowed in the laboratory without the instructor's authorization.

Dress Codes / Appearance / Grooming / Tobacco Products:

Students will wear appropriate clothing to the campus and clinical sites. Examples of clothing that are not acceptable include: see-through clothing; clothing with foul or obscene language or pictures; and too revealing. Regular street clothes may be worn to the clinical site where you will change into hospital scrubs. Dress codes apply to all clinical sites.

As a student and future professional, you must maintain personal health such that there is no additional risk to self or the patient. Personal cleanliness and hygiene are essential for acceptable interpersonal activities. These are established by hospital policy and the demands of aseptic technique.

1. Name tags must be worn at all times while at the clinical site. Name tags will be ordered during the first few weeks of the 1st semester.
2. Jewelry is minimal. Pierced earrings consisting of studs is permitted. Any other visible piercing, such as eyebrow, nose, tongue or other facial piercing, is prohibited. Covering piercing is not acceptable. **NO DANGLES OR LARGE LOOPS.** Rings, bracelets, and watches must be removed before participating in sterile role. Facial tattooing while in the program is not permitted. Previously acquired tattoos must be covered with makeup or clothing. Covering facial tattoos with bandages is not acceptable.
3. A pair of shoes purchased for use in the O.R. only is recommended. White shoes of an athletic cut are appropriate and provide the most comfort.
4. Protective eyewear and double gloves must be worn on **all** surgical procedures.
5. Fingernails will be natural, short and unpolished.
6. Hair should be cut or secured in such a manner that prohibits extension beyond surgical headgear. Mustaches/beards must be neatly trimmed. Hair must be a natural hair color such as brunette, blond, gray or red. Note: This does not have to be *your* natural hair color.

7. Lead aprons will be worn on all cases with repetitive uses of X-ray.
8. Tobacco products are prohibited in the O.R. suite.

Hospital Visitation:

Students may visit the clinical site during assigned clinical rotations. Student may not portray themselves as ACC Surgical Technology students at any other times than assigned.

Cell Phones and Pagers:

All electronic media, including cell phones and beepers, must be turned off during class time. Electronic media is not allowed in the operating room. Any violation of this policy will result in confiscation of media that will be returned to the student after the end of the class session.

Inclement Weather:

If Austin Community College is forced to close due to inclement weather, all surgical technology classes and clinicals will close also. Notification of ACC closures will be announced on radio stations and television stations. If you are assigned to a clinical site on the day in question, please contact your clinical instructor for instructions. Clinicals may be cancelled or start at a later time.

VII. Academic Policies:

Academic Integrity:

Academic integrity is an essential component of professional behavior in health sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

Academic Dishonesty:

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/index/htm>.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

ACC Health Science programs' definition of academic dishonesty and discipline policies follows.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation, approved calculators allowed), talking to

another student during the test, or looking at another student's test during the examination, removal of privacy screen on computer.

- Plagiarizing - when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner
- Unauthorized collaboration / collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations
- Assisting others in academic dishonesty
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review.
- Falsifying data in a patient health record
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical experience
- Recording, taping, taking pictures without consent from instructor
- Submitting of another student's work as own

No audiovisual materials or ACC handouts may be shared outside of the Surgical Technology program without explicit written permission from the department chair.

Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incidences of academic dishonesty will result in probation at a minimum and can result in withdrawal from the program. If the withdrawal is for academic dishonesty, the student is not eligible for readmission into the program.

Program Progression:

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
 - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.
 - b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
 - c. Students who withdraw from a general education co-requisite course during the semester may be ineligible for progression to the next semester until that course is completed
- Achieve a minimum grade of "C" in all health science courses.
- Satisfactorily meet course objectives.
- Successfully maintain clinical attendance at a minimum of 85% of course time.

Completion of Program:

Upon the completion of the program (completion of all degree plan courses), graduates will be eligible to take the national certification exam. Students must return any hospital issued ID badges to the hospital prior to graduation.

Progressive Discipline:

Faculty is committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting courses objectives in theory, lab, clinical or practicum will be apprised of their performance status using the progressive discipline process.

▪ Step 1: **Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to – remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference completed.

▪ Step 2: **Conference**

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan / contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

Example: Conference occurs when clinical absences reach 5% of that clinical semester.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program.

At the discretion of the instructor and depending on the situation, this step may be skipped and a probation completed.

