

**Parkland College Surgical Technology  
Program  
2024-2025**



**STUDENT  
HANDBOOK**

## Table of Contents

<b>I. Parkland College Surgical Technology Program</b> .....	5
<b>A. Accreditation and Related Organization Information</b> .....	5
<b>B. Parkland College Mission and Purposes</b> .....	5
<b>C. Surgical Technology Program Mission Statement</b> .....	6
<b>D. Parkland Statement of Core Values</b> .....	6
<b>E. Surgical Technology Program Statement of Core Values</b> .....	7
<b>F. Parkland College Civility Statement</b> .....	7
<b>G. Surgical Technology Program Goals and Objectives</b> .....	7
<b>H. Health Professions Structure</b> .....	8
<b>I. Statement on Health Profession Policies and Policy Compliance</b> .....	8
<b>II. Admission Policies</b> .....	11
<b>A. Selective Admission Process</b> .....	11
<b>B. Scoring Criteria and Prerequisites</b> .....	11
<b>C. Essential Qualifications and Accommodations Guidelines for Health Professions</b> .....	11
<b>D. Required Spoken and Written English</b> .....	13
<b>III. Academic Policies</b> .....	14
<b>A. Grading Scale</b> .....	14
<b>B. Grades, Course Enrollment and Progression</b> .....	14
<b>C. At-Risk Student Policy</b> .....	15
<b>D. Grade Appeal</b> .....	17
<b>E. Academic Advising and Clinical Progression Longitudinal Record</b> .....	17
<b>F. Course Registration</b> .....	18
<b>G. Course Withdrawal and Drop</b> .....	18
<b>H. Program Withdrawal and Readmission</b> .....	18
<b>I. Intent to Dismiss</b> .....	19
<b>J. Student Hearings and Due Process</b> .....	20
<b>K. Name and Address Changes</b> .....	21
<b>L. Attendance and Punctuality</b> .....	21
<b>M. Email, Computer Skills, and Cobra</b> .....	21
<b>N. Cell Phone and Lab Policies</b> .....	22
<b>O. Recordings in the Classroom</b> .....	22
<b>P. Equipment Needed or Required</b> .....	23
<b>Q. Student Records and Student Confidentiality</b> .....	23

R.	Final Examination Requirement.....	23
IV.	Graduation Requirements .....	24
A.	Surgical Technology Program Graduation Requirements .....	24
B.	Surgical Technology Certification Exam Information .....	27
C.	Petition to Graduation.....	27
D.	Program Completion .....	27
V.	Health and Safety Policies.....	27
A.	Student Health, Immunization, Drug Screen and Background Procedures.....	27
B.	Random and Reasonable Suspicion Testing.....	28
C.	Title IX – Sexual Harassment, Violence, and Misconduct .....	28
D.	Title IX – Pregnancy .....	29
E.	Communicable Diseases and Communicable Disease Policy .....	29
F.	Student Health Status and Health Changes While in the Program .....	30
G.	Skin Integrity.....	31
H.	Ionizing Radiation in Surgery .....	31
I.	Latex Allergy and Sensitivity .....	31
J.	Inclement Weather .....	31
K.	Public Safety and Escorts.....	32
L.	Classroom Emergencies .....	32
M.	Medical Liability Insurance .....	32
N.	Emergency Alert System.....	33
O.	Smoke Free Campus .....	33
VI.	Clinical Instruction.....	33
A.	Statement on Student Employment.....	33
B.	Clinical Grading and Evaluation .....	33
C.	Bloodborne Pathogen and Infectious Disease Exposure or Other Occupational Hazards .....	33
	<b>NOTE: A PARKLAND INCIDENT REPORT SHOULD BE SUBMITTED TO THE PARKLAND WELLNESS COORDINATOR AND A COPY SHOULD GO TO THE SURGICAL TECHNOLOGY PROGRAM DIRECTOR.....</b>	<b>34</b>
D.	Clinical and Classroom Accidents/Injury/Incident Reporting – Needle Stick and Exposures .....	34
E.	Clinical Travel, Transportation, and Parking.....	35
F.	Clinical Progression and Failure.....	35
G.	Clinical Dismissal.....	35
H.	Clinical Assignments.....	36
I.	Clinical Daily Check In and Check Out.....	36
J.	Student Work Policy at Clinical.....	36

<b>K.</b>	<b>Clinical Course Policies.....</b>	<b>37</b>
<b>VII.</b>	<b>Student Conduct, Professional Behavior, Appearance, and Standards .....</b>	<b>37</b>
<b>A.</b>	<b>Health Professions Code of Conduct.....</b>	<b>37</b>
<b>B.</b>	<b>Dress Code.....</b>	<b>37</b>
<b>C.</b>	<b>Personal Grooming.....</b>	<b>37</b>
<b>D.</b>	<b>Personal Information Protection for HIPAA .....</b>	<b>38</b>
<b>E.</b>	<b>Social Media .....</b>	<b>38</b>
<b>F.</b>	<b>Professionalism.....</b>	<b>39</b>
<b>G.</b>	<b>Surgical Technology Program Code of Ethics.....</b>	<b>39</b>
<b>VIII.</b>	<b>Parkland College Policies.....</b>	<b>40</b>
<b>A.</b>	<b>Extended Absences .....</b>	<b>40</b>
<b>B.</b>	<b>Absence Due to Religious Obligations.....</b>	<b>40</b>
<b>C.</b>	<b>Children in the Classroom.....</b>	<b>40</b>
<b>D.</b>	<b>Accessibility Services .....</b>	<b>40</b>
<b>E.</b>	<b>Academic Honesty .....</b>	<b>40</b>
<b>IX.</b>	<b>Health Professions Policies – <i>The following policies are posted on Cobra for Health Professions Courses</i> ....</b>	<b>42</b>
<b>A.</b>	<b>Guidelines for Accommodations in Health Professions .....</b>	<b>42</b>
<b>B.</b>	<b>Spoken and Written English Policy.....</b>	<b>42</b>
<b>C.</b>	<b>Social Networking Policy .....</b>	<b>42</b>
<b>D.</b>	<b>HIPAA Policy .....</b>	<b>42</b>
<b>E.</b>	<b>Clinical Failure and Grading/Withdrawal.....</b>	<b>42</b>
<b>F.</b>	<b>Intent to Dismiss Policies and Procedures.....</b>	<b>42</b>
<b>G.</b>	<b>Student Immunization, Drug, Alcohol and Background Policy and Procedures .....</b>	<b>42</b>
<b>H.</b>	<b>Interprofessionalism .....</b>	<b>42</b>
<b>I.</b>	<b>Name Change and Graduation Policy .....</b>	<b>42</b>
<b>J.</b>	<b>Health Professions Code of Conduct.....</b>	<b>42</b>
<b>X.</b>	<b>Additional Program Topics.....</b>	<b>42</b>
<b>A.</b>	<b>Classroom and Laboratory Rules .....</b>	<b>42</b>
<b>XI.</b>	<b>Student Policy Compliance and Attestation.....</b>	<b>44</b>

Welcome to the Parkland College Surgical Technology Program. This program offers students an opportunity to learn the theory, skills, and values to practice as a competent, entry-level, professional surgical technologist.

This handbook has been prepared to assist you in your progression through the Parkland College Surgical Technology program. It is intended to be used in addition to each course syllabi, course manual(s), and the information on the Cobra Learning Management System. A thorough understanding of the program and policies and procedures is essential for successful completion of the program. It is your responsibility to abide by the contents of this handbook. The handbook and policies and procedures are subject to regular update by the college and/or program faculty but revised at least annually in August.

## **I. Parkland College Surgical Technology Program**

### **A. Accreditation and Related Organization Information**

The Parkland College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

#### **CAAHEP**

9355 113<sup>th</sup> St N  
#7709  
Seminole, FL 33775  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

#### **ARC/STSA**

19751 East Mainstreet  
Suite #339  
Parker, CO 80138  
303-694-9262  
[www.arcstsa.org](http://www.arcstsa.org)

Professional Organization for Surgical Technologists:

#### **Association of Surgical Technologists (AST)**

6 West Dry Creek Circle, Suite 200  
Littleton, CO 80120  
303-694-9130  
[www.ast.org](http://www.ast.org)

Certification Examination:

#### **National Board of Surgical Technology and Surgical Assisting (NBSTSA)**

3 West Dry Creek Circle,  
Littleton, CO 80120  
800-707-0057  
[www.nbstsa.org](http://www.nbstsa.org)

### **B. Parkland College Mission and Purposes**

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

1. Serve students by providing:
  - High-quality and responsive developmental, technical-vocational, transfer, and life-long education programs
  - High-quality and responsive support services

- A climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness, and academic freedom
- 2. Serve employees by providing a supportive and responsive work environment
- 3. Serve the larger community by providing services and resources that promote the intellectual, cultural, and economic development of Illinois Community College District 505

### **C. Surgical Technology Program Mission Statement**

The mission and philosophy of the Surgical Technology program is congruent with the mission, goals, and values of Parkland College. The Surgical Technology program faculty are dedicated to providing a high-quality program. The faculty believes the student to be a unique, creative individual that is responsible for active participation in the learning process. In conjunction with this, the faculty's role is to facilitate the learner's optimal technical, ethical, intellectual, emotional, and professional development.

The program philosophy reflects faculty beliefs that surgical technology is a patient-centered discipline whose members strive for excellence and demonstrate integrity by providing safe and ethical care to a diverse population of patients including, but not limited to, race, religion, culture, and age. Surgical Technology is a service-oriented profession that has evolved and expanded in both depth and scope to a high professional level. Surgical technologists have an obligation to practice their profession safely and protect their patients from harm. Students must recognize that they are accountable for their actions and clinical decisions.

Through formal theoretical and technical instruction, the Certified Surgical Technologist (CST) becomes a vital member of the surgical team. The CST works together with the Registered Nurse and other surgical team members in the performance of duties that range from simple to highly complex. Each member of the surgical team has clearly defined roles. The CST must be cognizant of the inherent dangers in performing tasks outside of their scope of professional practice. The surgical technologist must be flexible, alert, and prepared to meet the needs of the profession.

Learning activities range from the simple to the highly complex and are selected on the basis of affecting behavioral changes in the student which will promote the attainment of career goals. Students are introduced to a wide variety of instructional approaches which we believe will enhance learning. The program of learning, consisting of a blend of general and specialty courses, is designed to meet the objectives of the program in terms of developing independent thinking, formation of values and attitudes, and the development of skills. The faculty believes that these activities should be evaluated jointly by the student and the instructor.

Employment opportunities for surgical technologists are excellent. Certification is increasingly being required for employment. The faculty supports the need for mandatory certification and the requirement of continuing education courses for continued certification. It is a mandatory requirement to take the national certification examination within 30 days of program completion to graduate from the surgical technology program. This exam is computer based and will be taken at Parkland College.

### **D. Parkland Statement of Core Values**

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College's mission to provide programs and services of high quality to our students and community.

- **Honesty and Integrity**

In our daily operations, our classrooms, and all our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.

- **Fairness and Just Treatment**

We advocate and strive for respect, equity, and justice in all our operations and proceedings.

- **Responsibility**  
We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well-being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.
- **Multiculturalism**  
We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of all people and cultures.
- **Education**  
We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.
- **Public Trust**  
In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.

