Lurleen B. Wallace Community College

Surgical Technology

Student Handbook
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SURGICAL TECHNOLOGY STUDENT HANDBOOK

Introduction

Welcome to the Lurleen B. Wallace Community College Surgical Technology Program. Surgical Technology is a challenging and rewarding profession. The faculty at Lurleen B. Wallace Community College are delighted that you have chosen surgical technology as your educational goal. We intend to challenge you academically and personally in order to prepare you to become a clinically competent and productive member of the healthcare team.

The purpose of this handbook is to provide surgical technology students with information regarding the policies of the Surgical Technology Department. The Surgical Technology Program operates within the policies of Lurleen B. Wallace Community College (LBWCC). Surgical Technology students are primarily obligated to follow all policies and procedures as detailed in the Surgical Technology Student Handbook in addition to policies and guidelines as published in the LBWCC catalog. Policies that differ in the Surgical Technology Handbook take precedence over College policies. College policies are published in the LBWCC Catalog and are accessible to all students.

Surgical Technology students are responsible for being informed and for following the policies in this handbook. This handbook is applicable to each Surgical Technology course in the surgical technology curriculum. The Surgical Technology faculty will be available to discuss any concerns regarding the handbook. No policies are infallible and if any are found to be inoperable the faculty shall welcome constructive suggestions for change.

Mrs. Early bids you a sincere and warm welcome as you enter the program.

Disclaimer

This handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with the College catalog. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, or regulations; (2) the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, that may be applicable to students in this department.

Nondiscrimination Policies

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Lurleen B. Wallace Community College complies with Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964. Inquiries concerning compliance with these statutes may be directed to the Dean of Student Affairs.
# ACCREDITATION

Lurleen B. Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees and certificates at the community college level.

1866 Southern Lane  
Decatur, GA 30033-4097  
(404) 679-4501

Lurleen B. Wallace Community College’s Surgical Technology program is approved by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

ARC/STSA  
6 West Dry Creek Circle Suite 110  
Littleton, CO 80120  
(303)-694-9262  
Website: www.arcstsa.org

Certification/Registration  
The National Board of Surgical Technology and Surgical Assisting  
6 West Dry Creek Circle, Ste. 100  
Littleton, CO, 80120  
Phone: 1-800-707-0057  
Website: [www.nbstsa.org](http://www.nbstsa.org)

Careers/Curriculum  
Association of Surgical Technologists  
6 West Dry Creek Circle  
Littleton, CO  80120  
(800) 637-7433 or (303) 694-9130  
Website: [www.ast.org](http://www.ast.org)
Lurleen B. Wallace Community College
Mission/Philosophy

Teaching. Learning. Growing. Enriching. Lurleen B. Wallace Community College offers opportunities for learning and growth by providing academic and technical instruction, workforce development, adult and continuing education, and cultural enrichment. Lurleen B. Wallace Community College is a public, two-year institution in the Alabama College System under the governance of the Alabama State Board of Education.

The College offers career-oriented certificates and associate degrees, as well as university transfer courses and associate degrees. In addition, the College provides specialized training for business and industry, non-credit and continuing education, adult education and community services to the residents of its service area. With fundamental principles affirming the value of education, the freedom of teaching and learning, and the worth, dignity and personal development of each individual, the College provides an environment that emphasizes student success and achievement.

Lurleen B. Wallace Community College
Surgical Technology Mission Statement and Student Outcomes

The goal of the Surgical Technology Program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- Students will be able to identify and explain the instruments, procedures, and safe practices used in a surgical environment.
- Students will be able to apply surgical principles in a perioperative setting.
- Students will be able to demonstrate professional behaviors appropriate to the field of surgical technology.

Program Outcomes

1. **Certification Exam**: 100% of the program participants will sit for the CST Exam offered through NBSTSA on campus at the end of the program. 70% of the programs participants are expected to pass the exam on the first attempt.
2. **Program Completion**: At least 70% of the students admitted will graduate within 100% of the time of the stated program length.
3. **Program Satisfaction**: At least 50% of graduates and 70% employers responding to the surveys distributed within one year after graduation will indicate satisfaction with the program.
4. **Job Placement**: At least 80% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.
# Surgical Technology (SUR)

**CIP CODE:** 51.0909  
**Short Certificate Program**  

## First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
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<td>5</td>
</tr>
<tr>
<td>SUR 102 Applied Surgical Techniques</td>
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<td>2</td>
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<td>4</td>
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<tr>
<td>SUR 107 Surgical Anatomy and Pathophysiology</td>
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<tr>
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<td>SUR 104 Surgical Practicum I</td>
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## Third Semester (Summer)

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<td>SUR 106 Exam Readiness</td>
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<td>1</td>
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<td><strong>Total</strong></td>
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</table>

## STUDENT POLICIES AND PROCEDURES

Please refer to the LBWCC Student Catalog for information on the college’s general academic policies.

### CLASSROOM POLICIES

#### Attendance

Only approved students may attend SUR courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student’s orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed and for obtaining the material or audiovisuals for that class.

#### Classroom Interaction

Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class is considered rude and disruptive and is grounds for dismissal from the class at the instructor’s discretion. Students dismissed from a class must meet with the class instructor or division chair before allowed to return.
Access to Instructors
Students will be able to meet their instructor during designated office hours. Office hours are posted outside each faculty member’s office and in the course syllabus. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

Records Due Date
Immunizations, CPR, payment for drug testing, and medical insurance must be submitted to the surgical technology department prior to the beginning of the semester in which they are due or on the first day of class. Students will not be allowed to attend classes or clinical until requested information has been received by the surgical technology department. It is the responsibility of the student to verify that information scanned, faxed, and/or mailed was actually received by the department.

Copies of Records
Students are responsible for making copies of their History & Physical, immunization records, and flu vaccinations prior to submission to the SUR department. The department will not provide copies after documentation has been submitted.

Student Record Maintenance
Students should keep the SUR program and Office of Admissions updated on any changes in name, address, or phone number.