▪ Step 3: **Probation**

Probation may be implemented for, but not limited to the following behaviors:

- † Academic dishonesty
- † Unsatisfactory clinical or practicum performance
- * Unsatisfactory clinical attendance and punctuality
- † Inability to maintain physical and mental health necessary to function in the program
- † Unethical, unprofessional behavior, and/or unsafe clinical, lab, or practicum practice
- † Refusal to participate in a procedure

- Unsafe or unprofessional clinical practice that compromises patient or staff safety.
- † Behavior which compromises clinical affiliations
- † Failure to comply with all terms outlined in the conference report

Example: Student is placed on probation when clinical absences reach 8% of that clinical semester.

Probation is a trial period in which the student must improve or be withdrawn from the program.

A student may be placed on probation for **attendance only once while in the program, per admission. Any actions that require another probationary status, for **attendance**, may result in immediate withdrawal from the program.*

*† A student may be placed on probation for **non-attendance related issues** only once while in the program, per admission. Any actions that require another probationary status, for **non-attendance related issues**, may result in immediate withdrawal from the program.*

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

The probation period for safety or professional conduct violation is until the student successfully completes all program requirements.

- **Step 4: Withdrawal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality

- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety
- Unprofessional behavior that seriously jeopardizes clinical affiliations.

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.

The withdrawing student must meet with the course instructor and/or department chair to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal. Students must return any hospital issued ID badges to their clinical instructor or the department chair, and any equipment or items that belong to the department. The student is also responsible for completing the forms for withdrawal. Failure to do so may compromise their standing at ACC.

Student Complaint Procedure :

Health science programs follow the college’s policies for student complaints as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at:

<http://www.austincc.edu/handbook/gen3.php>.

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint

Sexual and / or Racial Harassment Complaints:

If a Health Science student has a complaint regarding sexual or racial harassment then the student should refer to the ACC Student Handbook for the policy and procedure related to sexual and racial harassment. **<http://www.austincc.edu/handbook/policies3.php#sexual>.**

Grade Change Policy and Procedures:

ACC Health science programs follow the college’s policies on grade change as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus’s administrative offices, or may be downloaded from the ACC website at: **<http://www.austincc.edu/handbook/index/htm>.**

Assignment of Grades:

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student should make an appointment with the department chair to discuss the matter or with the dean if the instructor is the department chair.

Grade Change Appeal:

If a student believes that an error has been made in the assignment of a grade, he or she should follow the “Procedures to Resolve Grade Disputes”. ACC website at: <http://www.austincc.edu/handbook/policies2.php>.

General Policies:

Family Education Rights and Privacy Act

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

VIII. Safety and Health Information:

Professional Risks:

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C, AIDS or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

Health Insurance:

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information

about health insurance is available at: www.austincc.edu/ehs/Insurance under Optional Student Health Insurance.

Accidents / Exposure:

Medical Professional Liability Insurance

Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

Accident insurance:

Student accident insurance coverage is required for students participating in certain college sponsored laboratory / clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom. For the most updated information, see www.austincc.edu/ehs/Insurance.

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

Austin Community College
Risk Management Department
9101 Tuscany Way
Austin, TX 78754

Phone: 223-1015 Fax: 223-1035

6. The student submits a copy of the completed insurance form and HIPAA release form to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier & medical provider.

FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.004>

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.003>

Infectious Disease Exposure Response:

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferable within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

Environment of Care:

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module and designed by Seton and St. David's and adapted for the use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton and St. David's Health organizations, in which we are affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test to understand the safety and regulatory requirement related to patient care presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: <http://www.austincc.edu/health/dmt.php> or on departmental home pages. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to

provide care and use of de-identified health data for educational assignments such as case students and care plans), all health science students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings / fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC Website: <http://www.austincc.edu/hipaa/training/>

Workplace Violence:

Students who are assigned a clinical or practicum experience in a Seton Healthcare facility are required to complete the **Safety Module for Non-Employees: Workplace Violence Module.**

Substance Abuse Policy:

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of co-ordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - A. The student will sign a consent to undergo drug screening.*
 - B. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi

- accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
 6. Student is excluded from all clinical activities pending results of the drug screen.
 7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
 8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
 9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process the student will have the opportunity to:
 - A. Explain the cause of the positive drug screen.
 - B. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Student Handbook.
 10. If drug screen is positive and unexplained, unverified via the Medical Review Officer, the student will be:
 - A. Dismissed from the program and
 - B. Reported to the state licensing agency, if applicable.
 11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
 12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
 13. Readmission to the program is based on program admission policies.
 - * Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.
- Note:** Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility. Students who do not pass a drug screen may be unable to continue in the program as alternative clinical arrangements may not be available.

Surgical Technology students may not perform in direct patient care when using any medications that alter judgment and / or interfere with safer performance. Students must notify instructor when taking these medications.