### **E. Surgical Technology Program Statement of Core Values**

The Surgical Technology program believes strongly in the Parkland Core Values espoused by Parkland College: Honesty, Fairness and Just Treatment, Responsibility, Multiculturalism, Education and Public Trust. Essentially, these values set guidelines for surgical technology students and how faculty should treat you and how you should treat each other.

### **F. Parkland College Civility Statement**

Our College Core Values of fair and just treatment and responsibility serve as guideposts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness towards others
- Employ critical thinking and patience
- Accept accountability for their actions.

### **G. Surgical Technology Program Goals and Objectives**

Program Goal: The goal of the Associate of Applied Science degree in Surgical Technology is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

#### Surgical Technology Program Objectives:

To meet the goal of the surgical technology program, the faculty use a variety of assessment methods to ensure that the graduates:

1. Utilize professional and effective communication with members of the surgical team with increasing engagement, increasing intuition, and increasing interpretation of verbal and visual cues.
2. Demonstrate entry level surgical judgment following established procedures relying on previous learned information and experience responding with increased speed and anticipation while staying calm and focused.
3. Demonstrate a surgical conscience by applying the principles of aseptic technique to establish and maintain a sterile field.
4. Exhibit an understanding of human physiology and surgical anatomy in the perioperative role of the surgical technologist while applying medical terminology fluently.

5. Acquire an understanding of the legal, moral, and ethical concerns related to the surgical patient and surgical team during the perioperative phase of care.
6. Display safe and professional surgical care that reflects the values and ethics of the program, considers dignity and biopsychosocial needs of the patient.
7. Evaluate and utilize the principles and concepts of pharmacology in the performance of the role of the surgical technologist.
8. Demonstrate the skills and abilities to perform as a competent entry-level surgical technologist.

#### Surgical Conscience:

All surgical team members must strictly adhere to the principles of asepsis and the practice of sterile technique. The honesty and moral integrity necessary to uphold these standards is called *surgical conscience*. Everyone must be conscientious enough to recognize and correct breaks in sterile technique, whether committed alone or in the presence of others. Any student who hesitates or refuses to admit a break in sterile technique will not be allowed to continue in the program.

There is no compromise of sterile technique. Sterility must constantly be checked and maintained. Surgical team members constantly monitor their own technique, as well as that of other team members. If a surgical team member notifies a student or other team member that they have had a break in technique, surgical conscience requires that you take corrective action immediately, even if a student or team member is uncertain of the error. The safety of the surgical patient must come first. Any lapse in sterile technique may put the patient at risk.

### **H. Health Professions Structure**

Parkland College Health Professions is comprised of 16 career areas. Each career area is managed by a program director. Didactic (lecture), lab and clinical portions of the career areas are taught by full and part-time faculty. Students have the right to be heard and to appeal decisions made by the program director and/or faculty. Students who wish to appeal a grade or have a situation that needs attention, should follow the Health Professions Chain of Command:

1. Course lecture, lab, and/or clinical faculty
2. Course coordinator (often the lead faculty in a lecture, lab, and clinical course)
3. Program Director
4. Health Professions Faculty Chair
5. Professional Council on Academic Evaluation/Hearing
6. Health Professions Dean

If not resolved, follow the Parkland College Student Polices and Procedures found at the following link:

<https://www.parkland.edu/Main/About-Parkland/Administration/Dean-of-Students/Student-Handbook>

### **I. Statement on Health Profession Policies and Policy Compliance**

The Surgical Technology program complies with all student policies and procedures approved by the Parkland College Board of Trustees including the Student Conduct Code, Student Grievance Policies and Procedures, Student Rights and Responsibilities, and Student Dismissal. (Refer to current college catalog and student policies and procedures).



In addition to college policies, the Health Professions division has developed a set of policies for Health Profession students. The Health Professions division publishes policies that adhere to principles of quality educational practice as well as policies that protect the students, faculty and patients or clients. Health Profession policies are available on Cobra in every Health Professions course. If a policy or procedure changes after publications are printed or viewed, the web version of that document is updated immediately and will be considered the most updated and the version that will be followed.

## SURGICAL TECHNOLOGY

Health Career Admissions  
Program Code: G.SUR.AAS

### Associate in Applied Science (A.A.S.)

Graduation requirement — 65 semester hours

The Surgical Technology Program prepares students with the technical expertise necessary to perform as vital members of the surgical team. Surgical technologists work in a fast-paced environment requiring physical stamina, critical thinking, technical skills, and professionalism. The A.A.S. is the required level of entry credential for the surgical technologist. Theory and clinical experience in area health agencies are included in the program. This surgical technology program is in the continuing accreditation cycle and accredited by the Commission on Accreditation of Allied Health Education programs (CAAHEP), [www.CAAHEP.org](http://www.CAAHEP.org).

### Program Notes

- This is a selective admissions program — students must be admitted into the program before taking SUR courses. See the selective admissions page for more information regarding admission, progression, and graduation.
- A selective admission score of 2.4 or above must be attained to be considered for admission.
- To be admitted to the program, students must have current placement out of MAT 072, and must place out of ENG 099 and CCS 099.
- SUR 150 (Personal and Professional Relations) is open to students who have not been admitted to the surgical technology program. Students must seek approval from the program director prior to enrollment.
- Students who are non-native speakers of English must establish English proficiency through:
  - Minimum TOEFL iBT scores in reading, listening, speaking, and writing: 22-22-17-16; or
  - Minimum IELTS scores in reading, listening, speaking, and writing: 6.5-6.5-5.5-5.
- SPT 110 cannot be substituted for SUR 170.
- Students who successfully complete SUR 116, SUR 118, SUR 130, SUR 170, and BIO 121 satisfy the requirements for SPT 110 and the Sterile Processing Technician Certificate.
- Clinical assignments are made by program faculty based on clinical site availability and clinical case requirements set forth by the Core Curriculum for Surgical Technology and accreditation standards. Students may be required to travel up to 60 miles from Parkland campus to complete required clinical rotations.
- To remain in the program and graduate, students are required to maintain the following:
  - Minimum 2.0 PGPA and a C or higher for all program courses, and pass all clinical and didactic courses with a 75 percent or higher.
  - Minimum of 120 surgical cases scrubbed with 80 in the first scrub role.
- Adherence to the Parkland College Code of Conduct, the Surgical Technology Program Code of Ethics, and demonstrate professionalism and behaviors as defined in program handbook and syllabi.
- To graduate, students must complete the National Board for Surgical Technology and Surgical Assisting (NBSTSA) national certification exam administered annually on campus.

### Suggested Full-time Sequence

FALL	SPRING	SUMMER
1st Semester	2nd Semester	
BIO 121	BIO 122	BIO 123
ENG 101	ENG 102	
PSY 101	SUR 118	
SOC 101	SUR 130	
SUR 116	SUR 158	
SUR 150	SUR 170	

FALL	SPRING	SUMMER
3rd Semester	4th Semester	
SUR 210	SUR 254	SUR 275
SUR 231	SUR 273	
SUR 232	SUR 274	
SUR 238		
SUR 239		

### Required Program Courses (52 hours) Cr. Hrs.

BIO 121	Anatomy and Physiology I	4
BIO 122	Anatomy and Physiology II	4
BIO 123	Microbiology	4
SUR 116	Surgical Terminology I	1
SUR 118	Surgical Terminology II	1
SUR 130	Surgical Instrumentation	1
SUR 150	Personal and Professional Relations	1
SUR 158	Pharmacology for the Surgical Technologist	1
SUR 170	Sterile Processing	3
SUR 210	Surgical Specialties I	5
SUR 231	Clinical Theory I	2
SUR 232	Clinical Practicum I	3
SUR 238	Mock Operating Room Lab I	0.5
SUR 239	Mock Operating Room Lab II	0.5
SUR 254	Surgical Specialties II	5
SUR 273	Clinical Theory II	2
SUR 274	Clinical Practicum II	8
SUR 275	Clinical Practicum III	6

### Required General Education Courses (13 hours)

ENG 101	Composition I	3
ENG 102	Composition II	3
PSY 101	Introduction to Psychology	4
SOC 101	Introduction to Sociology	3

Total Semester Credit Hours 65

## **II. Admission Policies**

### **A. Selective Admission Process**

The College is committed to a policy of open admission but admission to Parkland College does not guarantee enrollment in any specific program of instruction. When enrollments are limited, preference is given to residents of District 505 (College Policy 8.02).

Admission into most Parkland College Health Professions programs is selective, which means that admissions are competitive, and programs may have their own admissions criteria and minimum scores for admission. You must be accepted into the program prior to taking any courses in the major.

Please check the College catalog or the program websites for detailed information about admission to a Health Profession program.

<https://www.parkland.edu/Portals/3/Global/Documents/Catalogs/CATALOG%2024-25.pdf>

### **B. Scoring Criteria and Prerequisites**

It is strongly recommended that you work closely with a Health Professions Academic Advisor, Faculty Chair or Program Director when seeking entrance to a Health Professions program.

Students who wish to apply transfer credit towards a Health Professions degree or certificate should verify acceptable credits before applying to the program by sending official transcripts to Parkland College Admissions and Records and requesting a transcript evaluation. Only undergraduate credit from regionally accredited institutions is accepted for scoring.

Program scoring and prerequisites are individual to each program but general guidelines for scoring are listed in the catalog. Program catalog pages list the selective admissions score that is needed to be eligible for each program.

### **C. Essential Qualifications and Accommodations Guidelines for Health Professions**

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion, and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.

Essential Qualifications	Behaviors
Cognitive	<ul style="list-style-type: none"> <li>• Learn and perform quickly without repetition of instructions.</li> <li>• Develop and improve skills in the organization of work and in assisting the surgeon by learning to use economy in time and motion.</li> <li>• Access needed information effectively and efficiently, evaluate information and its sources critically, use information effectively to accomplish a specific purpose, understand the economic, legal, and social issues surrounding the use of information and access and use information ethically.</li> <li>• Utilize a variety of teaching/learning methods and strategies in both individual and collaborative learning situations.</li> <li>• Engage in decision-making and problem-solve in stressful situations.</li> <li>• Access, evaluate, and use a variety of information resources such as library services, electronic catalogs, databases in an efficient, ethical and legal manner</li> </ul>
Affective	<ul style="list-style-type: none"> <li>• Professional attitudes including but not limited to: excellence, accountability, excellence, initiative, responsibility, service, honor, honesty, integrity, respect for others, compassion.</li> </ul>
Psychomotor and Sensory	<ul style="list-style-type: none"> <li>• Full range of motion of body joints.</li> <li>• Execute controlled motor movements to provide direct care and emergency treatment to patients, e.g. transferring, lifting, turning patients and providing cardiopulmonary resuscitation.</li> <li>• Stand unassisted for eight (8) continuous hours.</li> <li>• Carry/lift instrument trays and patients weighing up to 50 pounds on a daily basis.</li> <li>• Maintain adequate skin integrity, without the presence of open, weeping lesions.</li> <li>• Peripheral vision to organize own work based on what is happening at the surgical site and the surgeon</li> <li>• Differentiate color.</li> <li>• Distinguish right from left.</li> <li>• Demonstrate fine motor skills and visual acuity in order to accurately manipulate needles and sutures finer than a human hair.</li> <li>• Demonstrate auditory acuity (with correction, if needed) that includes accurately understanding muffled voices (through the mask) with extraneous background noise</li> <li>• Possess impeccable personal hygiene due to surgical site infection risk and the close proximity in which the surgical team works with each other and the patient.</li> <li>• Visual ability and acuity sufficient for observation and assessment necessary during a surgical procedure.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Utilize the English language to communicate effectively in a rational, coherent manner, both orally, and in writing, with individuals of all professions and social levels.</li> </ul>