Written Assignments
The SUR faculty believe that written papers are an expression of the individual. It is expected that all written work will reflect clear, correct, and responsible use of language and grammar. All written assignments must be prepared according to the guidelines in the course syllabus. Plagiarism is the copying from the work of another, word for word or in substance, and offering the copy as one’s own work for credit. This includes purchased or borrowed papers. Written work must be the student’s own work unless proper credit is given to the original author.
Academic Honesty
Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the surgical technology profession, dishonesty or unprofessional conduct could affect the health or safety of patients. To promote professional conduct and personal integrity, it is imperative that each student do his/her own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the college. Please see the College Student Handbook for general policies on academic honesty.

Academic dishonesty includes but is not limited to:

- copying from another student’s work, test, or paper (INCLUDING CLINICAL PAPERWORK), or allowing another to receive credit for your work
- looking at another student’s exam or allowing another student to look at your exam
- collaboration with another student or any person(s) during an exam
- use of anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle)
- obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam
- bribery to obtain exam information
- SHARING or RECEIVING information about an exam from ANOTHER SECTION OR CLASS GROUP
- breach of test security
- unauthorized tape-recording or note-taking of a test review
- plagiarism
- failure to report any of the above behaviors or other dishonest behaviors when witnessed

If an exam monitor suspects an incident of academic dishonesty, the student will be referred to the division chair or dean of student services.

Audio and Video Taping Guidelines
Taping of content in classroom or lab sessions is not permitted by the student. No recording of any type (audio, visual, written, etc.) is allowed during exam reviews. Recording of skills validations, for review purposes only, will be performed by the SUR department faculty.

Cell Phone Policy
Electronic devices such as cell phones, kindles, nooks, iPads, smart watches, and their attending noise are distracting to both faculty and students in classrooms, labs, and testing centers. The classroom, lab, and testing areas are inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off or silenced, unless prior approval is obtained by the instructor, dean of instruction, or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by students is a violation of the student code of conduct.
Minors on Campus
The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons on the campus. Therefore, to minimize distractions in the classroom and ensure safety, children are only permitted on campus to attend specific programs (e.g., Day Care Program) or athletic events accompanied by adults. LBWCC students must not bring children to classes or leave them unsupervised on campus while attending classes.

Accommodations for Americans with Disabilities
It is the student’s responsibility to provide appropriate disability documentation to the College’s Americans with Disabilities Act (ADA) Coordinator, located on each campus, to receive reasonable accommodations for classes. It is the student’s responsibility to inform respective instructors of the need for reasonable accommodations or for assistance with classes.

School Closing
It may become necessary to close the College because of severe weather, adverse road conditions, or other emergencies. Closing of the College also includes cancellation of off-campus clinicals. Students who have signed up for the Saints Alert Notification System are notified of inclement weather, school closings, and other emergencies by e-mail and cell phone text. Students may, also, obtain information for closings by listening to local television and radio stations or by checking the College website, if operational.

Social Networking Policy
Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions. Removal of an individual’s name, face, or image, is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is not deemed sufficient.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

TESTING AND GRADING POLICIES
Grading
No rounding of test scores is done (ie 78.6 is 78.6) except for the final course grade. The final course grade is rounded (0.5 or higher is raised to the next whole number).

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = 59 and below

Note that a ‘C’ requires a grade of 75-79 in all courses with a NUR prefix. Students are encouraged to study a minimum of two hours per course credit hour (i.e. 6 hours per week for a 3 credit hour course).

Most SUR courses consist of a combination of theory, laboratory, and clinical components. Laboratory and clinical grades are assigned by pass/fail ranking. Students who fail the laboratory and/or clinical
component of a course but earn a C or higher in the theory portion of the course; fail the course. Students who pass the laboratory and/or clinical component of a course but fail the theory portion of the course with a D or F; fail the course. Students who have failed any one component of a course may withdraw until the last date for withdrawal. Once the withdrawal date has passed, students will receive an F for the final grade.

Exam Reviews
Exam reviews will be held at the discretion of the instructor. Every attempt is made to review within one week of the date for which an exam was given. During exam reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders, cell phones, etc., are not allowed. Exam reviews may be terminated if the class becomes disruptive. Students must then, schedule an appointment with the instructor to review the exam individually. Any student who wishes to review an exam individually must make an appointment with the instructor within one week from the time of exam review. Exams may be reviewed within 7 days of the exam date. No student will be allowed to review exams the week before final exams, and at no time may students request to review all exams from a course.

LIBRARY/LEARNING RESOURCE MATERIAL
Independent reading and learning is encouraged by the faculty of the SUR program. Library materials are available in the school to be checked out on a variable time schedule. Books may be checked out for two weeks. Articles may be checked out for four days. Past volumes and current journals are housed in the school library. They may not be checked out but are available for use in the library. Multiple resources are available for the students to use in the library and through the library website. The computer lab and the school library both provide internet access for students.

A student who borrows material from the SUR Department or Lurleen B. Wallace Community Library will be responsible for the care of these materials. Any books or articles not returned to the library or the department by the end of the term will result in the student not receiving his/her grades and the student will not be allowed to register for the next term.

Final Exam Schedule
The final exam schedule for SUR courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule.

Make-up Exams
Make-up exams are determined by the individual instructor of a course. Make-up exam information for the course is included in the syllabus. If the instructor allows make-up exams, times must be scheduled with the individual instructor. If a student does not show up for a make-up exam that was scheduled with the instructor, the student will receive a zero for that exam.
Exam Procedures
It is essential that exam times are quiet. Once a student leaves the examination area, the student will not be allowed to return until all students have completed the exam. Pencils, tests, answer sheet forms, and calculators if specified, are the only items allowed on the desk for exams. Calculators are not allowed for exams unless specified. If allowed, calculators must have instructor approval and may not be shared.

No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed on top of, under, or around any desk during an exam. No hats may be worn during an exam. If any of these items are brought into the room, they must be placed at the front of the room before the exam starts. If brought into the room, cellphones/electronic devices must be set to silent or turned off. If a cellphone or electronic device makes noise during the exam, the student will be asked to submit his/her exam and will be excused from the room at that time. The student’s exam will be graded at the time of submission and will count for the official grade on the exam.

If assistance is required during the exam, the student should raise his/her hand to signal need of assistance from the instructor. Exams are timed. Students arriving late for an exam must take the exam in the remaining time available. If any student has already completed the exam and has exited the classroom, the tardy student will not be allowed to take the exam and must consult the instructor about the possibility of a make-up exam. Students arriving late for a quiz will not be allowed to take the quiz, pending the instructor’s discretion. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Instructors will post exam scores as soon as they are able.

