IVY TECH COMMUNITY COLLEGE
COLUMBUS CAMPUS
SCHOOL OF HEALTH SCIENCES

SURGICAL TECHNOLOGY
STUDENT HANDBOOK
ACADEMIC YEAR
2025 - 2026

IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES
SURGICAL TECHNOLOGY PROGRAM
STUDENT HANDBOOK

Non-Discrimination and Equal Opportunity Policy

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all protected classes – race, religion, color, sex, ethnicity, national origin, physical and mental disability, age, marital status, sexual orientation, gender identity, gender expression, veteran or military status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures at
https://docs.google.com/document/d/1_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview.

The Mission of Ivy Tech Community College

We are Ivy Tech, Indiana's Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.

Booklet Disclaimer

This Surgical Technology Handbook 2025-2026 handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

Date of revision: 7/5/2024 EW

Table of Contents

Date of revision: 7/5/2024 EW

Date of revision: 7/5/2024 EW

Date of revision: 7/5/2024 EW

Introduction to Surgical Technology

Welcome to Ivy Tech Community College of Indiana. Ivy Tech is a statewide college system, with multiple instruction sites and the largest state-supported college in Indiana. The purpose of this application booklet is to describe the Surgical Technology Program (SURG) at Ivy Tech, and the procedures for applying to the program. We encourage you to read this booklet thoroughly, and to contact the School of Health Sciences office at your local campus if you need additional information.

Profession Overview and Description
The Certified Surgical Technologist (CST) is an integral member of the surgical team who works closely with the surgeon, anesthesiologist, and registered nurse to deliver direct patient care before, during, and after surgery. Certified Surgical Technologists often function as the sterile member of the surgical team who passes instruments, sutures, and sponges during surgery. After hand antisepsis, they gown and glove themselves and prepare the sterile setup for their assigned procedure. They must also be able to anticipate the needs of the surgeon, pass instruments, and provide sterile items in an efficient manner. Under the supervision of the surgeon, a Certified Surgical Technologist may also be involved in holding retractors or instruments, sponging or suctioning the operative site, or cutting suture material. They may also be involved in preparing and applying sterile and non-sterile dressings. Other duties of the Certified Surgical Technologists include preparation of the operating room. They must select and open sterile supplies such as drapes, sutures, electrocautery, suction devices, and surgical instruments. Other tasks include operating sterilizers, lights, and operative diagnostic equipment. After surgery, the CST assists other members of the team in preparing the operating room for the next patient.

Characteristics of Certified Surgical Technologists
The Certified Surgical Technologist must have the ability to perform under pressure in stressful and emergency situations. A stable temperament, a strong sense of responsibility, patience, and concern for detail are also required. Good manual dexterity and physical stamina are vital to success. Certified Surgical Technologists may be exposed to communicable diseases, unpleasant sights, odors, and materials. They will be required to lift heavy items and stand for hours. It is imperative they focus attention closely on the task- at-hand.

Another important quality of a Surgical Technology practitioner is compassion in order to provide emotional support to patients. They also need to be detail-oriented to ensure patients are receiving proper care. Surgical Technologists need to have good interpersonal skills and communication skills. They also need to have patience, problem-solving skills and be strong in the area of science.

Date of revision: 7/5/2024 EW

Job Placement

According to the *Bureau of Labor and Statistics* the need for surgical technologists is growing faster than the average for all job growths. It is growing much faster than average with a projected growth of 6% by the year 2033. The median pay of a surgical technologist is $ 29.03 per hour or $60,370 per year (https://www.bls.gov/ooh/healthcare/surgical-technologists.htm).

The reason for an increase need for surgical technologists is due to advancement in technology, growing health care access, aging population (baby boomers), and an aging Surgical Technology work force. According to the *Bureau of Labor and Statistics*, growth will also result from advances in medical technology as surgery is now safer, and more operations are being done to treat a variety of illnesses and injuries. These advances include but are not limited to robotics and other less invasive procedures.

The career opportunities for the entry level and advanced level program graduates include staff technician, program directors, clinical instructors in the hospital health care setting. Other career opportunities exist in labor and delivery, central sterile processing, ambulatory surgery centers, and surgeon's offices. While working is some of these areas, Certified Surgical Technologists provide care with surgical procedures and treatment management.

Graduates of the program must complete the multiple choice, online National Certification Exam for Surgical Technologists. Graduates must take the exam prior to completing the Surgical Technology Program. Students who pass the exam as determined by the National Board of Surgical Technology and Surgical Assisting is a Certified Surgical Technologist (CST).

Roles of the Surgical Technologist

A Certified Surgical Technologist may perform in one of three roles: the first scrub role, the second scrub role, or the assistant circulator role.

- **First scrub role**: The Certified Surgical Technologist performs verify supplies and equipment needed for the surgical procedure. He or she may setup the sterile field with instruments, supplies, equipment, medications, and solution needed for the procedure. The certified surgical technologist performs counts with the circulator prior to the procedure and at closure of the incision. He or she will pass instruments and supplies to the sterile surgical team members during the procedure. Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.
- S**econd scrub role:** The Certified Surgical Technologist is at the sterile field and actively participates in the surgical procedure by sponging, suctioning, cutting suture, holding retractors, and manipulating the endoscopic camera.
- **Assistant circulator:** The Certified Surgical Technologist is a non-sterile surgical team member;

Date of revision: 7/5/2024 EW

the assistant circulator does not gown or glove during the surgical procedure. The certified surgical technologist in the assistant circulator role responds to the needs of the members of the sterile field. He/she is responsible for keeping the written account of the surgical procedure and may participate in the counting of needles, sponges, and instruments.

With additional training, the Certified Surgical Technologist may act in the role of Surgical First Assistant. The Surgical Assistant provides aid in exposure, hemostasis, suturing, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient.

Accrediting Organizations

Ivy Tech Community College is accredited by the Higher Learning Commission. For contact information on the accrediting bodies, see below.

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
800-621-7440 or 312-263-0456
https://www.hlcommission.org/

The Surgical Technology Associate of Applied Science Program, Columbus Campus, is accredited by the Commission *on Accreditation of Allied Health Education Programs* (CAAHEP) upon the recommendation of the Accreditation Review Committee (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
Fax (727) 210-2354
www.caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
19751 E. Mainstreet, Suite 339
Parker, CO 80138
www.arcstsa.org
303-694-9262
Fax 303-741-3655

Date of revision: 7/5/2024 EW

Ivy Tech Student Handbook

The purpose of the School of Health Sciences Handbook is to apply concepts of The Ivy Tech Community College Student Handbook to students enrolled in the School of Health Sciences. The full Ivy Tech Student Handbook is available at: https://www.ivytech.edu/studenthandbook/index.html

School of Health Sciences Mission Statement

The School of Health Sciences faculty and staff develop and empower students through excellence in healthcare education. We prepare professionals who embrace integrity, safety, diversity, respect, and collaboration to meet Indiana's evolving community and workforce needs.