Occupational Exposures	<ul style="list-style-type: none"> <li>Recognize that the work environment will include exposure to diseases, blood and body fluids, and toxic substances (sterilants, x-rays, fumes, latex).</li> </ul>
Behavioral and Emotional	<ul style="list-style-type: none"> <li>Adapt effectively to changing environments.</li> <li>Withstand unusual smells (cauterized tissue).</li> <li>Maintain composure when subjected to high stress levels.</li> <li>Maintain consistent mental alertness for a period of up to eight (8) continuous hours.</li> <li>Respond in an emotionally controlled manner in learning situations, especially those with high tension levels.</li> <li>Refrain from intoxication or personal misuse of any drugs in such a manner as to adversely affect performance or activities in the classroom, lab or clinical</li> </ul>
Professional Behavior	<ul style="list-style-type: none"> <li>Access transportation in order to get to clinical assignments in a timely manner and before 0615.</li> <li>Maintain punctuality, positive work attitude and respect for others, professionalism and the ability to interact with persons of diverse backgrounds.</li> <li>Practice with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, without regard to social or economic status, personal attributes, or the nature of health problems.</li> <li>Commitment to the patient, whether an individual, family, group or community</li> <li>Promotes, advocates for, and strives to protect the health, safety, and all rights of the patient.</li> <li>Follows all Professional standards, ethics and values. Deliver appropriate and compassionate care to all patients, maintaining</li> </ul>
Criminal Background Checks	<ul style="list-style-type: none"> <li>No disqualifying conditions as listed on the Illinois Department of Public Health (IDPH) Disqualifying Condition list.</li> <li>No positive drug screen or clearance by a Medical Review Officer.</li> <li>Meets all deadlines upon admission and throughout the program.</li> </ul>

#### D. Required Spoken and Written English

Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the students and patients and families, care providers, physicians, all hospital employees, and faculty is essential to patient safety. It is always with the safety of the patient in mind that the Spoken and Written English Policy/Procedure was developed. The Spoken and Written Policy is available on all Health Professions Cobra courses or available upon request.

Students will be required to take the TOEFL iBT or IELTS Assessment prior to admission to most Health Professions programs. Students must meet the minimum subset scores required by the program in reading, listening, speaking, and writing in order to qualify for the program. See the catalogue for the minimum subset numbers. Students are not accepted to a Health Profession Program until they have qualified by meeting all requirements of the program.

Because English language skills develop with practice over time, TOEFL scores will only be accepted six months apart, and after the student's performance plan is implemented. Any scores more frequent will not be accepted.

### **III. Academic Policies**

#### **A. Grading Scale**

The following grade scale applies to all SUR courses:

91-100	A
85 – 90	B
75 – 84	C
74 – Below	F

#### **B. Grades, Course Enrollment and Progression**

1. An incomplete (I) grade in any surgical technology or supportive course that is a specific sequence is not permitted for continued progression in the program. Students earning less than a “C” grade in any first-year course (this includes SUR, science, and general education courses) may not progress to second-year SUR courses. The student should meet with the program director to complete the Program Withdrawal form.
2. Students earning less than a 75% grade in any surgical technology course may not continue in the surgical technology program. On the final exam for each lecture course, a grade of 75% or higher must be achieved. If a 75% is not achieved on the final, a retake must be completed. The first grade received on the final exam is the recorded grade used to determine the grade point average. If a student is not successful in achieving a 75% on the second attempt, the student will earn an “F” grade in the course and be withdrawn from the program.
3. All failed examinations in SUR 210 and SUR 254 require an examination retake within two weeks of receiving the grade. Students will not be allowed to review the exam prior to completing the retake. If a student is successful in achieving a passing score on the retake exam, five points will be added to the original score and recorded in the gradebook. Students must complete a retake until a passing score is achieved, but points will only be added if the passing score is achieved on the first retake. All retakes must be successfully completed to earn a grade for the course.
4. Students are only allowed three attempts on skill practical exams. If a student is not successful in passing the skill on the third attempt in SUR 231 and/or SUR 232, the student may not continue in the surgical technology program.
5. Students are allowed only two attempts to pass the final practical exam in SUR 232. If a student is not successful in passing the final practical exam on the first attempt, the student will receive a second attempt. If the student does not pass the final practical exam on the second attempt, the student will not continue in the surgical technology program.
6. Students are required to set up a conference with the program director if they fail or withdraw from a program course. Students are also required to set up a conference with the program director and/or faculty if they are at risk of failing a course. If a student is at risk of failing a course, the student may be placed on a learning contract or remediation plan which will include activities the student will be required to complete.



7. College policy states that if it becomes necessary to withdraw from any class, including surgical technology classes, for any reason, you must do so officially. The forms to withdraw must be obtained and signed by the program director. Failure to turn in an official course and/or program withdrawal form prior to the withdrawal deadline results in an “F” grade for each class.
8. Students who withdraw from a SUR course or fail a SUR course will automatically be dismissed from the SUR program. Students need to re-apply to the SUR program to be considered for readmission. Readmission will be based on the score and pending seat availability. Readmission is not allowed if the reason for program withdrawal was academic dishonesty.
9. Students who withdraw from the surgical technology program are no longer eligible for readmission. Students will only be readmitted (if qualified by the selective admission score) one time.
10. A student may earn an “F” and not a “W” if the student has been involved in illegal, unethical, or grossly unsafe practices at clinical. Additionally, a clinical student may earn an F and not a W when the student has not successfully met the specified requirements of a remediation plan or demonstrates such behaviors during the last semester, even in the absence of prior issues. If a student fails a clinical course because of the reasons previously stated, the student may not be eligible for admission to any Parkland health careers program. Final decisions are made by faculty in each specific program along with Health Professions Administration.
11. First year students need to complete the general education and science courses BIO 121, BIO 122, BIO 123, ENG 101, ENG 102, PSY 101, and SOC 101 with a “C” or better before continuing to the second year of the program.

### **C. At-Risk Student Policy**

The purpose of the At-Risk Student Policy is to identify students who are at a higher risk of being unsuccessful in the surgical technology program due to academic, behavioral, and/or personal issues. Once a student is determined to be at risk, a plan for student success may be implemented to improve the chances of successful completion of the individual surgical technology courses and the surgical technology program as a whole.

Faculty believe that students, even those facing challenging circumstances, can succeed in the surgical technology program. The faculty are here not just to teach course content, but also to help guide the student in developing the professional, ethical, and behavioral characteristics that are necessary to successfully practice the profession of surgical technology. Faculty will help guide that process, but ultimately, it is the student’s responsibility to follow through with the faculty recommendations, remediation plans, behavioral contracts, referrals to support resources, etc. The At-Risk Student Policy ensures the student’s right to due process, having his/her voice heard, and the use of progressive discipline in most circumstances. This policy acts in conjunction with the Surgical Technology Student Handbook, in that there may be behavior/circumstances that call for a student’s immediate dismissal from a course and/or the program. However, this is a rare exception rather than the rule.

## Definitions of an At-Risk Student:

1. A student who has missed deadlines for Certified Profile (Castle Branch), including failure to upload the required documentation (TB, CPR, vaccinations, etc.), attendance at orientation, or other required orientation materials.
2. A student who has less than 78% in a surgical technology course(s) or who has failed two or more exams in a surgical technology course.
3. A student with absences in surgical technology courses above the absences allotted with no penalty.
4. A student who is repeating a surgical technology course or who has been readmitted to the surgical technology program for any reason.
5. A student who fails the first attempt of a practical lab examination.
6. A student who has demonstrated at least one unprofessional and/or unethical behavior while in the surgical technology program. This applies to classroom, lab, and clinical settings.
7. A student with insufficient communication, whether due to a language barrier, lack of communication with instructors, a lack of socialization/interaction with peers, poor communication with clinical site staff, and/or a lack of engagement in the educational process.
8. A student who has extenuating circumstances outside of the surgical technology program that cause additional stress, such as severe financial stressors, divorce proceedings, legal issues, the death of a loved one, work schedule conflicts, health issues, childcare issues, etc.
9. A student whose performance and/or behaviors have caused other faculty and/or students to come forward and report their concerns to the course instructor or program director.

## Step 1: Develop a Plan to Improve Student Success

1. Once an at-risk student has been identified, the course instructor will complete the “Plan for Student Success” document and will review it with the student.
2. Since knowledge, skills, abilities, and attitudes are learned over time and must be reinforced, at the end of the semester, faculty who have identified an at-risk student must present their documentation (copy of their completed “Plan for Student Success”, “Interventions for the At-Risk Student”, “Warning to the Student of Potential Failure”, and/or any other relevant documentation) to the faculty who will be teaching that student the following semester. This will ensure continuity for the student and the faculty.
3. For students who have at least one C (less than 78%) in the first-semester surgical technology courses or at least two C’s (less than 78%) thereafter, and students with communication issues, a weekly meeting with the course instructor will be required for an update on progress. Failure of the student to show up for the weekly meeting will be brought to the student’s attention, documented, and also placed in the student's file. In addition, the student will be warned of the consequences of non-compliance.
4. Students who have displayed unprofessional, unethical, and/or behaviors that are inappropriate will receive a remediation plan that includes an explanation of the behaviors and may be required to complete additional assignments and/or be required to sign a contract that will extend through the duration of the surgical technology program. Students will be warned in writing if further behaviors could result in dismissal from the program.
5. Students who have verbalized and/or appear to be struggling with personal issues will be provided with resources to improve their chances of success. These resources may include a referral to the counseling center, information regarding local support groups, a list of outpatient mental health providers, education about scholarship opportunities, crisis hotline phone numbers, the Learning Commons, Accessibility Services, etc.



## Step 2:

When the “Plan for Student Success” does not result in the necessary changes, faculty will complete the “Interventions for the At-Risk Student document and will also provide the student with a “Warning to the Student of Potential Failure” document. The “Warning to the Student of Potential Failure” document can also be given during step one.

### **D. Grade Appeal**

According to College policy 8.15.03, the awarding of grades for work done in courses is the domain of the faculty. Only a faculty-led committee has the authority to override a grade on appeal, except in cases of approvals for drops without record, late withdrawal, and medical withdrawals.

A student who is not satisfied with a grade, grading process or final grade that he, she, or they received, is advised to first meet with the course instructor. If the student is dissatisfied with the procedures used to calculate the grade, then the student may ask to meet with the Program Director.

If the student disagrees with the assigned grade, and feels the grade assigned meets one of the criteria for a grade appeal, the student goes immediately to the Faculty Chair and requests a Health Professions Professional Council on Academic Evaluation (PCAE) hearing for the grade appeal process. If the PCAE hearing does not resolve the situation, the student will proceed with the College Grade Appeal process as stated in the College Student Policies and Procedure Manual.