Incompletes
A grade of (I) Incomplete may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is personal illness, the student should present the instructor a statement signed by the appropriate health care professional.

Students must submit to the instructor a “Request for Incomplete Grade” form with documentation of the absences. If approved by the instructor and division chair, the student may receive an “I” for the term. All required work for the course must be submitted to the instructor no later than two weeks prior to the last class day of the following term. If work is submitted by the due date provided by the instructor, the “I” grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an “F”.

PROGRESSION POLICIES
Progression
In order to progress in the SUR program, the student must:
1. Achieve a grade of C or better in all required courses.
2. Be acceptable by clinical agencies for clinical experiences.
3. Maintain ability to meet essential functions for surgical technology with or without reasonable accommodations.
4. Maintain program health requirements.

All of the SUR courses must be taken in order. Once a student fails a course or withdraws from a course, they must wait until the next program start. The student will also be required to reapply for the SUR program and sit through the program interview.

MBE 7/2017
Transfer Policy
The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Criteria for transfer is as follows:

1. Must meet minimum admission standards for the SUR program.
2. Must possess a grade of C or better in all SUR program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Must provide a letter of eligibility for progression from the Dean/Director of previous SUR program.
4. Must comply with all program policy requirements at accepting institution.
5. Must complete at least 25% of the SUR program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last SUR course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into SUR programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transfer is based on GPA in SUR program required courses.

Transient Student Policy
The transient policy applies only to students desiring to transfer courses between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the SUR program.
2. Must possess a grade of C or better in all SUR program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous SUR program must provide a letter of eligibility for progression in previous SUR program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (SUR Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into the SUR program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance. Student selection for transient status is based on GPA in SUR program required courses.

Program Completion
Students completing SUR 100, 102, 103, 104, 105, 106, 107, and 108 will be awarded the Surgical Technology certificate. Students are responsible for meeting all the progression, and graduation requirements.
Termination
A student may be terminated from the SUR program for the following, but not limited to:

a. Losing privileges to attend any clinical site
b. Unsafe surgical technology practice
c. Being under the influence of drugs or alcohol
d. Obstruction or disruption of the Surgical Technology Program
e. Breach of confidentiality
f. Inability to perform essential functions
g. Any act of academic dishonesty

Withdrawal
A student may withdraw from a course or all courses without a grade penalty up to fourteen (14) days prior to the first day of final exams for the fall and spring terms. For the summer and mini-terms, students may withdraw from classes up to seven (7) days prior to the first day of final exams for each session. The final date for official withdrawal is printed in the college calendar and published in each class schedule.

Students may be administratively withdrawn from all courses. Withdrawal may impact a student’s ability to qualify for financial aid, and may result in the need to repay financial aid already received.

LAB POLICIES
Campus Laboratory Guidelines
In order to provide as safe an environment as possible for those using the lab, and to ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus labs are authorized for use by SUR students with specific assignments, ONLY. No children are allowed.

- Eating and drinking is NOT allowed in the computer lab or skills lab.

- The supply closet and equipment cabinets are to be accessed by College staff and faculty ONLY. Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment is NOT allowed to leave the building.

- Equipment in the lab is specific for learning situations and should be used ONLY on laboratory mannequins. Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting.

Lab Attire
Full clinical attire must be worn in all scheduled lab times. See Clinical Attire policy for a full description of requirements. A student will not be allowed to attend a scheduled lab without being in approved clinical attire.
Lab Skills Validation
Skills validation is an important aspect of surgical technology. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in small groups. Each semester students should expect to perform a number of selected skills.

Students are expected to be prepared for skills validation. Preparation for performance of skills may include reading, watching videos and computer assisted instruction as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting. The following are policies related to skills validation:

- Students are required to sign in at designated times during the lab period. Students may not miss more than 10% of the contact hours for the lab portion of the course. Students missing lab are responsible for practicing and completing missed assignments and lab time. If the student misses a skills validation in the lab, the student cannot advance to the next skill until the previous skill has been validated. Students who are not able to meet lab objectives due to missing more than 10% of lab hours will fail the lab component of the course.
- The student is responsible for turning in all skills sheets to the instructor. No skills sheets will be accepted after the stated deadline dates.

CLINICAL POLICIES

Clinical Attire
- Each student will be checked off for uniform compliance prior to the first day of clinical each semester. Uniforms should be neat, clean, well-pressed and fitted appropriately as students must portray a positive image to the public. Students will not be permitted to attend clinical at the clinical agency without specified attire. Maternity uniforms need to meet the approval of the SUR faculty. Policies for uniforms are as follows:

  School approved uniform with appropriate program uniform patch on left shoulder (2” below shoulder seam or acromion process). Well fitting, clean, pressed and tailored, with adequate looseness for movement in the clinical areas. Fabrics must be of good quality. No silky materials that might promote static electricity should be worn. The outfit consists of a slate grey scrub suit. The scrub top must be a pullover, V-neck top. A solid black, crew neck top without decoration may be worn under the slate grey scrub top. If a long sleeve top is worn under the scrub top, sleeves must be tight enough to stay in place when adjusted. The shirt must be clean, white and in good repair.

  Pants should not be frayed on the bottom or dragging the ground. No knit cuffs and no more than 2, non-extending cargo pockets at thigh level on pants for males. Pants should not have flair legs, nor slits. Skirt length to the knees or below. If a skirt is preferable, the skirt must be slate grey in color.

  White lab jackets are to be purchased to wear outside of the OR suite. Lab jackets may have long sleeves and no elastic or knit cuffs. They must have button closures. If lab jackets are worn during the clinical rotation, the program uniform patch should be visible. It is also recommended that you get your name monogrammed on the left, front of the jacket. Monogram should be black in color and a simple font.
Black or white socks are to be worn with pants, and non-patterned white or black pantyhose are to be worn with dresses. Full-coverage undergarments must be worn under uniform and should not be visible from underneath the uniform.

Shoes must be solid leather or synthetic material, smooth finish, with no branding with the exception of nursing shoe company emblems. Avoid seams and shoestrings in shoes due to the risk of contamination. Tennis/sport type shoes, cloth shoes, or shoes with partial cloth are not allowed. All shoes must have a completely enclosed toe and heel. Shoes must be kept clean, white, and in good repair.