School of Health Sciences Vision Statement

To be the leading catalyst for healthier Indiana communities through outstanding education, graduating highly-skilled healthcare professionals.

Program Philosophy

The faculty strives to provide a positive, challenging, and supportive environment in which students are able to develop the skills necessary to succeed as surgical technologists. Surgical Technology Faculty believes that the learning process is a shared responsibility between the faculty and student. The faculty lays the foundation for learning and the student exhibits the study habits and attitude conducive to learning. Education is perceived by the faculty as an evolving and lifelong process that creates positive change in the attitudes, knowledge, and skills of the learner. Education proceeds from simple to complex.

The Surgical Technology Faculty is committed to providing students with a broad base of knowledge utilizing the most current technology and facilities available. In keeping with this philosophy, faculty members continually seek opportunities for professional development. In addition to providing students with the necessary clinical skills, emphasis is placed on the importance of treating all patients with compassion, empathy and tolerance.

The minimum expectation of the Surgical Technology program at Ivy Tech Community College is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. In this, students will practice the skills necessary for successful work in the surgical setting. Regular assessments of students in both the didactic and laboratory setting will occur and the instructor will give feedback to the students to help with growth.

Date of revision: 7/5/2024 EW

Online Application Process

All Selective Admission Program applicants must use the School of Health Sciences and Nursing Online Application system. In order to be considered for admission into one of these limited enrollment programs, an application must be submitted during the application window. No paper or emailed applications will be accepted. For further information please go to this link:

Health Sciences and Nursing Application User Guide

Program Outcomes

College General Education Outcomes

GENERAL EDUCATION OUTCOMES

The College has identified six general education areas of focus, in accordance with the state's definition of a general education, designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education areas are:

1. Written communication

2. Speaking and listening

3. Quantitative reasoning

4. Scientific ways of knowing

5. Humanistic and artistic ways of knowing

6. Social and behavioral ways of knowing

Terminal Program Objectives
Upon completion of the program, the graduate will be able to:
1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings
5. Exhibit quantitative literacy.
6. Communicate effectively in written and oral forms.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

Date of revision: 7/5/2024 EW

Terminal Surgical Technology Outcomes

Upon completion of the program, the graduate Surgical Technologist will be able to:
1. Think critically and creatively, analyze objectively, integrate and synthesize knowledge, and synthesize knowledge, draw conclusions from complex information, and generate new ideas.
2. Exhibit recognition, understanding, and respect for cultural and individual differences, in terms of both contemporary and historical perspectives, with application to an interdependent world.
3. Recognize and act upon social, political, civic, and environmental responsibilities relative to our society.
4. Understand and apply basic scientific concepts in a variety of settings, making informed judgments about the use of science and technology both in our global and local environments and society.
5. Communicate effectively in written, oral, and symbolic forms.
6. Exhibit quantitative literacy with respect to calculation, analysis, synthesis, problem solving, interpretation, and application.
7. Exhibit the ability to apply ethical reasoning in private, professional and public situations.
8. Attain computer competency in relation to basic information retrieval, library resources, and information technology.
9. Exhibit an understanding and appreciation of ideas, values, artistic expressions, and human experiences to enrich life and strengthen community through intellectual curiosity, aesthetic literacy, and a joy of learning.
10. Demonstrate preparation for assigned surgical procedures.
11. Demonstrate desirable employability attributes.
12. Apply principles of aseptic technique to surgical procedures.
13. Perform scrubbing responsibilities correctly, according to appropriate level of experience.
14. Assist with circulating responsibilities correctly, according to appropriate level of experience.
15. Identify safe and correct care of operative instrumentation, equipment, and supplies.
16. Manage a safe, efficient environment for the care of the surgical patient.
17. Describe and integrate concepts of standard precautions as related to surgical technology.
18. Demonstrate initiative and problem solving under stress in clinical settings.
19. Assess competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Licensure/Certification Identification Requirement

Many Health Science Programs have Technical Program Outcomes of certification or licensure examinations. Students will be required to have a State Issued Photo Identification Card and a bank card

Date of revision: 7/5/2024 EW

or credit card with a signature to take these examinations. Students not possessing these should begin working on appropriate documentation with their campus International Student Advisor/DSO early in the program.

Facilities

Teaching Facilities

All facilities and resources of the Ivy Tech Community College are available to Surgical Technology students. Students are encouraged to use support services available, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

Clinical/Externship/Internship Facilities

The clinical experience is an integral part of the educational experience for all Surgical Technology students. The Program has affiliation agreements within each campus service area. For more information on clinical affiliates, please contact the Surgical Technology Program Chair. Completion of clinical time is required for program completion. Surgical Technology students are required to complete 720 clinical hours.

Clinical site facilities for the Columbus campus include the following:
- Ascension St Vincent North Vernon, North Vernon, IN
- Ascension St Vincent Salem, Salem, IN
- Baptist Floyd Hospital, New Albany, IN
- Columbus Regional Hospital, Columbus, IN
- Decatur County Memorial Hospital, Greensburg, IN
- IU Health Bloomington Hospital, Bloomington, IN
- IU Health Bedford Hospital, Bedford, IN
- Johnson Memorial Hospital, Franklin, IN
- Major Hospital, Shelbyville, IN
- Norton Clark Memorial Hospital, Jeffersonville, IN
- Norton King's Daughters Hospital, Madison, IN
- Pankratz Eye Center, Columbus, IN
- Prime Health Monroe Hospital, Bloomington, IN
- Rush Memorial Hospital, Rushville, IN
- St Elizabeth Dearborn Hospital, Lawrenceburg, IN
- Schneck Medical Center, Seymour, IN

Student Support Services

For more information, go to https://www.ivytech.edu/enrollmentcenter/

Advising
Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree-seeking student is assigned both an Academic and a Faculty Program advisor whose purposes are to:
- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session as or as needed during each term.

For more information, go to https://www.ivytech.edu/advising/.