### **E. Academic Advising and Clinical Progression Longitudinal Record**

It is a shared responsibility of the student and program director to maintain a longitudinal record of the requirements to complete the surgical technology program. Graduation requirements and required courses are published in the college catalog. If a student changes an academic plan or fails to complete a required component in the timeframe scheduled, the student should notify the program director immediately. The program director will maintain records to show completion of the graduation requirements.

Clinical progression: Program students are expected to retain knowledge from previous semesters. The evaluation of clinical performance is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. Each student will have a longitudinal record of his/her/them clinical performance. Identified areas of concern from previous semesters will be considered in the summative evaluation of each student’s performance. The faculty will be assessing patterns and trends of learning and will take this into account in each course evaluation. The record includes clinical evaluations, any action/remediation plans that have been written for circumstances that resulted in a grade of “unsatisfactory” being assigned, and any other information related to the student’s progression/performance in the program.

Students may review their record with the program director by making an appointment. Students will inform the program director in advance that they wish to review their record so their record will be available at the time of the appointment.

## **F. Course Registration**

The Surgical Technology Program Director will register all students every semester for SUR courses. During the first year of the program, the student will register for any science and general education course that are required to be completed. Every semester, permission must be granted by the Program Director to register for courses and mid-term evaluations are completed with students during the first year to discuss registration for the next semester.

## **G. Course Withdrawal and Drop**

The college publishes the regulations concerning course withdrawal in the catalog and on the college website under Admissions and Records. The dates within which students may withdraw from the course are published in the college calendar on the Parkland website.

Students who never attend or cease to attend, any class in which they have enrolled must be administratively withdrawn. Faculty-initiated withdrawals can only be performed between the end of the student drop period and midterm. Please see the General College Syllabus that is posted on Cobra for further detail on Instructor Withdrawal and Student Withdrawal from a class section.

For students in Health Professions, withdrawing or dropping a course can have an impact on status in the program. Students should notify the lead faculty of the intent to withdraw from the course and obtain information about current status in the course (passing all portions or failing any portion of the course). If the course is a pre-requisite and/or co-requisite for another course, the student will be advised as to what impact that may have on his/her/them program status.

Course Withdrawal Process: <https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Admissions-Records/Drop-Withdraw-a-Class>

## **H. Program Withdrawal and Readmission**

Students who fail or withdraw from any SUR course must withdraw from the Surgical Technology program and reapply for the Surgical Technology program in the Admissions department. College policy states that if it becomes necessary to withdraw from any class, including the surgical technology classes for any reason, you must do so officially. The forms to withdraw must be obtained and signed by the Program Director. Failure to turn in an official course and program withdrawal form prior to the due date will result in an "F" grade for each class.

If a student is failing or has failed a lab or clinical course, the student may continue in any lecture courses for that semester and will be withdrawn from the program at the conclusion of the semester in which the failure occurred.

Students that withdraw and reapply will be subject to the same selective admission criteria that apply to new applicants for the SUR program. Any completed SUR courses will be used in the scoring for readmission. The student will follow the criteria and requirements of the catalog that is current with their readmission year.

Students who withdraw from the surgical technology program a second time are no longer eligible for readmission. Students will only be readmitted once.

All second-year courses will have to be repeated regardless of the grade earned if readmitted as a second-year student. The courses are concurrent enrollments. The student is responsible for paying any repeat course fees that are assessed for readmission. First year courses may not have to be repeated if a grade of A or B was

earned and they were taken the year prior to withdrawal, or the student can demonstrate subject matter proficiency through examination.

Students applying for readmission will receive individual action plans (contracts) that will specifically list the activities/courses the student must follow to be readmitted and subsequently have the opportunity for success. The student will meet with the Surgical Technology Program Director for advising and course sequence information before the first week of class.

Students will be denied readmission if the cause for withdrawal or failure was due to safety concerns or the inability to comprehend aseptic technique principles.

Students will be denied readmission if the cause for withdrawal or failure was due to a violation in the Code of Ethics or Confidentiality Clause.

Students will be denied readmission if the cause for withdrawal or failure was due to academic dishonesty.

Students will be denied readmission if the cause for withdrawal or failure was due to disregard for program, college, and/or clinical policies.

Students that withdraw due to the failing or failed clinical or lab course will be reviewed on a case-by-case basis by program faculty and Health Professions administration.

## **I. Intent to Dismiss**

Circumstances which may lead to immediate dismissal of a student:

1. Absences accrued, in accordance with existing attendance policies.
2. Performance that is negligent and may cause physical or emotional jeopardy to a patient.
3. Failure to immediately report a patient-care error to the clinical instructor and/or responsible clinical facility personnel.
4. Being under the influence of alcoholic beverages, drugs which impair judgement, or illegal drugs while in the clinical setting.
5. Fraudulent or untruthful reporting for recording on the medical record.
6. Dishonesty, i.e., stealing from the college or clinical agency, plagiarism of papers, cheating on examinations, unauthorized possession of examinations, etc.
7. Unprofessional or unethical behavior.
8. Failure to improve unsatisfactory clinical performance after counseling.
9. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theory.
10. Failing to strictly follow the confidentiality clause.
11. Failing to perform safely may lead to immediate removal from clinical assignments with a grade of "F."
12. Take any hospital property or the property of any other hospital personnel without the permission of the clinical instructor.
13. Take any college property or the property of any other student without permission from an appropriate person.
14. Intentionally reporting false counts, amounts of medication administered, known instances of contamination, or any other false information within the clinical facility.
15. HIPAA violations.
16. Violation of the Code of Ethics.
17. The conviction and distribution of, or possession of illegal drugs or controlled substances.

18. If a student is removed from a clinical site due to violations such as theft, misconduct or safety reasons, the student will not be able to continue in the program.
19. Violations of Parkland College student policies.
20. Incidents of student conduct or documentation of behavior submitted to Public Safety or the Dean's office.
21. Disregard for principles of surgical conscience or *Aeger Primo* (The Patient First).
22. Critical errors in the clinical setting not being addressed and corrected. Compilation of critical errors can also be a cause for dismissal.

Academic Dismissal from a Program:

When the student's performance falls below standards and shows no improvement and/or the faculty trust in the student is broken by a severe breach, the faculty may recommend suspension and/or dismissal.

When deciding to make a recommendation, examples considered by faculty include, but are not limited to, what has been covered in the curriculum, where the student is within the curriculum, the expectations at that stage of the curriculum, documentation of past performance, what the student has done/not done, and the severity of the infraction.

When a recommendation for dismissal occurs, it means that a student will be dropped from any health professions specialty classes (classes designated as in the major). The student will be able to continue to attend any general college courses in which they are enrolled. Program dismissal does not necessarily preclude re-admission into the program later. Health Professions' program dismissal is a separate process from, and not necessarily related to the college's disciplinary procedures for suspension, dismissal, and expulsion from the college.

Recommendation for dismissal can include but are not limited to impaired practice, failure to maintain grades, student performance, non-compliance with clinical, course or program policies, non-compliance with Essential Qualifications, academic dishonesty, plagiarism, professionalism, and patient safety.

Suspension does not necessarily lead to dismissal in every situation. An interim suspension can be used pending the outcome of an investigation.

Chain-of-command: For the purposes of this policy the chain of command is as follows:

1. Course lecture, lab, or clinical faculty,
2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Health Professions Faculty Chair
5. Professional Council on Academic Evaluation
6. Dean
7. Vice President

Please refer to Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy and Procedures for complete information. Policy can be found on Cobra Health Profession courses.

## **J. Student Hearings and Due Process**

Students who face recommendation for clinical suspension and/or program dismissal will be afforded due process through established procedures. Before dismissal, every student will receive:

- Written notice of academic expectations.

- Each Health Profession’s program will include their Essential Qualifications in the student handbook and the process and procedures for program probation, clinical suspension, and program dismissal in the program handbook. The handbook will be available on the program web site, Cobra online or printed.
- Written notice of their deficient performance each time the performance is deficient.
- An informal give-and-take face-to-face meeting with the faculty decision-maker after every noted instance.
- When possible, reasonable time to change/improve their deficient performance. Reasonable time to change or improve performance may not be possible for patient safety situations.
- Notice of potential consequences such as delay of graduation, suspension and dismissal from the program that may result as a failure to correct deficiencies.
- Exceptions for notice or giving a reasonable time for improvement may include violations of patient’s rights, safety, or egregious violation of professional standards.
- If performance is not according to the standard or falls below expectations, the faculty may recommend dismissal.

The student must be afforded the opportunity for a PCAE hearing. Professional Council on Academic Evaluation: (PCAE) is the Health Professions Council on Academic Evaluation and is the fourth step in the chain of command in the Health Profession’s formal process for this policy. It is the division philosophy that issues between students and faculty are solved as close to the classroom as possible. When that is not possible, the PCAE is part of the formal process for resolving these issues.

### **K. Name and Address Changes**

It is the student’s responsibility to ensure that the student’s legal name is in the Parkland system. Students should also update the address on file with Parkland College. Only the student’s legal name can be used to register for the National Certification Exam in Surgical Technology and the name must match Parkland College official student records.

### **L. Attendance and Punctuality**

Attendance is required for all classes. Punctuality is expected and attendance for the entire class period is required. Students are required to phone or email the appropriate instructor a minimum of one-half hour prior to class start time to report an absence. The reason for the absence must also be explained. It is also the responsibility of the student to demonstrate initiative by finding out what material was missed due to an absence along with obtaining the correct class information.

Detailed attendance policies can be found in each course syllabus.

### **M. Email, Computer Skills, and Cobra**

Parkland College uses email as an official means of communication. All students and faculty are issued an official Parkland email account. According to Parkland policy, 3.41, Parkland email services are the official email services to be used for instruction, instructional support, advising, service, administration, and college-related correspondence in support of the College’s mission. The College has the right to send communications via email and expects those communications to be read in a timely fashion. Students are expected to check email prior to a class session in order to get the latest updates or changes for that class period.

The College has the right, when required by applicable law, to access, review, and release all electronic information that is transmitted or stored by the College whether or not such information is private in nature. Confidentiality or privacy of electronic mail cannot be guaranteed.

Email is subject to all pertinent laws regarding sharing or transmission of sensitive information such as Freedom of Information Act (FOIA), Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). All student records are protected by FERPA and faculty do not provide access to student information within the course without a need to know.

All course material included on the course Learning Management System (Cobra) requires a student to utilize a secure log in and password to access their content. Email policy, 3.41 ensures that students protect their user information and do not share with anyone. “Users are responsible for safeguarding their username and password and for using them only as authorized. Sharing email accounts and/or passwords with another person or attempting to obtain access to another person’s account is prohibited. Each user is responsible for all email transactions made under the authorization of his or her Parkland email username.” Verification processes are used to protect student privacy.

For online courses in which tests are proctored, a photo ID that matches the user at the computer is required; or students may be required to go to a testing center in person with a photo ID.

Students in the Surgical Technology Program should have computer access to complete online and computer assignments and assessments. If the student does not have access to the internet or a computer at home, it is suggested the student utilize an open lab at Parkland prior to leaving campus or check out a computer for use from the Learning Commons.