The student’s clinical name badge is to be worn at all times while at clinical. The badge must be clamped to the upper left side of the uniform top. Badge clips must be approved by SUR faculty. Student Representatives will be allowed to wear the designated badge holder.

Hair is to be neat, clean, secured away from the face, and should not touch the collar. Hair pulled back must be secured in an orderly style and not allowed to swing loosely. Unruly or extreme hair fashions are prohibited. Beards and mustaches must be neatly trimmed. All hair color must be kept a natural shade. No hair accessories are allowed except for elastic bands or hair pins that are the same color as one’s hair. Bright colored bows or barrettes are not allowed.

Fingernails must be short, filed, and clean. Nails may be no longer than the tips of the fingers and shall have rounded edges. Nail polish and artificial nails are prohibited.

Makeup should be conservative.

Only jewelry specified below is permitted:

One wedding band that has a smooth surface, without etching or stones. The color of the band is limited to white, black, brown, silver, or gold. The wedding ring can only be worn on the ring finger of either the left or right hand.

No earrings, no visible piercings, no tongue piercing. A skin tone plug must be worn in the hole left by a gage earring.

Necklaces are not allowed but, if necessary for medical reasons, must be long enough to secure under clothing

No visible tattoos are allowed.

No cologne or perfume is allowed due to possible patient allergies. Lotions and deodorants must be fragrance free.

Students are expected to bathe, wear deodorant, brush teeth, and change undergarments daily. No gum chewing is allowed in clinical.

Uniforms are to be worn only when functioning in the role of the student. If the student has other plans at the completion of a clinical or lab, the student must change into street clothes.
Suggestions for Uniform Purchase:

Slater’s Emporium (Formerly MJ’s Stitchery)
23220 5th Avenue
Florala, Alabama 36442
(334) 858-3344
slatersemp@fairpoint.net
(Open Tuesday – Friday 10am-6pm; Saturday 10am-4pm)

Slater’s Emporium
412 N. Main Street
Opp, AL 36467
(334) 582-1812

Scrubs 101
3074 Ross Clark Circle #6
Dothan, AL 36303
(334) 793-5258

Sandra Jeans Uniform
2493 Mtg. Hwy
Dothan, Alabama 36303
334-792-4553

Serendipity Uniforms
5085 Virginia Loop Rd
Montgomery, AL
(334) 288-4555

Meridy’s (online)

AllHeart (online)

*Slater’s Emporium has contacted LBW and reviewed the approved school uniform requirements with the Surgical Technology faculty.*

Clinical Orientation
Students must complete an orientation to the clinical site before attending clinicals at that site. Students who fail to complete the orientation are not allowed to attend clinicals. Missing an orientation constitutes a clinical absence. It is imperative that all students complete the clinical orientation prior to the start of a clinical rotation.
Clinical Attendance
Attendance is required for all clinical sessions. If the student has one clinical day per week in the semester, the student cannot miss more than one clinical day that semester. If the student has two clinical days per week in the semester, the student cannot miss more than two clinicals days that semester. Students missing more than the allowable amount of clinical days, will fail the clinical component of the course. Students who miss more than the allowable amount of clinical days due to an extenuating circumstance, may provide Mrs. Early documentation for consideration. All missed clinical hours must be made up. Make-up clinical days are scheduled at the end of each semester. If the student misses the clinical make-up day(s), then the student fails the clinical component of the course.

Clinical Guidelines
Students are expected to use time productively. Ask to assist others when not busy with assigned cases. Do not gather in the hall, sit at the nurses’ station, locker room or break room.

- Communication with clients should be client-centered. No personal affairs/problems are to be discussed within hearing of clients.

- No smoking is allowed in or on the clinical facility premises, including the parking lot. Students caught smoking or smelling of smoke while at clinicals will receive a clinical deficiency for that clinical day under the category of “professionalism”. This includes electronic cigarettes.

- Students are not to report to clinicals if physically or emotionally impaired.

- Students who are pregnant must provide documentation at the beginning of each semester from their attending physician stating they may participate in clinicals.

- No gum chewing. No eating of food designated for the staff, patients, or visitors is allowed.

- Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinicals or practicums. Thievery from patients, family, the agency, professional colleagues, or fellow students will not be tolerated.

- Students are not to leave the assigned clinical agency without the permission of the clinical preceptor. Thirty minutes are assigned to lunch break.

- Students are to bring the clinical case log to each assigned clinical. Students are responsible to get the preceptors signature on skills performed. The preceptor for the day must also sign the time in/time out sheet/daily evaluation. If the signature is not present at the time the form is turned in, the student will not receive credit for that day.

- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by clinical agency. The college, SUR instructor, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.

- Each student is responsible for obtaining the policies and procedures of the agency and adhering to those policies, including standard and universal precautions.

- Students may not apply lipstick, lip balm, any cosmetic, or adjust contact lens except in the employee/student break room or a restroom to avoid an OSHA violation.
• Students are not allowed to transport patients in their own vehicle due to liability.

• Students who have been terminated and are deemed ineligible for rehire from any clinical facility used by the SUR program, are also not allowed to perform clinicals in that facility. A student denied clinical access by any clinical affiliate used by the program will be dismissed from the SUR program.

• Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s).

• Students will follow Health Insurance Portability and Accountability Act (HIPAA) confidentiality. The following guidelines are to be followed:
  o Confidential or sensitive patient information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
  o E-mails or texts in correspondence with faculty should not include patient identifying information.
  o Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency shall be maintained.
  o Patient privacy and confidentiality shall be maintained at all times. Students shall not discuss client information with anyone except for clinical personnel and those in the SUR program involved with the students’ education.
  o Client names should not be included on clinical paperwork, presentations, or notes.
  o Breaches of confidentiality or privacy should be reported to the SUR instructor promptly.

Pinning Ceremony
The SUR department dress code will be strictly enforced for underclassmen and seniors during pining. Students not adhering to dress code will not be allowed to participate. Seniors must purchase a pin and wear an approved slate grey uniform to participate on stage.

Clinical Evaluations
The Clinical Evaluation Tool reflects program goals and is intended to serve as a guide for clinical performance during each rotation, identify patterns of behavior or changes in behavior, serve as a guide for the progression of the student and evaluate the student’s level of performance during and at the completion of the rotation. The Clinical Evaluation Tool is cumulative and builds on the expectations from all previous clinical courses. As a result, students are accountable for clinical competencies from ALL previous courses.