The Academic Advisor for the Columbus Surgical Technology Program is:
> **Rosanne Gordon   rgordon17@ivytech.edu   812-565-9518**

Health Services
For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

Ivy + Career Link
Ivy+ Career Link is available to help you in a number of ways:
- Individual coaching to develop their interests, strengths, and career objectives.
- Tools to explore today's careers that provide meaningful insight into the labor market.
- Resources to develop employability skills needed to become career ready in today's global workforce.
- Support in securing career experiences in and out of the classroom.
- Employers and career opportunities in fields of interest.

For more information, go to https://www.ivytech.edu/career-development/

Date of revision: 7/5/2024 EW

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation

- o All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitor areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. The College does not provide transportation to, from, or during any clinical experience.
- o The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.
- o Student assumes all risks in connection with "ride-alongs" or transportation to, from, or during any clinical experience.
- o The College does not perform nor can it ensure a motor vehicle record check of third-party drivers of clinical affiliates.
- o A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
  - ▪ The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience.

Disability Support Services (DSS)

Students pursuing the Surgical Technology Program must be capable of fulfilling the Essential Functions of Surgical Technology Program Students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. The mission of DSS is to provide access to College

programs, services, activities, and facilities for students with disabilities; to provide student advocacy; to encourage the highest levels of academic and personal achievement; and to advocate for an accessible environment for students, faculty, staff, and visitors.

Students are responsible for contacting the campus Disability Support Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Every effort will be made to provide reasonable accommodations in a timely manner.

Documentation of disability must be on file with the Disability Support Services office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request. Please refer to the College's Disability Support Services for specific information on requesting reasonable accommodations.

All students are expected to meet entry requirements. Essential elements of courses and programs and accreditation requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated. Please refer to the campus contact information at the back of this handbook. If you will require assistance during an emergency evacuation, notify your instructor on the first day of class in order to be prepared for emergencies. Look for evacuation procedures posted in your classroom.

If you would like more information about the DSS go to http://www.ivytech.edu/dss/ or contact your campus disabilities coordinator: **Kim Brown kbrown742@ivytech.edu 812-900-4806**

Financial Information

http://www.ivytech.edu/financial-aid/contacts.html

Tuition and Fees
Tuition and fees are set by the State Board of Trustees and are subject to change. Two recent programs have been established to assist students with tuition and textbook costs:

- **Ivy+ textbooks** means all required textbooks are one price.
- **Ivy+ tuition** means the student gets the same tuition rate if you enroll in 12 or more credits per semester. https://www.ivytech.edu/tuition/

Expenses for the Heath Science student may/will include tuition, fees, books, educational materials, uniforms, and other materials/equipment for use in the clinical area. At the time of participation in any certification pathway, the Surgical Technology student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare BLS Provider CPR certification **(American Heart Association BLS Provider),** criminal background check and drug screen. For the National Certifying Examination: the testing fee is paid at the beginning of

Date of revision: 7/5/2024 EW

summer term prior to completion of the Surgical Technology Program out of your summer course tuition.

Financial Aid

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

Financial Obligation

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

Liability Statement

Professional liability insurance coverage is provided to all students enrolled in experiential courses, including practicums, internships, externships and clinicals within the Surgical Technology Program. The limits of liability for the Institutional Professional Liability coverage are $1,000,000 for each medical incident and $3,000,000 aggregate. This coverage extends to practicum/internship/ clinical/externship experiences at an institution other than the College when it is a part of the College training program. This coverage does not apply to employment situations that fall outside of the requirements of the College training program. Each student may obtain additional individual liability insurance at the student's expense.

Student Accident Insurance

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of $5,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Injuries which are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to, the following: · Cutting a finger while chopping an onion in culinary arts class · Getting a fleck of metal in the eye while welding in auto body repair class · Twisting an ankle while lifting a patient in nursing class · Exposure to bloodborne / airborne pathogen (i.e. needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

Date of revision: 7/5/2024 EW

This accident insurance is **excess insurance**, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance **does not** represent an acceptance of liability from the College.

Once the maximum policy benefit of $5,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits and exclusions are controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

Withdrawals and Refunds

Withdrawal Policy
http://www.ivytech.edu/registrar/3432.html
From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Campus Connect or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way. Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

Refund policy
In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at http://www.ivytech.edu/registrar/3435.html. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

Please refer to the Student Handbook for a full description of withdrawal and refund procedures: https://www.ivytech.edu/studenthandbook/.

Date of revision: 7/5/2024 EW

Progression/Readmission/Stop Outs

College Progression and Readmission Policy
Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Surgical Technology Program must be in good academic standing according to College policy. Academic Standing Policy

Progression in the Surgical Technology Program
Students are expected to progress each term. Students who withdraw or do not successfully complete with a minimum grade of "D" in all prerequisite courses and a "C" or minimum of 80% in SURG courses will not be eligible to progress to enrollment in the clinical course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.

Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge. Progression Policy

Stop Outs
In any term the student is not enrolled in any required programmatic courses, the student is considered a "stop-out." Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last term in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission. Stop Out Policy

Re-enrollment Requirements

If accepted for re-enrollment the student is responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include: initial or updated criminal background check, drug/alcohol screening, physical/immunization requirements and any other changes implemented during the student's absence from a cohort and resolution of any holds). If a student re-enrolls only completed semesters will be counted and carried forward. Incomplete courses must be restarted and completed in their entirety. There must be an open clinical spot available to complete clinical courses.

Date of revision: 7/5/2024 EW

Credit for Prior Learning
Ivy Tech Community College acknowledges the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

Transferring
The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL).

For credit-bearing courses not appearing on the CTL, the appropriate academic faculty within that discipline makes recommendations for transfer and applicability of credit. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

Application for Transfer Within the School of Health Sciences
Once a student accepts a position in a selective admission program, he/she/they must remain at that campus who offered the position. Due to accreditation requirements, it would be rare that a student would be able to transfer from one campus to another. Please see your Program Chair/Dean for more information.

Graduation

The Graduation Ceremony will be held in May, the program does not conclude until the end of July. Certification requirements for students seeking a degree include:
- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

https://www.ivytech.edu/graduation/index.html

Date of revision: 7/5/2024 EW

Attendance

College Policy

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

Classroom and Lab Attendance Policy

Students are expected to attend all lecture and lab sessions. Attendance is necessary to maximize student-learning opportunities. Students who are absent are responsible for missed material. Attendance will be kept for the purpose of financial aid qualification. Specific expectations will be found in each course syllabus.

Surgical Technology Program Attendance Policy

Students must report all absences by emailing and/or messaging the course instructor(s) prior to the start of the class from which they will be absent. Anyone becoming ill during course work must inform the course instructor prior to departure.