Basic computer skills required to participate in the Surgical Technology Program include ability to use Word, to write single and group e-mails, to use the Internet, to conduct on-line research, to use PowerPoint, to access grades from Self Service, and ability to participate in on-line instruction and assessment using Cobra. A survey of required skills will be administered in SUR 150. A student who demonstrates below average performance will be required to complete the Computer Technology Center’s Computer Literacy course in Cobra.

The Tech Service Desk is a one-stop shop for Parkland students seeking assistance with Parkland technologies, including my.parkland.edu, email, Cobra Learning, Wi-Fi, ParklandOne, Microsoft Office 365, and more. See General College Syllabus.

## **N. Cell Phone and Lab Policies**

Having cell phones during class is a privilege. Cell phones should be in silent mode and available for emergency notification only. Cell phones should not be removed from pockets, purses, or back packs any time during class. Cell phones should not be present in the student’s lap or on the desk. When the instructor announces an hourly break, the student can use the phone. The above rule is also applicable during lab sections and open lab even when the instructor is in the mock operating room. Separate guidelines for cell phone use at clinical are found in the clinical syllabi for SUR 232, SUR 274, and SUR 275.

## **O. Recordings in the Classroom**

College policy 5.01.03 states that students who wish to record classroom learning activities must require permission from the instructor prior to doing so. Classroom learning activities include lectures, in-class discussions, student presentations and other course-related activities. The policy covers all forms of recording using available technology. The instructor should specify the kinds of learning activities that are permitted to be recorded and the medium in which the recording takes place. The instructor has the right to deny or limit the request.

Students are allowed to record learning activities as an accommodation under the American with Disabilities Act (ADA) if the instructor has received notification from Accessibility Services. Students who request recording permission under the ADA must not be denied permission.

Violations of this policy are subject to disciplinary action. Lastly, students in the classroom have the right to know that their class is being recorded. The instructor will notify the class that permission has been given for a recording without identifying the individual student(s) requesting permission.

## **P. Equipment Needed or Required**

Every course syllabus lists the required textbooks needed to complete the course. It is the expectation of the program that students will purchase or rent every textbook listed.

In addition to tuition and textbooks, students can expect additional costs for these supplies required for the program:

- Clinical shoes
- Key lock or combination lock at some clinical sites
- Lab shoes
- Scrubs (2 sets)
- Student clinical name tag (obtained from Student Life)
- Routine school supplies
- 3” binders x 3
- Notecards
- Small pocket notebooks
- HealthCare Provider CPR
- SD card
- Access codes for specific courses

Specific details for the above items are given to students prior to the semester in which they are required.

## **Q. Student Records and Student Confidentiality**

Faculty are required to maintain student’s privacy in accordance with the Family Education Rights to Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The act applies to all institutions that are the recipients of federal funding.

Records, files, documents, and other materials which contain information directly related to a student and are maintained by Parkland College or by someone acting for the College. Only the student or entities that the student has given written consent can receive information about the student’s grades or progress. Please refer to FERPA information on the Parkland website: <https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Admissions-Records/Release-of-Student-Information>

## **R. Final Examination Requirement**

A final exam is expected in each credit course at Parkland College. Final exams for all courses will be given during final exam week according to the official published schedule. These final exams are not to be given early (during regular class periods). Final exams for all other courses (courses with earlier end dates) will be given at the last regularly scheduled class meeting.

All requests from faculty to alter scheduled final exam times or dates must be reviewed and approved by the Faculty Chairs, Division Dean, and the Vice President for Academic Services.

In courses where a final exam is not appropriate, as determined by the Health Professions administration, an educational alternative scheduled during the week of final exams is expected.

Students: These official College guidelines were established to more fully ensure that you receive the full set of instructional class periods for which you paid and to which you are entitled and that you have the appropriate amount of time to prepare adequately for your final exams. If your final exam is given earlier than scheduled, please contact the Faculty Chair or Division Dean.

Three final exams scheduled on the same day may be considered a conflict. Conflicts may be resolved by arrangement with the faculty of these courses.

Questions or concerns about these guidelines should be directed to the Faculty Chair or Division Dean.

## **IV. Graduation Requirements**

### **A. Surgical Technology Program Graduation Requirements**

#### Clinical Case Log Requirements:

According to CAAHEP and the ARC/STSA Standard III.C. the program should publish the clinical case requirements for successful completion of the program as defined by the Core Curriculum for Surgical Technology, 7e. All students must meet the following clinical case requirements. If a student does not meet the following requirements, it may be necessary to withdraw from the program.

The goal of the Surgical Rotation Case Requirements is to contribute to the development of a well-rounded, competent, entry-level surgical technologist. The surgical technology program is required to verify through the surgical rotation documentation, the student's progression in the scrub role in surgical procedures of increased complexity as they move toward entry-level graduate competency. While it is understood that no program is able to control the surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience. Therefore, it may be required for students to travel up to 60 miles from the Parkland campus to complete clinical specialty rotations. This does not prevent programs from exceeding the minimum established by the Surgical Rotation Case Requirements.

A student must complete a minimum of 120 cases as delineated below:

#### **A. General Surgery**

1. A student must complete a minimum of 30 cases in General Surgery.
  - a. 20 of these cases must be performed in the first-scrub role
  - b. The remaining 10 cases may be performed in either the first-scrub or second-scrub role.

#### **B. Specialty Surgery**

1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
  - a. A minimum of 60 cases must be performed in the first-scrub role and distributed amongst a minimum of four surgical specialties.



- 1) A minimum of ten cases in four different specialties must be completed in the first scrub role (40 cases total).
  - 2) The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
2. Surgical Specialties (excluding General Surgery)
- a. Cardiothoracic
  - b. Genitourinary
  - c. Neurologic
  - d. Obstetric and Gynecologic
  - e. Orthopedic
  - f. Otorhinolaryngologic
  - g. Ophthalmic
  - h. Oral Maxillofacial
  - i. Peripheral vascular
  - j. Plastics and reconstructive
  - k. Procurement and transplant
- C. Counting Cases
1. Cases may be counted according to surgical specialty as defined in the Core Curriculum for Surgical Technology, 7e.
    - a. One pathology is counted as one procedure.  
E.g., A patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.
    - b. Counting more than one case on the same patient.  
E.g., A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery and the LeFort I repair is an oral maxillofacial surgical specialty.  
E.g., A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstructive) are counted as separate cases.
    - c. Diagnostic vs. operative endoscopy cases
      - 1) An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
      - 2) An endoscopy classified as a critical procedure is considered an operative case.
      - 3) Diagnostic and operative cases will be counted according to specialty.
      - 4) Diagnostic cases are counted in the second scrub role up to a total of ten of the required 120 cases.  
E.g., A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.
- D. Vaginal delivery cases are counted in the second scrub role of the OB/GYN specialty, up to a total of five of the required 120.

- E. Documentation of clinical cases and progression must include the case performed, role of the student, performance evaluations, and verifying signatures of the student, instructor, and program director.
- F. Role Definitions
  - 1. First Scrub Role (FS)
    - a. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:
      - 1) Verify supplies and equipment
      - 2) Set up the sterile field
        - a) Instruments
        - b) Medication
        - c) Supplies
      - 3) Perform required operative counts
        - a) AST guidelines
        - b) Facility policy
      - 4) Pass instruments and supplies
        - a) Anticipate needs
      - 5) Maintain sterile technique
        - a) Recognize sterility breaks
        - b) Correct sterility breaks
        - c) Document as needed
  - 2. Second Scrub Role (SS)
    - a. The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following or some of the above first scrub role duties:
      - 1) Assistance with diagnostic endoscopy
      - 2) Assistance with vaginal delivery
      - 3) Cutting suture
      - 4) Providing camera assistance
      - 5) Retracting
      - 6) Sponging
      - 7) Suctioning
  - 3. Observation Role (O)
    - a. The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

Clinical cases are documented in Platinum Planner under the appropriate surgical specialty, and must include the date of the procedure, name of the procedure, the role of the student, preceptor or instructor signature or initials, and student verifying signature. It is a shared responsibility of faculty and the students to ensure that all cases are confirmed and documented correctly.

Falsifying clinical documentation will result in immediate termination from the program.

## **B. Surgical Technology Certification Exam Information**

The certification examination for the surgical technologist will be given during the last week of SUR 275 (usually July). The date of the exam will be distributed in the spring prior to the cohort completion date.

Students must complete the examination to complete the course and graduate from the program.

Students that do not sit for this examination due to an emergency will be required to make arrangements to test at an alternate location and must test within 30 days of campus testing for each cohort.

Students that do not sit for this examination will earn an incomplete grade in SUR 275. Incompletes not resolved by the last day of the summer semester or within 30 days (whichever is sooner, and timeline determined by the NBSTSA), the “I” grade will be changed to an “F” in the course and the student will not graduate from the program.

## **C. Petition to Graduation**

Students will complete the Admissions form, Petition to Graduate at the start of the final spring semester of the program. Results of the graduation requirement audit are emailed to the student from an Admissions representative. It is the student’s responsibility to report any deficiencies to the program director.

## **D. Program Completion**

Although Surgical Technology Program students do not complete the program until the summer semester, students have the opportunity to participate in the college May commencement ceremony. Details about commencement can be found at the following link. <https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Student-Life/Graduation-and-End-of-Year-Ceremonies/Commencement>

Parkland College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, such as a sign language interpreter, or have questions about the physical access provided, please contact the Accessibility Services by phone at 217-353-2338, or by email at [accessibilityservices@parkland.edu](mailto:accessibilityservices@parkland.edu). To provide seamless access please submit all requests two weeks in advance of your participation or visit.”

## **V. Health and Safety Policies**

### **A. Student Health, Immunization, Drug Screen and Background Procedures**

The conduct standards for Healthcare Professionals and students are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

To be admitted to a health professions program, immunization records and evidence of physical examination must be complete and on record on the Castle Branch website. Background and Drug Screens must also be complete. The student will be dropped from program courses if non-compliant. Follow program procedures for readmission and status in the program. If a student has a second incident of non-compliance, the student will take a year’s leave from the program.

Once admitted to the program, all health record requirements must be up to date to remain in program courses. Students with incomplete health records will not attend clinical and the missed time will be counted as a clinical absence for each day missed. Make-up hours are not available for clinical absences. Students must be current through the entire semester of the course. The student may need to renew before it is due and before you are notified by Castle Branch to renew.

Due dates to stay current and compliant for each semester are July 15 for fall courses, December 15 for spring courses and May 15 for summer courses.

Required vaccinations and immunizations are specific to the Health Professions Program. Each student will submit health records according to the program guidelines. The most updated information for all vaccinations and immunizations can be found on the Health Professions website:

<https://www.parkland.edu/Main/Academics/Departments/Health-Professions/Explore/Health-Forms>

[https://www.parkland.edu/Portals/3/Health%20Professions/Documents/COVID%20Vaccination%20Process%20for%20Clinical%20Students.2021.pdf?ver=ke\\_HraMuvCkI03NP\\_7WsKw%3d%3d](https://www.parkland.edu/Portals/3/Health%20Professions/Documents/COVID%20Vaccination%20Process%20for%20Clinical%20Students.2021.pdf?ver=ke_HraMuvCkI03NP_7WsKw%3d%3d)

Parkland College (PC) Health Professions is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in Accordance with Parkland College Policy 3.24 Drug-Free Workplace.