A copy of the evaluation tool is included in each course student clinical packet. Each week, the evaluation is to be signed by the student and the clinical instructor. The student may disagree in writing, with the clinical instructor’s evaluation. A signature means the student has reviewed the form.
Student Grievance Policy

Because we each are unique individuals with differing perspectives, conflict is a natural and inevitable part of life. In order to resolve conflict at the lowest levels the following procedure should be followed:

- Students with a concern regarding a SUR course should first discuss the issue with the course instructor.
- If the student remains unsatisfied, the student should discuss the issue with the Allied Health Division Chair, Wayne Godwin.
- If the student cannot reach an agreement with the Division Chair, the student’s next step is to present documentation to the Dean of Instruction.

Incident Reports

Mrs. Early is to be notified of any untoward or near miss incidents made by the student. An incident report will be filed by the clinical agency as would be filed for an employee under the same circumstances. In addition, a Surgical Technology Event Documentation will be filed in the student’s records and a copy given to the Division Chair.

Accidents and Injury

If a student should receive a needle stick, exposure to blood through mucous membranes, a laceration, or any other injury while performing duties as a surgical technology student (STS) at the clinical site, the student shall contact Mrs. Early and the appropriate supervisor from the clinical site. The clinical agency is responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the SUR program.

Student Health and Safety

Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current SUR Health Statement completed by a licensed physician, physician’s assistant (PA), or certified registered nurse practitioner (CRNP). The Health Statement is required a minimum of every 12 months. Student needs to be able to perform the “Essential Functions”.
- Current TB skin test (or chest X-ray if required). TB skin test done annually.
- Immunizations for measles, mumps, and rubella (MMR) or a titer demonstrating immunity.
- Hepatitis B series. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually or flu declination form. Please note that some facilities may require students to wear a mask at all times within the facility if the student chooses to decline the flu vaccination.
- Tdap immunization within the last 10 years.
- Varicella immunization or a titer demonstrating immunity.
- Yearly background and drug screening using school approved agencies.
Current CPR for the healthcare provider by the American Heart Association is required. Student must remain current throughout the program. The student will not be allowed to continue in the program if CPR is not valid.

All students must participate in HIPAA training during the orientation to clinicals prior to performing the first clinical assignment.

Any health condition (including pregnancy) that might incapacitate and interfere with the student’s ability to perform essential functions should be reported to the clinical instructor as soon as the student is knowledgeable. A medical release signed by a physician, CRNP or PA may be required for return to clinic practice.

Student signature agreeing that neither the college nor any member of the SUR department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the SUR lab or clinical setting.

Liability insurance is provided by the school. The school does NOT provide medical insurance coverage if the student is without. However, it does provide an accident policy and it may be purchased in the business office for $42. All students are required to maintain medical insurance and provide proof of insurance prior to the beginning of each semester or purchase an accident policy.

HIV or Hepatitis B Reporting Policy
Public law #102-141, Section 633 and “the Alabama Infected Health Care Worker Management Act” require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

ALABAMA COMMUNITY COLLEGE SYSTEM HEALTH SCIENCE PROGRAM POLICIES

ESSENTIAL FUNCTIONS
The Alabama College System endorses the Americans’ with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for the SUR programs with or without reasonable accommodations. The SUR program and /or its affiliated clinical agencies may identify additional essential functions. The SUR program reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the SUR program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama College System programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective SUR program and may vary from reasonable accommodations made by healthcare employers.
The essential functions delineated below are necessary for SUR program admission, progression and graduation and for the provision of safe and effective care. The essential functions include but are not limited to the ability to:

1) Sensory Perception
   a) Visual
      i) Observe and discern subtle changes in physical conditions and the environment
      ii) Visualize different color spectrums and color changes
      iii) Read fine print in varying levels of light
      iv) Read for prolonged periods of time
      v) Read cursive writing
      vi) Read at varying distances
      vii) Read data/information displayed on monitors/equipment
   b) Auditory
      i) Interpret monitoring devices
      ii) Distinguish muffled sounds heard through a stethoscope
      iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
      iv) Effectively hear to communicate with others
   c) Tactile
      i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   d) Olfactory
      i) Detect body odors and odors in the environment

2) Communication/ Interpersonal Relationships
   a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   b) Work effectively in groups
   c) Work effectively independently
   d) Discern and interpret nonverbal communication
   e) Express one's ideas and feelings clearly
   f) Communicate with others accurately in a timely manner
   g) Obtain communications from a computer

3) Cognitive/Critical Thinking
   a) Effectively read, write and comprehend the English language
   b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
   Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   d) Satisfactorily achieve the program objectives Motor Function
   e) Handle small delicate equipment/objects without extraneous movement, contamination or destruction

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f) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
h) Stand on both legs
j) Coordinate hand/eye movements
k) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
l) Walk without a cane, walker or crutches
m) Function with hands free for care and transporting items
n) Transport self and client without the use of electrical devices
o) Flex, abduct and rotate all joints freely
p) Respond rapidly to emergency situations
q) Maneuver in small areas
r) Perform daily care functions for the client
s) Coordinate fine and gross motor hand movements to provide safe effective care
t) Calibrate/use equipment
u) Execute movement required to provide care in all health care settings
v) Perform CPR and physical assessment
w) Operate a computer

4) Professional Behavior
   a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
   c) Handle multiple tasks concurrently
d) Perform safe, effective care for clients in a caring context
   e) Understand and follow the policies and procedures of the College and clinical agencies
   f) Understand the consequences of violating the student code of conduct
   g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
   h) Meet qualifications for certification by examination as stipulated by the National Board of Surgical Technology and Surgical Assisting
   i) Not to pose a threat to self or others
   j) Function effectively in situations of uncertainty and stress inherent in providing care
   k) Adapt to changing environments and situations
   l) Remain free of chemical dependency
   m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
   o) Accepts responsibility, accountability, and ownership of one's actions
   p) Seek supervision/consultation in a timely manner
   q) Examine and modify one's own behavior when it interferes with care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual’s health changes during the program of learning, so that the essential functions cannot be met
with or without reasonable accommodations, the student will be withdrawn from the SUR program. The SUR Faculty reserves the right at any time to require an additional medical examination at the student’s expense in order to assist with the evaluation of the student’s ability to perform the essential functions. Requests for reasonable accommodations should be directed to the campus ADA coordinator. Only the ADA coordinator can determine reasonable accommodations.