Students are responsible for material covered while absent. When absences meet or exceed the maximum number of hours allotted, the student may be subject to dismissal from that course and any co-requisite course. Students wishing to continue in the SURG Program should refer to the School of Health Sciences Stop-out Policy documented in this handbook.

Students are responsible for tracking their own absences/tardiness times. No person shall attend clinical who is not currently enrolled in the Surgical Technology Clinical course. Students who develop illnesses or conditions involving limited activity must provide a physician's written statement that they are physically and mentally capable of undertaking the Essential Functions of Surgical Technology Students as outlined in this handbook. Students will not be permitted to participate in clinical without this written physician's statement.

Absence from Lecture Courses

Absence from a lecture course consisting of more than 15% of the total contact hours for that term may constitute a failing grade regardless of the grade received by the student.

Date of revision: 7/5/2024 EW

SURG 111 – 4 contact hour course - <u>9.6 hours</u>
SURG 113 – 3 contact hour course – <u>7.2 hours</u>
SURG 211 – 6 contact hour course - <u>14.4 hours</u>
SURG 213 – 3 contact hour course - <u>7.2 hours</u>

Absence from Lab Courses
Absence from SURG 112 consisting of more than 15% of the total contact hours for that term may constitute a failing grade regardless of the grade received by the student. All lab absences must be made-up as soon as possible after the absence. With instructor approval, the student may attend a different lab section to avoid an absence. ***<u>Any time missed from Lab must be made-up prior to the completion of that lab course.</u>***

SURG 112 – 4 contact hour course – <u>9.6 hours</u>

Absence from Clinical Courses
Individual campuses determine the attendance policy for clinical courses (SURG 114, SURG 212, & SURG 214). Policies of the clinical facilitates in which students are working may influence the program attendance policy. Please review your campus specific Surgical Tech policies for this attendance policy. Attendance is mandatory for successful clinical course completion.

Clinical courses require the presence of the student in the clinical site for evaluation. Course objectives cannot be assessed outside the clinical setting. In addition, Surgical Technology Program accreditation requires course completion that requires completion of a specific number of contact hours in each Surgical Technology course. It is not possible to makeup clinical experiences outside the clinical site. Attendance issues will be reflected in the clinical evaluations and grade. Please refer to the specific course syllabus for each of the above courses to review attendance requirements.

Clinical tardiness jeopardizes continuity of care. <u>In clinical, t*ardy* is defined as not being dressed in OR attire and ready to work in the OR at the assigned start time of your shift. Hours missed due to tardiness will not count toward required clinical hours.</u>

<u>Students must remain at the clinical site until their scheduled time of dismissal.</u> The student must notify their preceptor or site supervisor before leaving. <u>Leaving the clinical/externship site early will be counted in the student's total absence time. Leaving the clinical site without permission is patient abandonment and may result in dismissal from the program. In addition to notifying the course instructor when absent, students must notify the assigned clinical department</u>.

Absences consisting of more than 3 days per 8-week term will constitute a failing grade regardless of the grade received by the student. ***The student must make up any absences in any semester before receiving a passing grade for the course***. Clinical courses include SURG 114, SURG 212, and SURG 214.

Date of revision: 7/5/2024 EW

Clinical Attendance

1. Students must arrive on time and remain in clinical until the scheduled time to leave.
2. All students must sign in at their respective clinical sites and at the end of the week have it verified by the charge nurse, educator, manager, etc. at that facility.
3. In clinical, t*ardy* is defined as not being dressed in OR attire and ready to work in the OR at the assigned start time of your shift. Hours missed due to tardiness will not count toward required clinical hours. If you are 10 or more minutes late it counts as a tardy. After a half hour it is an occurrence. Three tardy days will constitute an occurrence. Leaving class early or scheduling appointments during class time constitutes a tardy day. An occurrence is defined as 2 consecutive days.
4. Make-up time is required for **ANY** missed clinical time. All make-up time must be completed before the start of the next semester over your spring/summer/winter breaks and be completed at the **INSTRUCTOR'S** convenience since they have to be on call while you are there. This means you cannot pick the days. (For EACH CLINICAL COURSE) No exceptions will be made unless approved by the Program Chair. In the event an exception is granted, the date and time of make-up days will be determined by the Program Chair. If a student is absent one occurrence, there will be no grade deduction. If a student is absent for a second occurrence, the student's clinical grade will be reduced by a total of 10%. For a third occurrence, a 20% grade deduction will be made. At this point the grade will drop below passing for the program.
5. Exceptions to the above policy will be at the discretion of the Director of Clinical Education. Trends in absenteeism will be considered in determining any exceptions to the attendance policy. You can have a maximum of 3 excused clinical **days** with documentation of reason needing to miss (doctors notes, funeral itineraries, ER paperwork etc.)

Reporting of Absences

1. The Clinical Coordinator & Program Chair must be notified at least one hour prior to the scheduled report time. If the absence is not reported properly, the student's grade will be decreased by 5% for each occurrence.
2. The Hospital must be made aware of the absence by the student. If this is not done before the shift, the student's grade will be decreased by a further 5% for each occurrence.
3. Additionally, failure to notify BOTH the Hospital & IvyTech faculty will result in double the number of hours to be made up. Ie, student missed 9 hours but only notified the hospital and did not notify the Clinical Coordinator: the number of hours to be made up are now 18 hours.
4. The Program Chair can revise the policy via a written notification given to the students.

Date of revision: 7/5/2024 EW

Title IX Statement

Sexual Harassment and Assault

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html under Confidential Employees and/or Community Resources.

Students Experiencing Pregnancy, Childbirth, or Related Conditions

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.
For more information visit:
https://www.ivytech.edu/files/5.15_Students_Experiencing_Pregnancy_Childbirth_and_Related_Conditions.pdf

Date of revision: 7/5/2024 EW

Student Complaint Procedures

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur.

Complaints Against Members of the College Faculty or Staff:

When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

Student Rights and Responsibilities

Code of Student Rights and Responsibilities

The student appeal process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to appeal against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal appeal procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal appeal procedure is also available.

In addition, the grade appeal process provides a mechanism for review when a student believes the final grade he or she received in a course is inaccurate. As with the student appeal process, this procedure encourages students to first attempt to resolve the appeal informally, beginning with the faculty member who issued the course grade.

College Rules of Conduct

Date of revision: 7/5/2024 EW

The reputation of the College and the College community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified, and honorable manner. While enrolled at the College, students are subject to College jurisdiction. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is not in the best interests of the student, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the College rules of conduct. Please refer to the [Code of Student Rights and Responsibilities](#). Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and College policy.