For health and safety concerns, all students involved in Parkland College's Health Professions Programs which have a clinical contract requiring drug and background must be processed through clinical clearance and compliance through a health record, drug screen and background check. The presence of alcohol and/or drugs, lawfully prescribed or otherwise, which interfere with student's judgment or motor coordination in a healthcare setting poses an unacceptable risk to patients, faculty, other students, the College, and affiliated clinical agencies. The College recognizes its responsibility to provide a safe academic environment for college students, faculty, and staff, as well as a safe clinical setting for students, faculty, patients, and employees of affiliated clinical agencies. For the foregoing reasons, Health Professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course.

Please read through Health Professions Intake and Clearing Procedures:

<https://www.parkland.edu/Portals/3/Health%20Professions/Documents/Student%20Health%20Immunization.pdf?ver=2020-02-28-162929-537&timestamp=1582929224580>

## **B. Random and Reasonable Suspicion Testing**

While enrolled in a Health Profession Program that requires a drug screen, if there is objective evidence to support the conclusion that a student may be impaired, random drug screening for reasonable suspicion may be necessary. Information regarding this policy can be found here:

<https://www.parkland.edu/Portals/3/Health%20Professions/Documents/Student%20Health%20Immunization.pdf?ver=2020-02-28-162929-537&timestamp=1582929224580>

## **C. Title IX – Sexual Harassment, Violence, and Misconduct**

Parkland College is committed to assuring a safe and productive educational environment for all students. To meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the college requires faculty members to report incidents of sexual violence shared by students to the college's Title IX coordinator, Vice President of Student Services, Michael Trame. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse

of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at <https://www.parkland.edu/Main/About-Parkland/Safe-Campus-Procedures/Title-IX-Sex-Based-Misconduct>

#### **D. Title IX – Pregnancy**

Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at [mturner@parkland.edu](mailto:mturner@parkland.edu).

It is recommended if a student is in a program with occupational hazards or risks, the student reports a pregnancy to the program director so that the student can be educated about any occupational risks during clinical, labs or practicums. Confidentiality will be maintained, but the safety of the student/fetus is most important.

**Pregnant Students and Radiologic Procedures:** During the course of clinical rotation, students may come in contact with procedures that require radiation. Other types of exposure such as cement fumes during total joint procedures and mask anesthesia may also interfere with pregnancy. It is critical that any students who are trying to become pregnant or who are currently pregnant tell their clinical instructor or the program director immediately. The first three months of pregnancy are the most important time to protect you and your fetus. Other staff at the clinical facility may need to be informed to protect you from exposure in the operating room.

Pregnant students will be asked to meet with the Radiation Safety Officer, Tammy Cox, for safety education while at clinical. Tammy can be reached by email at [tcoc@parkland.edu](mailto:tcoc@parkland.edu).

#### **E. Communicable Diseases and Communicable Disease Policy**

Parkland Policy 3.06

The Illinois Department of Public Health (IDPH) has specified diseases which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws.

Parkland College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Parkland College will adhere to the following guidelines:

1. Parkland College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee's health-related circumstances will be made with input from the office of Disability services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.
2. Parkland College will follow guidelines as directed by the Illinois Department of Public Health.
3. Parkland College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.
4. Parkland College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.
5. Parkland College will provide appropriate and non-discriminatory services for persons living with infectious disease(s).

6. Parkland College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.
7. Parkland College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and workspaces as outlined in the Exposure Control Plan. This compliance will be coordinated by the Wellness Coordinator.
8. Parkland College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.
9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws. Parkland College policies and the best interests of all parties involved. The Vice President for Student Services will also act as a spokesperson for the campus regarding all communicable disease policy-related decisions and/or changes.

Any possibility of harboring contagious diseases must be reported to the clinical instructor prior to attending clinical. Students who pose health risks to personnel or patients or to themselves will not attend clinical.

Examples: chickenpox, pink eye, fever, uncontrolled cough, open lesions on the skin.

If a student has a sore throat with fever, he/she must contact the instructor prior to coming to the clinical facility. In cases of strep throat, the student must be on an antibiotic for a minimum of 24 hours before returning to the clinical facility. It is advised that the student contact the clinical instructor if any of he or she notices any of the following:

Fever >100.4

Conjunctivitis

Diarrhea lasting more than 12 hours.

Group A Strep diagnosed by a physician.

Jaundice

Vomiting

Cold Sores (herpes)

Active measles, pertussis, rubella, or chicken pox

Upper respiratory infection (cold)

Tuberculosis (TB)

Shingles or rash of unknown origin

Head lice

Scabies

Abscess or boil that is draining.

Impetigo

Mononucleosis

Clinical instructors have the right to initiate communication with a student who exhibits the signs or symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or is unable to perform required tasks. All HIPAA and FERPA laws will be abided by, and the individual is assured of confidentiality regarding the matter.

## **F. Student Health Status and Health Changes While in the Program**

A student that has had any change in his/her physical and/or psychological condition (including pregnancy and the postpartum period) that require medical attention and or could have an effect of their physical or emotional

endurance, are still required to maintain Essential Qualifications. Some situations will require a release from your health care provider.

If a student develops a health issue that may result in incapacitation in the clinical area or types of conditions that may jeopardize patient safety, the student must notify the clinical instructor as soon as the health issue becomes known to the student. To protect the patient and the student, the student may be removed from clinical. Students will still be required to perform all the functional abilities outlined in the Essential Qualification to attend clinical.

### **G. Skin Integrity**

Students should consider their arms and hands their most valuable tools. Therefore, skin care is very important. Students with injuries (cuts, sores, scratches, scrapes, active dermatitis, or open lesions) will not be allowed to scrub their skin and therefore are not able to function in the scrub role. Occasionally, students may be temporarily assigned to other duties for a day or two. Clinical students are required to meet a minimum number of cases. When a student cannot complete surgical cases in the first or second scrub role, it may be necessary to miss clinical sessions. Missed sessions will count as an absence.

### **H. Ionizing Radiation in Surgery**

The subject of radiation exposure safety is included in the didactic studies as a surgical technology student. Students demonstrate knowledge of the principles of radiation exposure safety during clinical rotation. Students apply the principles of radiation exposure safety according to national guidelines and the health care facilities protocols.

### **I. Latex Allergy and Sensitivity**

Students in the Surgical Technology program must be able to meet the technical requirements of the academic program and must not pose a threat to the wellbeing of patients, other students, staff, or themselves. It is not recommended that students enter the field of surgical technology with a known latex allergy or latex sensitivity because the sensitivity can grow worse working in this environment. After a conversation with the student's physician for education, the student must sign a waiver if the student chooses to enter the program with a known allergy or sensitivity.

### **J. Inclement Weather**

The basic philosophy of the College is to keep the campus open if possible, during inclement weather. Closing the College is always a difficult decision to make in view of the large geographical area which is served by Parkland. We also know that timing is important during the day AND evening, as students and/or faculty and staff may already be in route to the campus at the time the decision is made. The decision to close does include classes offered by Parkland at area learning centers throughout the district.

The conditions both on campus and in surrounding areas are monitored very closely during inclement winter weather. If it becomes necessary to close the campus during the day and/or evening when classes are in session, an announcement will be made over the public address system, to local radio/tv and on our website by 3:00 p.m. If weather conditions deteriorate overnight, a decision is made by 5:00 a.m. Monday through Saturday.

Radio and television stations are always contacted if the campus is closed due to weather conditions. Parkland College will announce college closings on the Parkland Facebook page and other social media outlets. The media will accept closings only; consequently, if you do not hear Parkland mentioned, then the College is open. The Switchboard on campus and the college's radio station WPCD (88.7 FM) are kept apprised of announcements, as well as Parkland's website. In addition, the following stations are contacted if the College closes:

## Radio Station

WDWS/WHMS	Frequency	1400 AM/97.5 FM	Location:	Champaign
WLRW/WIXY		94.5 FM/100.3 FM		Champaign
WBCP		1580 AM		Champaign
WILL		90.9 FM/580 AM		Urbana
WPCD		88.7 FM		Champaign

## TV Station WAND, WCIA, and WICD

Safety and the ability to drive or walk in inclement conditions ultimately need to be determined by the student. If the student has concerns because it is dark outside or the student expects the conditions may improve, the student should follow syllabus directions for calling in late or absent as soon as possible.

### **K. Public Safety and Escorts**

The Parkland College Police Department, also known as Public Safety, is a full-service police agency covering the campus 24 hours a day, including holidays. The officers are trained as EMTs and First Responders to provide emergency medical care. The Police Department offers many services which include escorts, lost and found, and vehicle assistance. The college hours are 7 a.m. to 10 p.m. Monday through Friday and 7 a.m. to 4 p.m. on Saturdays. The campus is closed on Sundays and holidays.

Public Safety also offers escort service to the Parkland parking lots. Please use the information below if you would like an officer to walk you to your vehicle.

You can reach this department by:

- Visiting the main Public Safety office at A160
- Calling 217-351-2369
- Dialing 911 from a campus phone
- Using emergency call boxes conveniently located throughout the campus

### **L. Classroom Emergencies**

Students will be oriented on the College 911 system. Students are instructed to activate Classroom 911 Icon on computer screen anytime the student senses an emergent situation.

### **M. Medical Liability Insurance**

Students registered in Parkland clinical courses will be covered by a college issued liability insurance. A course fee will be added to a clinical course. The student is covered while at clinical on scheduled days of clinical. Activities or class sessions that take place outside of the published course schedule will not be covered by the College liability insurance.

It is recommended that students carry personal medical insurance to cover accidents including on-the-job related incidents in the clinical area. Cooperating agencies provide treatment for emergency services in cases of accidents at the student's own expense.

A student who is injured in the classroom, lab or clinical must immediately report it to the instructor. Emergency medical procedures will be provided on campus as needed.



A student who is injured while at the clinical site must immediately report it to the lead preceptor, surgical supervisor, and/or clinical instructor. The student will be asked to present personal medical insurance to the health care facility providing care to the student. The student will be required to complete an Incident Report at the facility and the College.

## **N. Emergency Alert System**

Parkland College uses an emergency alert system designed to send out a message in case of an on-campus emergency. This system will be triggered in the case of a natural disaster or public safety emergency. When you register for classes or begin employment, you are automatically signed up for this service. Be sure that your contact information is up to date with the college.

Students are encouraged to add the Public Safety phone number into their personal cell phones. Students should leave the building immediately upon notice of evacuation. Students should not return to campus until notified as all clear.

## **O. Smoke Free Campus**

In compliance with the Smoke-Free Campus Act (110 ILCS 64/), all tobacco use will be prohibited on the Parkland College campus effective July 1, 2015. For this policy, "campus" means all property owned and leased by, or leased to the College, including buildings, grounds, roads, parking lots, and vehicles.

All clinical sites (hospitals) are also smoke free campuses. Please adjust prior to the first day of clinical to reduce the need for smoking. Parkland offers smoking cessation programs through the Wellness Coordinator.