BACKGROUND CHECK POLICY
Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

Licenses Implications
Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have certification implications.

Guidelines
Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check requirement prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be maintained in the healthcare program’s office. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in an “F” for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.
- The background checks will be conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s).
- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student will receive an “F” for the course if the student does not officially withdraw from the course(s).
- The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
- Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).
- The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported.
- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could
jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s).

LURLEEN B. WALLACE COMMUNITY COLLEGE
Surgical Technology
STUDENT DRUG SCREEN & SUBSTANCE ABUSE POLICY

In response to requirements of certain external agencies providing clinical experiences for LBWCC students, any student who enrolls in the Lurleen B. Wallace Community College Surgical Technology Program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. The student must abide by the College’s Drug Screen Policy and Clinical Agency policy for which the student is assigned clinical practice. Students must perform in the clinical setting in such a manner that will promote safe patient care. This drug policy provides protection of patients from potential harm to the extent reasonably possible. This includes drug screening prior to the first clinical experience, random drug screening, and reasonable suspicion screening, should the student exhibit behaviors indicative of substance abuse anytime while enrolled in the SUR program.

I. PRE-CLINICAL SCREENING
1. All students will receive notice of the drug screening guidelines prior to admission to the SUR programs.
2. The SUR programs will maintain on file a signed consent to drug screening from each student.
3. Drug screening will be scheduled and conducted by Mizell Memorial Hospital at the cost of $35.00 per student. The fee for testing is to be pre-paid by the student as part of his/her fees.
4. Any student failing to report for screening at the designated time must complete testing with Mizell Memorial Hospital at a randomly scheduled time to be determined by the Division Chair or designee and Mizell Memorial Hospital.
5. Failure to complete drug screening as required by clinical agencies will prohibit the student from completing the clinical component of required courses.
6. Failure to complete drug screening with a negative test result of the 7 Panel Drug Screen will prohibit the student from completing the clinical component of the required courses.
7. All positive and non-negative drug screens will be confirmed and reviewed by the Medical Review Officer. Any sample requiring review by the Medical Review Officer, will result in a $30.00 additional charge to the student. This $30.00 charge will be paid by the student to the Business Office of Lurleen B. Wallace Community College. The student will not be allowed to attend clinical rotations until this additional fee is paid. Hours missed due to nonpayment of this fee will be recorded and maintained.
8. Results will be sent to the Division Chair at Lurleen B. Wallace Community College.
9. Any student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the SUR Program, although acceptance to the program is not guaranteed.
II. REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
3. Evidence of tampering with a drug test;
4. Information that the individual has caused or contributed to an incident in the clinical agency or contributed to harm of self, visitors, faculty, staff, or patients as a result of being under the influence of drugs;
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the program;
6. Odor of alcohol;
7. A report of drug use.

If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the clinical setting immediately and contact the Division Chair. The Division Chair will then determine if there is a reasonable suspicion to screen the student.

If the decision is made to screen the student, the Division Chair will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening. The student will not be allowed to drive to the designated lab. A student’s failure to consent to the screening will result in immediate termination from the program. The student will be solely responsible for the cost of a drug screening that is ordered because of reasonable suspicion.
III. STUDENT DRUG SCREEN PROCEDURE

1. Students must pay the $35.00 screening fee by the end of the first week of classes.
2. Students must submit a photo ID and social security number at the time of the specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with control procedures.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will collect a monitored urine specimen.
6. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label.
7. The student will verify the information on the identification label prior to leaving the collection area.
8. The collector will forward the sealed urine specimen and a Chain of Evidence Form to the designated certified testing center/laboratory for testing.
9. Specimens will be screened for the following classes of drugs:
   a) THC – Cannabinoids
   b) OP12 – Opiates
   c) AMP – Amphetamine
   d) COC – Cocaine
   e) PCP – Phencyclidine
   f) MAMP – Methamphetamine
   g) MDMA – Methyleneoxymethamphetamine
   h) OXY – Oxycodone
   i) LFAS – The LFAS adulteration strip is used to screen for abnormal conditions in human urine samples, such as dilution or the addition of drug test interfering substances.
10. A blood or breath test will be done for suspected alcohol use at the clinical site or prior to the clinical experience.
11. Positive and non-negative screens will be confirmed by the Medical Review Officer.
12. Students will be informed of the screening results by the Division Chair within seven days of testing.

IV. GUIDELINE FOR A POSITIVE DRUG SCREEN
A student with a positive or non-negative drug screen or a pending drug screen is not permitted to participate in the clinical component of a course. The student will receive a zero for each clinical assignment missed as a result of a pending, positive, or non-negative drug screen.

Graduation from the SUR Program at Lurleen B. Wallace Community College does not guarantee eligibility to take the CST examination. A student with a history of chemical dependency must submit a full explanation of the situation, including treatment records, urine screens, doctor’s statements, etc. when submitting the application to the NBSTSA.
V. CONFIDENTIALITY
The Division Chair will receive all test results. Confidentiality of the test results will be maintained with only the Director and the student having access to the results with the exception of legal actions which require access to test results.

VI. READMISSION
Students who have had to withdraw from the program due to a positive drug screen without documentation of a current, valid prescription will be eligible for readmission to the Program at Lurleen B. Wallace Community College, but will not be guaranteed acceptance into the program.

VII. COMPLIANCE
Drug screening policies/programs suggested or required by ARC/STSA. Lurleen B. Wallace Community College, and/or various institutions with which the College contracts may vary from time to time in any or all of their aspects. Students will be required to comply with the screening which satisfies the program or requirement established by the NBSTSA or any clinical agency with whom the college contracts for clinical experience, whether pre-clinical drug screening, random drug screenings, or reasonable suspicion screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may, nevertheless, be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the tested classes of drugs which are legally prescribed by health care practitioners does not necessarily, in and of itself, excuse the student from the effect of this policy.