Guidelines for Professional Conduct in Clinical Settings
Purpose

Safety and security is a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook.

Although you may consider yourself to be in a learning mode, ***patient lives are at stake***. Their safety and security is a top priority. Additionally, the quality and reputation of the College rests upon the performance of our students. Read the following with great care, and count on it to serve as your guide. Realize that if these guidelines are not followed, continued participation in the training may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are here to assist you, and they count on you to take these responsibilities seriously. If you have questions related to any of this information, please discuss them with the Program Chair.

The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a

Date of revision: 7/5/2024 EW

Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

If a student is removed from participating in learning experiences at an externship site, the student will be removed from the externship site and require remediation. After successful remediation, the student will be placed at another site, if available. If a different externship is not available, the student will reapply for the following term. If the student is removed a second time, the student will not be able to complete the course requirements, resulting in a failing grade for the course and removal from the program.

As a student, you are held accountable for the rights and responsibilities as established in the Ivy Tech Student Handbook as well as practices of safe, professional and ethical conduct as outlined in this document. Record of incidences will be maintained by the Program Chair and will have a collective effect until the point of graduation.

The Guidelines for Professional Conduct are divided into three main groups, which are outlined below. General actions are listed at the end of each category. Please discuss any questions you may regarding these and any other policies or guidelines with your Health Sciences faculty.

Disclosure of confidential patient information, clinical facilities (including clinical locations), staff and provider information, and any related information and experiences is **STRICTLY PROHIBITED.** Information disclosed through email, any form of social media, verbally, or via texting may be considered a HIPAA violation and carry penalties up to $1.5 million (https://www.ama.assn.org/search?search=HIPAA). Please refer to the Social Networking Guidelines for more information (Social Networking, Cell Phone and Class Recording Guidelines).

Group I
This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting.

The following points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1.   The student will adhere to state and federal confidentiality laws, including but not limited to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and clinical affiliate confidentiality policies and procedures. The student will maintain confidentiality about all aspects of the clinical experience: this includes confidentiality for all patients, fellow students,

clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If a situation arises requiring disclosure of information by law, the student must seek out guidance from the clinical faculty member.

a) The student will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
b) The student will not remove or photocopy any part of the patient or clinical records.
c) The student will not use any patient identifiers, as defined by HIPAA, in written assignments.
d) The student will destroy any notes that were taken to provide care for the patient according to the clinical affiliate policy and will not carry those notes outside of the clinical.
e) The student is expected to follow guidelines in the School of Health Sciences Student program specific Handbook with regard to social media, cell phones, email or other electronic media.
f) The student will not discuss any patient, clinical experience with patients, or clinical site on social media. Postings on social media sites are not considered private nor are they ever truly deleted, regardless of privacy settings.
g) Students are prohibited from taking photos or videos of patients or their health record on personal electronic devices, even if the patient or hospital staff gives you permission to do so.
h) The student will not access HIPAA protected information for patients/families not directly related to assigned patient care unless authorized by the clinical faculty, preceptor, or clinical agency staff.

2. The student will ensure that any communication of patient information is performed in a timely, accurate and truthful manner. Falsification of any component of the written, electronic, or oral patient record is prohibited.
3. The student will exhibit behaviors that respect the dignity and rights of the patient regardless of socioeconomic status, sexual orientation, race, religion, age, disability, marital status, gender, cultural practices or beliefs, or nature of the health problem.
4. The student must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
5. The student will not abandon or neglect patients requiring health care.
6. The student will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
7. The student will not perform any technique or procedure, including administration of medication, for which they are not approved and/or are unprepared by their formal Ivy Tech Community College School of Health Sciences education and experience. In some instances **AND with faculty and/or preceptor approval,** students may be allowed to perform

techniques or procedures with other licensed personnel. All clinical practice policies are subject to campus and/or statewide affiliation agreements.

8. The student will refrain from knowingly withholding action or information that creates unnecessary risk to the patient, self, or others including facility staff, peers, or faculty.

Actions Related to Non-Compliance with Group I Expectations:

Because Group I expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.

Actions:

- If non-compliance in **any** of the Group I areas is identified, the student will be required to meet with the faculty member to discuss the non-compliance issue, a written/electronic status report will be prepared, and further disciplinary action may be taken depending on the outcomes of the investigation and in compliance with the clinical evaluation tool.
  - Following a meeting with respective Health Sciences faculty, the student will be required to meet with the Program/Department Chair and/or their designee to discuss the case.
  - If after investigating the case/situation, a non-compliance with any Group I offenses is identified and validated the Program/Department Chair and/or designee will review the situation and determine any appropriate action(s) to be taken by the School of Health Sciences and the College.
  - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Health Sciences Dean.
- If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or designee prior to enrolling in any future Health Sciences clinical courses.
- Recommended actions, depending on severity of the infraction, may include:
  - continued enrollment in the clinical course with no additional requirements;
  - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - administrative withdrawal and failure of the clinical course; or,
  - dismissal from the Health Sciences program based on final recommendations from the Program/Department Chair, Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period

determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences program specific Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean.

Group II
This Category Relates to General Protocol and Guidelines:

1. The student is expected to follow program guidelines regarding the attendance policy and notification of intended absence.
2. The student **must comply** with **ALL** rules, regulations, and policies of the occupational area and/or clinical agency/affiliate.
3. The student must refrain from smoking or using other tobacco products (including vapor or e-cigarettes) while in uniform, at clinical sites, or during school related events.
4. The student will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

Actions Related to Non-Compliance with Group II Expectations:
The above five items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.

Action:

- Any behavior not meeting the expectations listed above will result in a meeting with respective Health Sciences faculty member and a written/electronic status report for the first incident which may impact the clinical grade as determined by the clinical evaluation tool.
- The student will be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.
- In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, the student will be required to meet with the faculty member to discuss the non-compliance issue and a second written/electronic status report or other documentation will be prepared.
- Based on the number and severity of the non-compliance actions, the student may be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
  - Program/Department Chair and/or designee will discuss the outcomes of the investigation with the Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.

Date of revision: 7/5/2024 EW

- o Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
  - o If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair, Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
  - o continued enrollment in the clinical course with no additional requirements;
  - o continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations that may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - o administrative withdrawal and failure of the clinical course; or,
  - o dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - ▪ In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program at their home campus or any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal to the Health Sciences Dean or designee.