IX. Clinical / Practicum Policies

Clinical Experiences and Information:

Clinical training is an important part of the education process for becoming a surgical technologist, and represents the portion of the program during which you will learn clinical

skills through direct hands-on instruction. Please be aware that non-compliance with regulations and/or hospital policy may jeopardize your standing in the program.

Austin Community College Surgical Technology students may experience a wide variety of clinical experiences. Examples may include ambulatory surgery centers, major hospital surgical units and labor and delivery units.

Clinical Placement Policy:

The SRG Department Chair and faculty make clinical assignments. Clinical placement is designed to expose the student to as many areas as possible and thereby facilitate the attainment of the basic skills needed for the daily practice of a Surgical Technologist. The decisions of the SRG faculty regarding clinical placement are final. Students are given an opportunity to provide input before assignments are finalized and the student's prior experience, interests and skill levels are also given consideration. While students are given the opportunity to provide input regarding areas of interest, the program will not grant assurances that students will be placed at specific sites.

Professional Behavior:

Faculty of Austin Community College and the Health Sciences Programs has an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline.

Students will also be disciplined for academic dishonesty and unprofessional conduct.

Unprofessional conduct includes, but is not limited to:

- Verbal or non-verbal language, actions, or voice inflections, or insubordination which compromise rapport or working relations with peers, faculty, patients and their family or healthcare team members.
- Any behavior that may compromise contractual agreements and /or working relations with clinical affiliates, or constitute violations of legal or ethical standards.
- Using or being under the influence of any drug (OTC, prescription, and /or illegal) or alcohol that may alter judgment and /or interfere with safe performance.

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or withdrawal from the program.

If the student is dismissed from the clinical site by the instructor, an absence will be accrued for that day.

Student Clinical Log

Students are responsible for maintaining clinical logs. Clinical logs document students' case experiences in the clinical area. Copies of all logs, with instructor's initials/signatures, must be submitted at the end of each semester with the student keeping a copy for his/her own records. Completion of student clinical log is mandatory. Copies of all clinical logs will be maintained in the student master file. The department chair and/or clinical instructors will collect the clinical logs weekly to verify clinical progress.

As per *Core Curriculum for Surgical Technology*, 5th Ed in order for a student to fulfill the Standard requirements, the following case totals must be met:

125 cases first scrubbed (assisted or solo)

At least **35** of these must be solo

Of the **35** solo cases:

10 should be Level I Core cases

10 should be Level II Core cases

10 should be Level I Specialty cases

5 should be Level II Specialty cases

Any student found intentionally falsifying information on the clinical experience records will be terminated from the program.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Safe / Unsafe Clinical Behavior:

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and /or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined Below:

- a performance conference & written report
- a probation conference & written report
- immediate withdrawal from the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" for failure or "U" for unsatisfactory.)

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment

- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status
- failure to practice within the scope of practice, such as suturing tissue.
- failure to utilize proper PPE.

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize and correct violations in aseptic technique
- improper medication administration techniques / choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, faculty, staff or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience.
- Recording, taping, taking pictures in the clinical setting without expressed consent.
- Leaving the clinical area without notification of faculty and clinical staff or supervisor.

X. General Information

Counseling / Student Services:

Many counseling services are available at the EVC campus and all other major ACC campuses. If you have questions or problems in any of the following areas, please contact the Student Services Department:

Academic Concerns - Study Techniques, Test Taking, Time Management, Lecture or Clinical Concerns, Instructor Conflicts, etc.

Personal Concerns - Relaxation Techniques, Assertiveness, communication, Family or Social Pressures, etc.

Career Concerns - Career Decisions or Questions, Career Information, Resume Writing, Interviewing, Resources for Job Information, etc.

Financial concerns - Basic Financial Aid Information and Forms, Resources to contact for further information of scholarships, loans, etc. (More assistance can be obtained for the Financial Aid Offices)

Library / Learning Resource Center (LRC):

The Eastview Library is located on the second floor of Building 2000. Library hours are:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Eastview	7:30-9:00	7:30-9:00	7:30-9:00	7:30-9:00	7:30-5:00	9:00 - 1:00	2:00 - 6:00

Hours are subject to change and therefore should be checked each semester. The hours will be posted on the library door.

The Eastview Library serves as a superb medical resource facility and students should become familiar with it as soon as possible. Riverside Library also contains medical information.

Computers:

Computers are available for student use on the EVC campus. There is no charge for computer use. However, it is recommended that you reserve a computer if your time is limited.

Available hours are the same as for the LRC.