If the student tests non-negative due to a prescribed drug which the student has listed on the consent form at the time of the drug screening, the Medical Review Officer will consult with the student. Information regarding the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug will be discussed. A physician will be requested to review the level of the drug present in the student’s system to determine if the level is abusive. Additionally, the student will be required to sign a release statement authorizing the prescribing physician to document the illness for which the drug was prescribed, the length of time the student will be required to take the drug, and whether the physician’s professional opinion affirms that safe patient care can be given by the student while taking the prescribed medication.

Students who begin the use of a prescription drug that may alter alertness, cognition, or safety during the course of the program should disclose this information to the Program Director. A release form regarding information of the prescribed drug must be completed by the prescribing physician and student in order to continue courses which require a clinical component. Failure to comply with any of the above policies may result in dismissal from the program. It is the intent of the College to promote safe and effective patient care concerning its healthcare students, as well as, the patients and staff of any clinical affiliate.
VIII.  CONSENT

Each student is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student is under eighteen (18) years of age, the student’s parent or legal guardian must sign the drug testing consent form in addition to that of the student. The Division Chair shall maintain the original of the signed consent for drug screening and may provide a copy of the consent form to the student upon request.

STUDENT RESOURCES

SUR students should refer to the LBWCC College Catalog and Student Handbook for student resources. Information on financial aid is located in the Financial Aid section. The student is referred to the Student Services section for counseling and career information, job placement, learning resources and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Health services are not available on campus. For healthcare needs, the student’s should refer to their private or local healthcare provider or activate emergency medical services (911).
Weather Alert:

The Administration Building on the MacArthur Campus is notified by the LBWCC Administration office when a weather alert has been issued. The faculty and staff will then notify all students and begin appropriate measures. The Administration Building office is also equipped with a weather alert radio. Automated weather alerts are made to phones and emails of persons who have activated the alert service.

Fire:

The Administration Building on the MacArthur Campus is equipped with a fire alarm that sounds automatically when smoke is detected. All occupants of the building will vacate the building using emergency exits when the alarm sounds.

An Alarm System within the Technology Building on the Greenville campus is utilized to notify students of weather and fire alerts. All occupants of the building will vacate the building using emergency exits when the alarm sounds.

Disaster Plan

1. Avoid Panic – Don’t alarm people by excited motions and actions. Remain calm and move with assurance.

2. Know The Disaster Code – In case of a Tornado Warning or other possible disaster, the switchboard operator will proceed with activating the alarm on the Greenville Campus or will call the Administration Building for activation of disaster procedures on the MacArthur Campus.

3. Learn The Emergency Procedures – Memorize the locations of disaster shelter. See bulletin board in departments for procedure and plans.

4. First In The Event Of Disaster – All people are to congregate in the area designated as a disaster shelter.

5. Reassure All Visitors – Ask them to remain with the group.
Fire and Evacuation Plan

1. Avoid panic. The greatest danger in most fires is panic. Don’t alarm people by excited motions and actions. Never shout “Fire”. Be calm and move with assurance.

2. Know the fire code – In case of a fire, fire drill, or an emergency, the switchboard operator will give several short blasts on the siren. One long blast will clear.

3. Learn the emergency procedures. Memorize the location of fire exits and fire extinguishers. See bulletin boards in departments for procedures and plans of evacuation.

4. If you are first in the event of fire or emergency, evacuate all people in the immediate danger area in a fast, but orderly manner. Instructors will call roll to see if all people are out and away from all buildings.

5. Turn off all oxygen, electrical, and gas equipment as soon as possible. Close all doors and windows.

6. Turn on the alarm and notify the switchboard operator of the exact location of the fire or other emergency. Make sure all doors and windows are closed.

7. Reassure all visitors. Ask visitors to remain with the group they are in.

8. After the alarm or evacuation order has been given, all personnel and students should exit the buildings by using the most secure and quickest way to safety.

Avoid Panic – The Life You Save May Be Your Own.
LBWCC Surgical Technology Program: Affirmation and Release Form

I, ________________________________ , (print name) affirm that I:

Reviewed the SUR Student Handbook and agree to abide by its policies and procedures. I **understand that I must have computer access.**

_____Initials

Agree that neither the college nor any member of the SUR department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the lab or clinical setting.

_____Initials

Agree to maintain medical insurance for the duration of the program understanding that the college, instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site or at the campus lab.

_____Initials

Agree not to practice invasive procedures outside of the skills lab or clinical setting.

_____Initials

Agree to perform clinical facility orientations as specified prior to performance of clinical experiences.

_____Initials

Will not receive monetary or other compensation for participation in the clinical course from either the institution or healthcare facility.

_____Initials

Will provide updated CPR, Health Statement, and immunization records prior to the beginning of the semester for which they fall due.

_____Initials

Understand that I will be required to undergo background screening/drug testing and untoward findings may result in termination from the program. Drug testing is required a minimum of every 12 months and randomly as requested.

_____Initials

Meet the essential functions with or without accommodations in order to fulfill the program requirements and perform in the clinical settings.

_____Initials

Student Signature: ___________________________ Date: ______________

MBE 7/2017
Physician Disclosure of Prescribed Medications

Student, _________________________________________, has provided the Medical Review Officer and/or SUR Program designee permission to contact the prescribing physician in regards to any current medications. Information related to the medication is required to confirm the requirement of a prescribed medication and its safe use during patient care experiences.

<table>
<thead>
<tr>
<th>Medication</th>
<th>Illness Requiring Prescribed Medication</th>
<th>Anticipated Length of Treatment</th>
<th>Dosage</th>
</tr>
</thead>
</table>

I affirm that the above documented medication(s) will not alter the student’s ability to provide appropriate and safe care to patients in the clinical setting.

________________________________________  ____________________  
Physician Signature      Date

________________________________________  ____________________  
Student Signature      Date

This form will be maintained by Lurleen B. Wallace Community College’s Division of Surgical Technology and will be disclosed to appropriate clinical agencies and/or the Medical Review Officer upon their request.
Surgical Technology Division Clinical Policies

The following policies are applicable to the SUR program at Lurleen B. Wallace Community College. Any breach of these policies may lead to failure of the course in which the student is registered; dismissal from the program; dismissal and/or expulsion from the SUR Division or College based on the severity of the breach.