Group III
This Category Is Specific to Those Who Handle Medication and Solutions:

Note: Administration of medication without faculty and/or preceptor approval is addressed in Group I and will be subject to the ACTIONS described for that Group.

1. A potential medication error that is prevented by the clinical faculty and/or preceptor, designated clinical facility staff or the electronic medication administration system, will still be considered a medication error on the part of the student.
2. The student will ensure that medications are administered on time and in accordance with patient's plan of care.
3. The student will follow correct medication procedures as summarized in the "Six Rights of Medication Administration". The **SIX RIGHTS** in the OR are:
   a. Right Patient
   b. Right Medication
   c. Right Dose
   d. Right Time/Date

Date of revision: 7/5/2024 EW

      e.   Right Route

      f.   Right Documentation

4. The student will prepare medications and solutions according to recommendations.
5. The student will label all supplies containing medication such as syringes and basins.
6. The student will handle medications and supplies as instructed using safe practices for you, co-workers, and patients.
7. The student will be prepared to verbalize knowledge of medication uses, side effects, adverse reactions, interactions with other patient medications, and the relationship to the patient and one or more diagnosis.
8. The student will calculate proper medication dosage or safe dosage in the clinical learning environments.
9. The student will report any medication error to their Ivy Tech clinical faculty member and/or preceptor, and clinical facility staff immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.
10. The student will dispose of unused controlled substances under the observation of a circulator and according to the clinical site policy.
11. The student will report any medication abuse by students, staff, physicians, or instructors immediately.

Actions Related to Non-Compliance with Group III Expectations:

Medications errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, the School of Health Sciences supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent further medication incidents. Repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and will be subject to actions that will impact the student's status in the program.

Action:

- Every medication error will be documented on a written/electronic student status report. The student is expected to participate as requested in any root-cause analysis to identify reasons for the medication error and strategies to prevent further errors.
- The student will be expected to meet with the faculty and/or preceptor and acknowledge receipt of any feedback provided, review appropriate procedures, address any related questions with the faculty and/or preceptor, and initiate precautionary measures to prevent the error from reoccurring.
- In the event that there are three (3) or more documented student status forms for medication-related errors, **occurring at any point throughout the student's enrollment in**

the program, a written/electronic status report will be prepared by the faculty member and the student will be required to meet with the Program/Department Chair and/or designee.

- In cases of medication-related errors in which repeated errors or errors significant enough to endanger patient lives occurs or affect patient safety occur, the student will be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
  - o The Health Sciences Dean and/or designee will discuss the outcomes of the investigation with the Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
  - o Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
  - o If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
  - o continued enrollment in the clinical course with no additional requirements;
  - o continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
  - o administrative withdrawal and failure of the clinical course; or,
  - o dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
    - ▪ In the event a student is dismissed from one Health Sciences program, they may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the *Surgical Technology Student Handbook*.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean or designee.

Social Networking Guidelines

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but also the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions **could be the basis for disciplinary action including termination from the program**. Furthermore, the discussion

Date of revision: 7/5/2024 EW

of patient information through any of these venues is a **violation of patient confidentiality and HIPAA**. You have rights afforded by state and federal law, but be aware that *not everything* you say or post online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech.*

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs that may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively affect student status and any reference to these is strictly prohibited. *Students have been removed from the program for posting pictures from their clinical sites.*

Surgical Technology Professional Attire

SURG students will be required to adhere to a uniform policy. Students will be required to wear a ceil blue scrub suit during the laboratory session (SURG 112), when traveling to and from clinical areas, and while attending the affiliated hospital or clinic (SURG 114, SURG 212, and SURG 214). If a student enters the hospital for any reason as an Ivy Tech SURG student, the entire uniform is to be worn.

The details will be discussed prior to starting the program. All uniforms must be clean, odor-free, and stain-free. The scrub suit must not to be too loose or too tight. Personal t-shirts may be worn under the scrub top and must NOT be visible. Pants must be secured at the waist and not permitted to sag down onto the hips. Arms may be covered with a cover/warm-up jacket. Scrub dresses are not permitted except for religious reasons.

Shoes must be solid-topped and moisture-resistant; no canvas, mesh, or nylon construction. Shoes must be closed toe, solid on top, and solid at the heel. Open-backed clogs or high-tops are not acceptable. Shoes must be clean and maintained in good condition. Shoestrings must be clean and replaced as needed. No flip-flops while in uniform.

An Ivy Tech picture identification is part of the Surgical Tech uniform. The first badge will be provided for the student. It is the student's responsibility to contact the Surgical Technology Program Chair if the ID badge is lost; getting a replacement badge will be the responsibility of the student at a cost of $10 each. A retractable badge holder is required. Lanyards are not permitted. Facilities may distribute additional security badges if desired.

Jewelry is NOT permitted; this includes earrings as well as non-traditional body piercing such as the tongue, umbilicus, eyebrow, nose, etc. It is recommended students leave all jewelry at home for security. This includes wedding rings, engagement rings, watches, etc.

Date of revision: 7/5/2024 EW

Tattoos may be visible while in uniform. Depending upon the subject matter of the tattoo, it may be required to cover the tattoo when not scrubbed-in.

Hair must be worn up; loose, dangling hair does not meet the standards of perioperative services standards & cleanliness. Elaborate or bright colored hair accessories are not permitted. No baseball caps may be worn. False eyelashes are not permitted. Nails must be kept clean and not extending past the end of the fingertips. Nail polish and artificial nails, or any iteration thereof, may NOT be worn. Perfume, cologne, and other scented products are not permitted. Facial hair must be covered with a beard cover. A pen, and a small notebook is required and should be carried in the uniform pocket while in lab and clinical.

Students must adhere to the dress code of the affiliated hospital. The scrub attire worn in surgery and obstetrics is furnished by the hospitals. These scrub suits may not be worn outside the hospital. Shoe covers are provided and must be worn in the OR. Protective eyewear with eyebrow guards and side shields must be worn in all clinical areas where there is risk of blood splash or chemicals. If scrub pants, tops, and/or jackets are removed from the clinical facility, it constitutes theft. The theft will be reported to the authorities. Do not remove them from the hospitals/surgery centers without permission. If you withdrawal from the Surgical Technology Program, you must surrender your clinical name badge to the Program Chair for security reasons.

Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Surgical Technology Grading Practices

The Surgical Technology program awards the following grades: A, B, C, D and F. If students earn a grade of "D" or "F" in a Surgical Technology course, they need to make an appointment with SURG faculty to discuss their progress.   The student will not be eligible to enroll for subsequent SURG courses as the course pre-requisite was not met. Students need to review Progression and Stop out policy located in this booklet.