# **VI. Clinical Instruction**

## **A. Statement on Student Employment**

Due to the rigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 20 hours per week and should not try to work full-time while in the program. Students are not allowed to report to clinical directly from a shift at their job or work past midnight the night before clinical. It is dangerous for the student, patient, and clinical site staff for a person of altered state of mind to be functioning in the operating room.

## **B. Clinical Grading and Evaluation**

Evaluation of students will be conducted on a recurrent basis with sufficiency to provide the students and faculty with valid and timely indications of the students' progress toward clinical competencies.

Evaluation tools permit the student and the instructor to assess, monitor and track the student's progress. Formative and summative evaluations will be completed in all courses. Formal evaluation of student performance will include cognitive, psychomotor, and affective behavior but deficits in any one area could be determined to be deficient and the student would not progress to the next clinical course.

Frequency of evaluation may increase when the student is not meeting the objectives of the course. The evaluation of the student will be shared with the student and maintained electronically for five years. Evaluations at clinical may include, but are not limited to preceptor evaluations, competency checks, instructor observation forms, midterm, and final clinical evaluations. Clinical courses may also require additional assignments which may include, but is not limited to case reports, rotation papers, and the capstone research paper.

## **C. Bloodborne Pathogen and Infectious Disease Exposure or Other Occupational Hazards**

Due to the nature of their work, health career students may be exposed to blood and/or other potentially

infectious body fluids during their clinical rotations. In case a needle stick or other exposure incident occurs, the following procedures are to be followed. Each healthcare institution should have its own protocol, but the following is a general procedure that is applicable at all facilities.

**If you have had an exposure:** Procedure:

- 1) Immediately after an exposure incident (e.g., needle or instrument stick, human bite, or blood splashed in eyes, nose, mouth, or open wound), the student should flood the contaminated area with water and clean any wound with soap and water or a skin disinfectant if available.
- 2) After cleansing the contaminated area, the student should report the incident to his or her clinical instructor, who in turn will report the incident to the appropriate staff member at the clinical site where the incident occurred. ***Be sure and have your instructor get the name and patient number of the source patient.***
- 3) The clinical instructor should report the incident to the Wellness Coordinator at the earliest convenience.

Any questions about the information provided or about exposure to bloodborne pathogens should be referred to Parkland's Wellness Coordinator at 217-373-3879.

**NOTE: A PARKLAND INCIDENT REPORT SHOULD BE SUBMITTED TO THE PARKLAND WELLNESS COORDINATOR AND A COPY SHOULD GO TO THE SURGICAL TECHNOLOGY PROGRAM DIRECTOR**

Clinical Exposure Incident reports are sent on the first day of clinical.

#### **D. Clinical and Classroom Accidents/Injury/Incident Reporting – Needle Stick and Exposures**

For all student injuries on campus, Public Safety should be called to assess and report the situation.

For students at clinical at any Carle property, when the student has had an exposure or sharp injury, the procedure is:

If between 8 a.m. and 5 p.m., Monday-Friday, call the Carle Occupational Medicine Department (217) 383-3077, 810 W. Anthony Dr., Urbana. The student should identify themselves as a Parkland health career student and explain there's been an occupational exposure to blood/body fluids during clinical and they wish to be evaluated. Department personnel will direct the student how to proceed.

At other times, the student should fill out an Employee Injury Form and then go to the Carle Emergency Department (E.D.), 611 W. Park Street, Urbana. Upon check-in, the student will need to identify themselves as a Parkland health career student and explain there's been an occupational exposure to blood/body fluids during clinical and they wish to be evaluated. The student should be prepared to show them an insurance card if the student is insured.

The Emergency Room nurse will review immunization status and the exposure and determine if the source needs to be drawn. The ER nurse will also follow with exposure education for the student. The student needs to follow up with the Infection Control Nurse.

If possible, the source patient should have an order to have a lab draw.

### For Students at All Other Clinical Sites:

The hospital affiliate's policy for student or employee injury should be immediately followed. Relevant clinical affiliate reports and the Parkland College Incident Report must be completed by the faculty and student.

### Responsibility Of Charges Incurred:

If the cost of immediate post-exposure care for the student and source is not covered by the facility where the incident occurred or by the student's insurance, Parkland College will cover these costs. A bill should be sent to:

Parkland College  
Wellness Coordinator, Parkland College Student Life  
2400 W. Bradley Ave. U116  
Champaign, IL 61821.

Any medical follow-up beyond that given at the time of the exposure is the responsibility of the student. The student should consult with their primary care physician or Parkland's Wellness Coordinator as soon as possible after the exposure incident to discuss recommended follow-up care.

While we prepare the student for an entry-level position as a surgical technologist the risk of contracting a disease or illness is understood to be a hazard of the profession, but the safety of the student in the learning environment is a priority for the faculty and instructors. If the student is alerted prior to the start of a patient intervention that the patient does have any airborne or blood borne pathogen, or considered a high-risk patient, the student may be excused and not be allowed to participate with patient care.

### **E. Clinical Travel, Transportation, and Parking**

Students are expected to provide their own transportation to and from all clinical sites. It is the responsibility of the program to provide students with a diversified surgical rotation experience. Therefore, it may be required for students to travel up to 60 miles from the Parkland campus to complete clinical specialty rotations. Students are to follow parking regulations of the clinical site and park only in those areas designated for students.

### **F. Clinical Progression and Failure**

Students are expected to retain knowledge from previous semesters, skills, and practical exams. The clinical evaluation is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. The proficiency of the clinical skills should increase each week and each semester to progress to the next clinical course or graduate.

When clinical starts, a student must demonstrate consistent progression and sustainable aseptic technique practices demonstrating a knowledge of sterile technique and demonstrating awareness of sterile and unsterile areas. A first semester student is expected to perform the tasks that were tested in SUR 231 and SUR 232. Most skills have a time component and that will be expected to be met as well. Second and third semester students must consistently perform all the basics within the time constraints utilizing impeccable sterile technique.

### **G. Clinical Dismissal**

Depending on the severity, any one break in non-compliance can result in dismissal from the program.

Dismissal by the clinical facility includes but is not limited to severe breeches of patient safety, patient rights, staff rights or safety, breeches of confidentiality, or other breeches of rules, ethics or standards.

By contract, the clinical facilities have the right and the authority to determine who is present on their campus. If the clinical facility removes the student from the clinical facility, Parkland College must comply and there is no appeal process.

If the student is barred from a clinical facility, the Health Professions Dean will weigh the patient's rights, the facility rights, the student's rights, and the infraction to determine if the student can be transferred to another clinical site or if the infraction supports immediate suspension or dismissal from clinical. Standards and ethics that include safe and ethical care are incorporated throughout every program in Health Professions. Positive placement or transfer to another facility will not be considered if patient safety, ethical care or confidentiality has been breached.

A student who commits an infraction serious enough to warrant clinical dismissal, and due to the nature of the offense, cannot be transferred to another clinical facility, will be notified of intent to dismiss from the program.

Safe and ethical care and behavior is required in the classroom, lab and clinical as well as outside the classroom. The student always protects the patient/family, not just when "on duty".

Please refer to the Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy that is posted in every Health Professions Cobra course.

## **H. Clinical Assignments**

Healthcare providers serve the public and the patient has the right to expect quality care regardless of based on the students' beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law. Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments.

All patients are to be treated with equal care and compassion. Patient confidentiality is respected at all times and students will follow HIPAA policies.

## **I. Clinical Daily Check In and Check Out**

Students will always check in daily with the appointed instructor or lead clinical preceptor at the designated area. Report time is when the student arrives at the check in area. Students must always report to their clinical instructor or lead clinical preceptor before leaving clinical each day. Additionally, students should not be in the surgical department without an instructor or when clinical courses are not in session.

## **J. Student Work Policy at Clinical**

All student activities associated with the Surgical Technology Program while completing clinical rotations will be educational and training focused. Students will not receive monetary remuneration in any form during this educational/training experience unless it is outlined in the clinical affiliation or other agreement for the clinical site. Additionally, the student will not be substituted for hired staff within the partnering hospital setting while enrolled in the Surgical Technology Program.

Students attend clinical with hospitals where a clinical contract is in place. Compliance criteria is stated by the clinical site contract. Students in the Surgical Technology program are in the student role while at clinical regardless of if the student is employed or has other affiliations with the clinical site. It is essential that the student remains in the student role and does not enter areas or departments that are not listed for a student in the Surgical Technology program. If the student is employed in a designated area, such as Labor and Delivery, the student should not enter that area unless completing a surgical technology rotation. This also includes conversation not related to the surgical procedure or about other departments. Surgical Technology students

cannot perform any tasks/skills that were previously learned through experience or employment while attending clinical as a surgical technology student.

## **K. Clinical Course Policies**

Clinical policies will be reviewed with the student at the beginning of each clinical course. Clinical policies can be found in the course syllabi for SUR 232, SUR 274, and SUR 275.

## **VII. Student Conduct, Professional Behavior, Appearance, and Standards**

### **A. Health Professions Code of Conduct**

Conduct standards for Health Professions are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the health professional's role and the trust the public places on the Health Professions to do no harm. Therefore, issues such as professional and Interprofessional ethics, honesty, integrity, safety, and confidentiality are considered essential for practice in health professions and students will be held to the professional standards.

A graduate must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research, and patient care. If a student is found to be behaving in an unprofessional manner, the student will be removed from the classroom, lab, or clinical site. This includes any actions that may be deemed unprofessional by the instructors or surgical staff. Examples of unprofessional conduct include (but are not limited to): verbal or non-verbal language, actions, or voice inflection which compromises rapport with patients, family members, physicians, nurses, surgical technologists, surgical assistants, other staff, or instructors. This includes sexual innuendos or flirtatious behavior. Violations of these standards are serious and will result in the student being removed from the classroom, lab, or clinical site immediately. Students removed from clinical will not be readmitted to class or to the program.

Please refer to the Health Professions Code of Conduct posted in Cobra for every course.

### **B. Dress Code**

The dress code for laboratory courses is navy blue scrubs and closed toed shoes. Details on the laboratory dress code will be listed in each course syllabus for lab. Specific dress code information will be listed in each course syllabi for clinical. Ultimately, the dress code at clinical is determined by the clinical facility and can change according to the clinical affiliate's policies and procedures. The health and safety of patients/clients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. Surgical Technology students must be readily identifiable as students, including wearing the clinical name badge and green bouffant hat. Students will be notified if the syllabus dress code guideline is different than printed prior to attending clinical.

### **C. Personal Grooming**

Personal hygiene must be impeccable. Body odor can't be tolerated by patients and coworkers in the clinical setting. Patients can have heightened sensitivity to smells. The administration of medications and strong odors may cause nausea in the medicated patient. All students should always wear deodorant and shower frequently; daily if needed.

The surgical team works near the patient and each other. If the body odor is present while at clinical, you will be sent home. This concern could keep you from progressing at clinical and could be a reason to be dismissed at clinical. In addition, appropriate undergarments must always be worn by the student in the clinical environment.

## **D. Personal Information Protection for HIPAA**

Parkland College Health Professions Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

### Definition

Protected Health Information (PHI) is any information that identifies an individual AND relates to:

- 1) The individual's past, present or future physical or mental health; OR
- 2) The provision of health care to the individual; OR
- 3) The past, present, or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full-face photograph.