XI. Emergency Instructions

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Student Handbook or <http://www.austincc.edu/handbook/emergency.php>.

General Emergencies

To reach the ACC Police Department dial 222 from any campus phone or 223-7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

Medical Emergencies

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.

Severe Weather/Outdoor Hazards

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

Fire

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit
2. Take personal belongs if they are in the same room
3. Close all doors behind you. Do not lock them
4. Report to fire evacuation rally location. You must be accounted for at rally location
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal

Gunman on Campus

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice

Contacting a Student in an Emergency

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will ACC permit persons to search for students on campus.

STUDENT ETHICAL GUIDELINES

Students shall:

1. Use their own knowledge and skill to complete examinations without referring to others' answers, old examinations, class notes or other references unless specifically permitted by the instructor. They shall not cheat.
2. Use their own knowledge to write major papers or compile research information. They shall not plagiarize, quote or copy other persons' work without giving proper recognition as stated in a standard manual on style.
3. Respect the opinions of instructors and other learners. They shall not insult, slur, or degrade instructors, other health professionals or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth.)
4. Respect the limited resources of textbooks, library books, reprints and journals. They shall not mutilate, deface, damage or withhold resources for their own use.
5. Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. They shall not waste supplies or misuse equipment.
6. Assist in maintaining class and laboratory rooms in good order. They shall not leave these rooms dirty or in disarray or disorder upon completion of their assignment in each room.
7. Complete all assignments by the scheduled date and time. They shall not expect to receive equal consideration in grading unless such arrangements are made.
8. Observe all safety procedures when working with patients and equipment whether in class or clinical. They shall not endanger the safety and welfare of patients, other students or faculty and staff.
9. Observe all policies and procedures. They shall not exempt themselves without specific permission by a faculty member or clinical supervisor.
10. Respect the confidentiality of patient information regardless of source. They shall not repeat information outside of the classroom, clinic or facility in which any part of the patient's name appears.
11. Work in cooperation with and respect for other health care team members. They shall not interfere with or obstruct the rendering of the services provided by other health care members.
12. Protect the property and property rights of the facility, clinic and patient. They shall not remove or borrow property without permission and shall not damage or misuse property while in the facility.
13. Respect other student's projects. They shall not handle, steal, alter, deface, or otherwise harm another student's project (especially in a manner which might cause the project to receive a lower grade by the instructor).

Adapted from:

Appendix L/ Student Ethics,
University of Oklahoma
Health Sciences Center
College of Health, Dept. of Occupational Therapy

Appendices

- Emergency Messenger System
- Health Sciences Conference Form
- Health Sciences Probation Form
- Health Sciences Exit Review Form
- Consent for Drug Screening

If this were an actual emergency, you would be directed ...

Attention all 35,000 ACC students: The new emergency messenger system is now activated.

This is important - you must provide ACC with a contact number to be part of this notification system. In many cases, this will be the only way we can notify you of an emergency to ensure your safety and security.

The new system will be used in conjunction with the recently installed emergency message boards and will send a voice message and text message to the phone number you provide.

Here's what to do:

1. Log in under current students at ACC Online Services.
2. Select Academic Profile.
3. Click Student Change Requests.
4. Select Designate Emergency Contact Information.
5. Submit.

Note: Input the number or numbers you want to receive emergency notifications. (These can be cell phones, phones, pagers, PDAs, or other communication device where you would most likely be reached any time, any place.)

It's that simple, but it's very important.

In case of an emergency, all staff, faculty and students who have updated their information, will receive a voice mail or text message within minutes; e-mails will also be sent to student ACC g-mail accounts. The message and e-mail will tell you the nature of the emergency and what action you should take if any.

Austin Community College

Health Sciences

Student Consent for Drug Screening

I, _____, recognize that the use and abuse of alcohol, drugs or substances can create an unsafe clinical working environment for others and myself.

I agree to provide a blood, urine and/or breath sample to the drug testing laboratory designated by Austin Community College. I also permit the testing laboratory to release the results of the drug screening test to designated Austin Community College authorities.

Student

Date

Faculty

Date

Student Signature Sheet

Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.

1. ____ I have read and agree to, and will comply with the student policies as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in the Syllabus and Student Policies of (program).
2. ____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. ____ I have been informed regarding the inherent health/safety hazards in the health care field and release ACC from any liability for such hazards.
4. ____ I have read and agree to the “Substance Abuse Administrative Policy.”
5. ____ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
6. ____ I will complete all clinical educational training modules and submit signed documentation to the Program as required.

Printed Name _____ Date _____

Signature _____ Date _____