Students must attain an 80% (C) or better to pass a class. *Anyone attaining a final grade in a SURG class below an 80% will be dropped from the program.*

Date of revision: 7/5/2024 EW

The grading scale for all SURG courses is as follows:

A	**=**	**93%**	**-**	**100%**
B	**=**	**86%**	**-**	**92%**
C	**=**	**80%**	**-**	**85%**
D	=	75%	-	79%
F	=	0%	-	74%

Evaluation of Student Learning

Methods of Evaluation in Courses

Tests/quizzes are placed within each course at strategic times to assess learning objectives that have occurred to that point; tests/quizzes may be cumulative. It is the expectation that students will review their individual tests/quizzes and set an appointment with faculty to address their concerns. However, it should be noted there are no repeat tests.

Laboratory skills will be assessed through competency check–offs scheduled throughout the semester for courses with a laboratory component. Competency check-offs are allowed three attempts for successful completion; review of deficiencies is required, along with proven practice (remediation) prior to subsequent attempts. The subsequent attempt(s) is expected within one week of the unsuccessful attempt. If students cannot pass competency on the next attempt, they will fail the course and may be limited in enrollment based on pre-requisites. If students demonstrate difficulty with particular skills in the clinical setting, clinical faculty may require the student to return to campus and remediate. Students must then demonstrate that they have rectified their deficiency(s) and may demonstrate competency and patient safety.

Technical Outcomes Assessment

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates' mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

Ivy Tech Community College Surgical Technology Program utilizes the National Certification Exam for Surgical Technologists offered by the National Board of Surgical Technology and Surgical Assisting as the technical outcome assessment tool. The exam costs $290.00 and will be attached to the summer semester fees. The exam will be taken during the last week of their Surgical Technology program.

National Certification in Surgical Technology

Date of revision: 7/5/2024 EW

As a graduate of Ivy Tech Community College Surgical Technology Program, students are eligible to apply, sit, and take the National Certifying Exam for Surgical Technologists. After successfully completing the National Certifying Exam for Surgical Technologists online, multiple-choice examination, your credential is Certified Surgical Technologist. This certification extends throughout the United States and requires renewal every 2-years. Indiana requires certification for employment as a Certified Surgical Technologist as well as 15 Continuing Education hours annually. Another state

> **Ivy Tech cannot guarantee that any student will pass the National Certification Exam in Surgical Technology. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams.**

may or may not require certification and/or licensure to work in that state.

The National Certification Exam in Surgical Technology is composed of 150 Multiple-Choice exam questions drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Each campus is responsible for their certification results. Please go to www.ivytech.edu/surgical-technology/ and click on outcomes data for more specific information for each campus.

Student Requirements Associated with Clinical Affiliation Agreements

Clinical experiences are arranged by the Surgical Tech Program faculty and/or the affiliating agencies. Ivy Tech and each clinical agency have agreements that outline the responsibilities and privileges of both parties. The clinical site has the right to refuse a student that do not meet their institutional policy. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

Criminal Background Checks and Drug Screening

Purpose
Requiring criminal background checks and drug screenings ensures students meet the same standards as healthcare facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Healthcare facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope or Audience
This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where healthcare is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where healthcare is provided.
Date of revision: 7/5/2024 EW

Definitions

Drug Screening: Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Clinical and Practice-based learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Policy

Completion of a criminal background check and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional/technical core courses or just prior to the first day of clinical or externship as specified by the Health and Nursing program. Additional criminal background checks and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during their enrollment in the Health and Nursing programs may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or gradate from the programs.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

Students not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences or Nursing Program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

Date of revision: 7/5/2024 EW

Procedure

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on the clinical site requirements, the background check will include the following elements (additional elements may be added if required by the clinical site):
1. County, state, and federal criminal record searches of all places of principal residences for the past
   7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.
- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

Date of revision: 7/5/2024 EW

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next term. The student will need to complete the criminal background test again if they are readmitted. College program admission and progression policies will apply.

If a clinical site requests additional documentation from or communication with the student, the student is responsible for presenting documentation of any clarification of the findings. This dispute/clarification process must be complete at least two weeks prior to the beginning of a course which requires a background or drug screening result. Written confirmation from the clinical site to the Dean/Program Chair is required in the final determination of this process.

Students who have a non-negative drug screening result will be allowed one rescreening at the cost of the student. This must be requested by the student in writing from their Ivy Tech email account and sent to the Program Chair. All drug screening results, including any rescreening, must be available at least two weeks prior to the beginning of a course which requires drug screening results.

Disclaimers
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisite courses pending resolution of the situation.

Date of revision: 7/5/2024 EW

Protection of Confidential Information from the Background Checks and Drug Screenings

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.

Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines

PURPOSE

Health care facilities and the college are obligated to document and follow up with any student who appears to be under the influence of alcohol or drugs while participating in a patient setting or in college campus activities. This policy and procedure will be used in situations where there is a reasonable suspicion that a student may be under the influence of alcohol or drugs.

ORGANIZATIONAL SCOPE OR AUDIENCE

This policy applies to all students in the Schools of Health Sciences and Nursing who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided, including on campus clinics and skills labs. Students who do not have direct patient contact, but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements.

DEFINITIONS

Faculty designee is defined as a programmatic faculty member who may act on behalf of the dean or chair to represent the college at a clinical site. Typically this is the programmatic clinical site coordinator.

Facility designee is defined as an on-site clinical instructor, supervisor, or manager who may act on behalf of the college to facilitate the handling of a situation due to time and/or distance constraints between the college and clinical site; a situation inherent to the School of Health Sciences.

Date of revision: 7/5/2024 EW

Reasonable suspicion is defined to mean that the student's instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the clinical activity or which poses a direct threat to the safety of others. Other behavior which could lead to a reasonable suspicion drug or alcohol test includes but is not limited to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.

Non-negative refers to findings that would include positive, dilute, dilute positive, dilute negative, and altered.

POLICY
If a clinical instructor/clinical site supervisor perceives the odor of alcohol or other substances, or observes behaviors to cause reasonable suspicion that a student is under the influence of drugs or alcohol, they will remove the student from the patient care or clinical work area and notify the appropriate faculty. Faculty must consult with the regional dean or chair or designee to validate the basis for reasonable suspicion testing.