1. All students are held to the professional, legal, and ethical parameters of the Health Information Privacy and Accountability Act (HIPAA). Breaches of confidentiality of patient information of any kind will not be tolerated (conversation with unauthorized others about a patient, photocopy of chart or protected documentation, taking pictures with a camera of any kind, sharing information with another clinical facility).

2. Falsification of any documentation by a student (i.e. application, submission of transcripts, drug testing results, physical exam findings, background check, CPR certification, other) will not be tolerated.

3. Falsification of any patient documentation by a student (ex: charts, flow sheets, medication administration records, others) will not be tolerated.

4. Thievery from the patient or family, the agency, professional colleagues, fellow students by a student will not be tolerated.

5. Students who are deemed clinically incompetent will be removed from the clinical area. Repercussions are dependent on review of the allegations, demonstration by the student of the skills at the expected level of performance, and evaluation of the student’s progress in the program. Repercussions are at the discretion of the reviewer(s).

6. All students are expected to behave professionally and ethically. Disruptive behavior or language toward patients/family, professional staff or other students (profanity, sexually explicit language or innuendoes, threats to physical or mental safety) will not be condoned.

7. Students must be aware that the clinical agency has the contractual right to prohibit a student from being placed at the agency. If the program is unable to place the student for completion of course or program requirements, the student will be required to withdraw (or will be administratively withdrawn) from the program.
8. Students are required to reveal any personal issues which would prohibit their placement at a particular agency. These issues may include but are not limited to previous dismissal from employment at the specific agency, legal issues involving the student or his/her significant others which are outstanding against an agency or practitioner of the agency, or monetary issues involving the agency (garnishments, law suits, etc.).

9. Students are prohibited from attending clinical unless or until medical clearance required by the program has been submitted. This includes but may not be limited to physical exam, drug testing, and validation of immunity by acceptable documentation of immunization or titer levels, and hepatitis B immunization or waiver. Clinical agencies have the right to deny access to the facility based on refusal of immunization by the student.

10. All students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/LBWCC policy, he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other program.

11. All students must have submitted the initial background and yearly background check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the Division Chair.

12. All students must be CPR certified at the Health Provider level and must maintain such certification while enrolled in the program. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.

13. All students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.

14. All students are required to have a photo identification badge to utilize clinical agencies. Photo IDs will be scheduled by the faculty during the first program course. The student may be responsible for the cost of the photo ID and any replacement. Students may be dismissed for the day from the clinical experience if the student does not have the ID badge in full sight while in the clinical agency.
15. Wearing the LBWCC program uniform or badge is prohibited except for assigned clinical experiences in assigned clinical agencies. Breaches such as wearing the uniform for employment or any nefarious, illegal or unethical purpose will not be condoned.

16. Students are assigned to clinical agencies by the program director, clinical coordinator, or designee. Students are not permitted to make individual contact with agencies for clinical arrangements unless expressly directed to do so by the program director, et. al.

17. In the event of, but not limited to, such circumstances as pregnancy and delivery, hospitalization, prolonged illness or injury or surgery the student will be required to submit verification from the approved health care provider that he/she is fit for duty prior to a return to the clinical area. Pregnant students must submit this verification at the beginning of each academic semester during the pregnancy and following delivery. Failure to do so may result in withdrawal from the clinical area.

18. The Division Chair reserves the right to request that any student submit to reexamination by an approved health care provider if deemed appropriate.

19. Health care facilities agree to provide emergency health care with the cost of all such care being the responsibility of the student.

20. No alcoholic beverages or drugs which may cause cognitive impairment will be consumed during clinical rotations or up to 12 hours prior to rotations. Any evidence of alcohol or drug use while on rotations or evidence of impairment due to drugs/alcohol prior to starting the clinical assignment will result in sending the student for a drug test for cause and if positive, immediate suspension from the rotation site. The impaired student will only be allowed to leave with a designated driver.

21. The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, instructor, or preceptor during rotations.

22. The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately retire from the conflict and notify the Clinical Coordinator or Clinical instructor as soon as possible or no later than at the completion of the shift.

23. Students will practice universal precautions during all patient care and handling of patient care equipment regardless of the situation.
I hereby acknowledge that I have read and am in agreement with the above information:

Student Signature _______________________________ Date ____________________________

Printed Student Name _______________________________
Lurleen B. Wallace Community College SUR Program: Consent to Maintain Healthcare Records

I understand that the LBWCC SUR Program will maintain copies of my health record required for clinical participation. This information is severely restricted to the legitimate operational use of the LBWCC SUR Program. To protect my privacy, this information will be maintained under double locks and not disclosed to anyone without my written permission unless required by law.

The Lurleen B. Wallace Community College SUR Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency. All healthcare records maintained by the LBWCC SUR Program will be destroyed five years following the completion or termination from the program.

Student Signature: ________________________________________________

Transfer of Records
I give permission for the SUR department to write a letter of “good standing” to other institutions as needed in the case of a transfer request. Student will make the request from Division Chair and/or instructors prior to placement of such letter.

Student Signature: ________________________________________________

Criminal Charges
I will inform the Division Chair of any criminal charges incurred after admission to the program. The Division Chair will check with the clinical agencies to determine student’s eligibility to continue in the program.

Student Signature: ________________________________________________

Background Check and Drug Screen
I give permission for the LBWCC SUR Department to forward the results of my background check and/or drug screen as requested of the clinical agencies used by LBWCC.

Printed Student Name: ____________________________________________

Student Signature: ________________________________________________

Date: ____________________________

MBE 7/2017
Consent to and Permission for Drug Screening

I have read, understand, and agree to abide by the impairment and substance abuse testing policy guidelines.

I hereby release the designated testing agency, Lurleen B. Wallace Community College, and the Division of Surgical Technology from any claim in connection with the drug screening guidelines.

I am providing the Medical Review Officer and/or SUR Program designee permission to contact the physician responsible for the prescribing of my current medications. Information will be requested relating to the medication’s use, dosage, anticipated length of treatment, illness for which the medication is being prescribed, and whether this medication could alter my ability to give appropriate and safe care to patients in the clinical setting.

I understand that in the event any legal action is taken as a result of the drug screening guidelines, confidentiality may no longer be maintained.

________________________________________  ____________________
Student Signature      Date

________________________________________
Print Name

This form will be maintained by Lurleen B. Wallace Community College’s Division of SUR and will be disclosed to appropriate clinical agencies upon their request.