1. All patient records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
2. Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
3. Students must not identify patients, surgical team members or other people by name in written work, notes, or other exercises for learning purposes. In such instances, the use of initials is appropriate.
4. Students will not discuss patients, staff, or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

### Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

### Consequences

Students providing information to the media will be dismissed immediately.

The student will receive a written warning when the HIPAA violation appears accidental (such as leaving a chart open).

The student will be expelled if a willful HIPAA violation occurs, such as looking up information on a patient without good reason; taking pictures of images with a cell phone, etc. Any violation of confidentiality may result in removal from a clinical site and dismissal from the program.

Please see the entire HIPAA compliance policy posted in every Cobra course.

## **E. Social Media**

All Surgical Technology students are expected to comply with the Health Professions policy on HIPAA. Each surgical technology student will also be trained specifically to each clinical site's HIPAA information. Social

media posts are included when referring to confidentiality and privacy acts. Social media posts on Facebook, Instagram, SnapChat, Twitter, or any other social media platform regarding surgical procedures, hospital staff, and surgeons is prohibited. Posting information about an event of any kind at the hospital is considered a violation of HIPAA and could be the cause for dismissal from the program. If a student has a question about an event in surgery or if the student is upset about something that happened in surgery, the student should consult program faculty or their clinical preceptor immediately.

## **F. Professionalism**

Students are expected to always conduct themselves in a professional manner. Every patient, physician, instructor, and members of the health care team are to be treated with respect. Students enrolled in this course of training are expected to demonstrate a high level of motivation, reliability, and dedication to the practice of surgical technology.

Students are expected to display professional conduct and appearance that exemplifies cleanliness, politeness, and maturity in the classroom and at clinical.

Each course in the curriculum is intended to help the student become more proficient in the acquisition of the knowledge, judgement, and skill demanded of them as a member of the Surgical Technology profession. Each course should not be regarded as an obstacle to be surmounted with a passing grade but rather as a challenge to the student to obtain as much knowledge and experience as their capabilities will permit. Dishonesty, indifference, and unethical practice in the pursuit of education indicates that the student is failing to meet the obligations and standards of the Surgical Technology profession.

As a future member of the medical profession, surgical technology students should consider it their responsibility to insist upon, and maintain, the highest ethical standards for their profession. Accordingly, it is expected that the students will report any act which may degrade the respectability of their profession. Any such incident should be reported to any faculty member. It is also expected that each student will observe the rights of others and maintain high ethical standards in their personal and professional conduct.

## **G. Surgical Technology Program Code of Ethics**

The Association of Surgical Technologist's Code of Ethics Position statement applies to all surgical technologists and surgical technology students. The Code of Ethics states:

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

Violations of the Code of Ethics will be cause for dismissal from the program.

## **VIII. Parkland College Policies**

### **A. Extended Absences**

See General College Syllabus

### **B. Absence Due to Religious Obligations**

See General College Syllabus

### **C. Children in the Classroom**

It is understood that the mission of the College is to provide an atmosphere that is as free as possible from outside distractions and disruptions. To maintain this learning environment, unaccompanied and unauthorized minor children are not allowed on the campus. To protect children from possible injury and to maintain a safe, secure learning environment, children are not permitted in classes and are not to be left unsupervised anywhere on campus, including employee work areas. (College Policy 5.04)

### **D. Accessibility Services**

See General College Syllabus

### **E. Academic Honesty**

Parkland Policy 8.06

The following statement is the sanctioned affirmation of academic honesty in works submitted by students: "I honor Parkland's core values by affirming that I have followed all academic integrity guidelines for this work."

Parkland College's values include honesty, integrity, and responsibility. Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership.

Healthcare professionals are held to the highest standard and must be trusted to be honest in any situation. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person and a health care professional. Parkland faculty and administration can no longer make assumptions about what is considered cheating (academic dishonesty) and what students understand to be cheating (academic dishonesty).

Academic honesty is broadly defined as performing academic work without cheating, fabrication, or plagiarism, or unauthorized collaboration. Definitions include, but are not limited to:

#### Cheating

- Using or attempting to use unauthorized materials, information, or study aids in any academic activity.
- Submitting assignments, homework, and examinations that are not a student's own work or for which a student received unauthorized help.
- Copying the work of another, or allowing another to copy one's own work, without proper acknowledgment.

#### Fabrication

- Falsifying or inventing any information or citation in an academic activity.
- Falsifying or inventing any information to gain an academic advantage.

#### Plagiarism

- Presenting someone else's work or ideas as one's own, by incorporating it without full acknowledgment. All published and unpublished material, whether in manuscript, printed, visual, or electronic form, is covered under this definition.

Plagiarism may be intentional or reckless, or unintentional.



### Unauthorized Collaboration

• Work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Instructors should provide guidelines to students to maintain the academic integrity of these collaborative activities.

The process of determining the consequences of academic dishonesty begins with the faculty member and, if the student wishes to challenge the findings, may proceed to include the Department Chair, the academic dean, and/or the vice president for academic services. All incidents of academic dishonesty impacting a grade for the course, or an assignment must be referred in writing to the department chair and academic dean using the process described below.

The student who receives a failing grade for a course as a direct result of violating the expectations of academic honesty will not be permitted to withdraw from the course. The failing grade remains on the student's academic transcript. In cases where the academic dishonesty does not result in a failing grade for the course, the student may decide to withdraw from the course in which the academic dishonesty occurred; however, the required incident reports and possible subsequent disciplinary action will not be halted.

The full policy can be found at this link.

<https://www.parkland.edu/Portals/3/Global/Documents/PoliciesProcedures/Policies%20and%20Procedures.pdf?ver=2021-03-12-120357-940#page=133>

### Other Examples of Cheating

1. Taking pictures of exams
2. Taking pictures of a computer screen with test questions
3. Texting each other while sitting at your own computers sharing answers
4. One student looking up answers while another student answers questions on an assignment/test.
5. Taking pictures of cadavers
6. Posting, texting, or communicating parts of a test or quiz.
7. Taking quizzes together

UNLESS YOUR INSTRUCTOR HAS SAID, “this is a group project” or use any resource, including your classmate, your work should be just YOUR work, or it is cheating.

### Consequences of Cheating:

1. Fail the quiz, test or assignment- and/or
2. Fail the course- and/or
3. Be dismissed from the Program- and/or
4. Be dismissed from the College

**IX. Health Professions Policies** – *The following policies are posted on Cobra for Health Professions Courses*

- A. Guidelines for Accommodations in Health Professions**
- B. Spoken and Written English Policy**
- C. Social Networking Policy**
- D. HIPAA Policy**
- E. Clinical Failure and Grading/Withdrawal**
- F. Intent to Dismiss Policies and Procedures**
- G. Student Immunization, Drug, Alcohol and Background Policy and Procedures**
- H. Interprofessionalism**
- I. Name Change and Graduation Policy**
- J. Health Professions Code of Conduct**

**X. Additional Program Topics**

**A. Classroom and Laboratory Rules**

Students are to always demonstrate professional behavior in the classroom and laboratory. All students, instructors, visitors, and employees of the college are to be treated with courtesy and respect. Each course syllabus states specific guidelines and rules for each lecture, lab, or clinical session.

1. Students are expected to be on time when reporting to classroom and laboratory sessions.
2. Cheating is grounds for dismissal from the program.
3. Once a student completes a test, they cannot go back to the test back for any reason. Tests should be checked on front and back to be sure items have not been overlooked.
4. Meeting personal needs such as going to the bathroom should be taken care of during a break and at lunch when possible.
5. Students are to be awake, attentive, and courteous always. Students that are found asleep in the classroom or lab will be woken up one time. A second occurrence will count as an absence.
6. Any required textbooks, needed supplies, etc. must be available for all classes, including the first day of class.
7. Students that leave the classroom while others are testing are not allowed back in the classroom until everyone has finished the exam (This does not include practical examinations).
8. DO NOT attempt to use or operate any equipment until you have received the appropriate instructions for its use.
9. To decrease the incidence of communicable diseases, students are encouraged to use antiseptic hand rub after handling any instruments, drains, dressings, etc. While handling instruments and supplies, avoid touching your eyes, nose, or mouth. Students are not to come to class if experiencing a fever of 100 or higher. Students must not return to class until the fever is under 100° F for 24 hours without fever reducing medicine. Students are to cough and sneeze into their sleeve and not into their hands. Students may be dismissed from the classroom if this protocol is not followed.
10. Class or laboratory sessions are not considered adjourned until the lab and classroom are in proper order. It is the responsibility of all students to clean up the laboratory practice areas and classroom.
11. No supplies may be taken without permission from the instructor. Mock surgical kits are available for a student to check out for practice at home. These kits must be checked out with a faculty member and can be used by the student throughout the semester but MUST be returned by the end of the semester. If an item(s) is missing or damaged from the kit, the student will be required to reimburse the program for the cost of that item(s).

12. Students must be dressed in the required scrubs to be present in SUR 231, SUR 238, SUR 232, and SUR 239. A hat and shoe covers must be worn in the sub-sterile area and the operating room. The hair must be completely contained in the hat. A mask must be properly worn when in the operating room. Eye protection must be worn when performing in the first and second scrub role.
13. Students must strictly adhere to the rules of aseptic technique when present in the laboratory facilities.
14. All students are expected to work together with cooperation and assistance in re-wrapping, re-folding, and reassembly of any lab materials.

## XI. Student Policy Compliance and Attestation

**HANDBOOK:** As a student in the Parkland Surgical Technology Program, I have received a copy of the program policies. These policies have been reviewed with me and I have had an opportunity to ask questions about any policy that I do not understand.

- As a surgical technology student, I agree to follow the policies as written.
  
- I understand the associated consequences of not following program policies.
  
- I agree to strictly follow the code of ethics and the confidentiality clause guidelines.

Student Printed name: \_\_\_\_\_

Student Signature: \_\_\_\_\_/Date: \_\_\_\_\_

**PREGNANCY:** I have been informed of the risks associated with pregnancy when attending clinical and agree to inform my instructor immediately if I suspect that I am pregnant (as a clinical student). The Program Director and or Dean of Students will help formulate a plan to assist with scheduling course work in order to achieve completion of the program.

Check box if not applicable

Student Signature: \_\_\_\_\_/Date: \_\_\_\_\_

**SURGICAL TECHNOLOGY ESSENTIAL QUALIFICATIONS:** The Surgical Technology Essential Qualifications have been reviewed. I have been informed of the risks associated with latex allergies and exposure to blood and body fluids. My physician has also reviewed the Essential Qualifications and reviewed any concerns with me.

Student Signature: \_\_\_\_\_/Date: \_\_\_\_\_

### HONOR PLEDGE

Conduct standards for a surgical technologist is higher than those of most students or citizens because of the inherent responsibilities assumed by the role of a patient care provider and the trust the public places on care givers to do no harm and protect the patient while in their care. Therefore, adherence to the Parkland Surgical Technology Code of Conduct along with all policies of this program is required. Furthermore, honesty is considered essential for the practice of a surgical technologist and surgical technology students will be held to a higher standard.

I pledge my honor that I will adhere to the higher standards and conduct of a surgical technologist including but not limited to receiving unauthorized assistance on any examination or assignment while in the program.

Student Signature: \_\_\_\_\_/Date: \_\_\_\_\_