PROCEDURE
It is recommended that two non-student individuals interact with the student to determine if there is reasonable suspicion of impairment. If drug or alcohol use is suspected, the faculty member or facility designee should take the following steps:
Remove the student from the clinical activity:

- Confront the student in a private setting and in the presence of a non-student witness;
- Discuss the suspicious behavior with the student and allow the student to explain;
- Decide whether reasonable suspicion exists for drug and/or alcohol testing;
- If reasonable suspicion is validated, inform the student they cannot participate in clinicals that day or will not be able to complete the clinical day (as applicable).
- Inform the student that he/she bears the burden of proof and advise him/her to seek an alcohol test and drug screen **immediately**, **but in no case more than 2 hours following removal from activity**. A **waiting period of 20 minutes** must be observed between validation of reasonable suspicion and commencement of testing.
- In the rare circumstance where it is impossible to obtain testing within the 2 hour guideline above, documentation must be provided by the student showing that they

reported for testing within the shortest possible time frame not to exceed 4 hours following removal from activity.
- Inform the student that without negative results on the alcohol and drug screen, the clinical absence will be considered unexcused and further disciplinary actions may occur.
a. Notify the student that disciplinary actions may include:
i. Dismissal from the clinical site (which may impact progression in the program)
ii. Failure of the course
iii. Dismissal from the program
iv. Dismissal from the College
- Advise the student to arrange safe and lawful transportation to the testing site and home.
  - If the student is unable to arrange safe transportation, a cab will be called to transport the student, and the student will be responsible for the cost.
  - If the student is unable to pay the cost of a cab, the program chair or designee will attempt to reach the emergency contact noted in the student's file.
  - If the emergency contact cannot be reached, or cannot provide transportation, local law enforcement may be contacted to facilitate removal from the clinical facility.
- Complete the Report of Reasonable Suspicion of Drug/Alcohol Use form (see Appendices).
- Complete the Maxient Incident Report form per ITCC policy.

If the student agrees to drug and/or alcohol testing, the faculty member will ask the student to sign the "Consent for Screening" form (see Appendices).
Results

Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug or alcohol screening results must be delivered to the college in a manner that ensures the integrity, accuracy, and confidentiality of the information. Ivy Tech Community College may refuse to accept any test result that fails to meet the requirements of the procedure and guidelines noted in this policy.

A. Refusal to Test
   If a student fails to produce the requested sample at the date and time designated, the student will be treated as if the test result was non-negative.

B. Negative Test Result
   If the drug or alcohol test is negative, the student must meet with the program chair, dean, or designee to discuss the circumstances surrounding the clinical behavior before being allowed to participate in all clinical activities, and make-up any missed assignments.

Date of revision: 7/5/2024 EW

C. Non-Negative/Positive Test Result

If the drug screening result is non-negative, the student will be removed from clinical pending investigation.

- If the student insists the non-negative result is due to **prescription medication**, the student will be required to provide proof of a prescription (drug, dose, frequency) and written statement (expected duration, effect, any contraindications to being in the clinical setting) from the medical provider stating that the medication was prescribed, the drug level is within prescribed limits, and there is no indication of abuse.
- If the student insists the non-negative result is due to a **medical condition**, the student will be required to obtain a written statement from the medical provider indicating plan of care.
- Students who are impaired from approved prescription medications or medical conditions will be evaluated for safety in the clinical setting and will be removed from the clinical setting until safety to practice can be established by a fit for duty exam at the student's cost.
- If medication and/or medical conditions are validated by the student's healthcare provider, and safety to practice is established to ensure both student and patient safety, the student will be provided opportunities to make-up missed clinical assignments.

D. Retesting of Drug Screen

- In the event a screening specimen is deemed insufficient, diluted, or otherwise inappropriate for testing, the student will be required to complete a new drug test at a facility designated by the college.
- If a student challenges a result, they must comply with the vendor's appeal process.

E. Post-Incident Testing

- Any student involved in an on-campus or clinical site incident which causes injury to the student, another student, visitor, clinical agency staff member, instructor, or patient under circumstances that suggest possible use or influence of drugs and/or alcohol at the time of the incident may be asked to submit to a drug and/or alcohol test.

Students will be dismissed from the School of Health Sciences/School of Nursing programs for non-negative drug and/or alcohol screening results that are not validated by a prescription and a written statement from a medical provider. The reasonable suspicion for drug screening documentation and drug and/or alcohol screening results will be noted in the student's record.

A student who is denied clinical placement or who is withdrawn from enrollment in a clinical or lab course due to non-negative drug screen not validated by a prescription or a written statement from a medical provider documenting a medical condition, may reapply to the same or different School of Health Sciences or School of Nursing program after one semester (per ASOM 4.14). To be considered for readmission to the same or different School of Health Sciences or School of Nursing program, students will need to comply with additional criminal background checks and drug/alcohol screenings as required.

Date of revision: 7/5/2024 EW

Further non-negative results on drug and/or alcohol screening after readmission to the program will result in dismissal from the program with no option for readmission. College program admission and progression policies will apply.

Procedures for Determining Eligibility for Clinical Placement

Eligibility for Clinical Experiences with Affiliating Clinical Agencies
Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to decide on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, students will be notified that they may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.

Non-negative Screen
Students with any non-negative result on the drug screen, and not otherwise cleared by the College's contracted screening vendor after retesting and/or screening vendor medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

Criminal Background Check
Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder

Date of revision: 7/5/2024 EW

9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

Physical Examination and Health Records

A physical examination is required not more than one year prior to beginning your clinical to identify health status and accommodation needs (see Appendix A). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the *Essential Functions of Surgical Technology Students* (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

Health Requirements ASOM 4.15

All Surgical Technology students must have a health exam completed prior to entering clinical courses.

Documentation of immunization status and/or immunity to communicable diseases and/or screening for tuberculosis is required for health science and nursing students enrolled in courses where clinical procedures are performed in clinical areas. This policy outlines minimum requirements for all students and is based on guidelines from the Centers for Disease Control, the Indiana Department of Health, and local health departments. Individual clinical affiliating agencies may have additional, more stringent requirements. Students may request to be exempted from specific requirements relating to vaccinations. Students seeking an exemption from a vaccine must submit a declination form to their respective campus dean. While the College may accept a student's declination request, a clinical affiliating agency may still refuse to accept that student for clinical experiences. As a result, a student with or without an accepted exemption from a vaccine may not be able to progress through to completion of required courses and may not be able to complete or graduate from a program. The College reserves the right to remove a student from the program if they decline immunizations regardless of the reason for the declination if it is not possible for the student to complete the clinical portions of their program. A student who declines vaccination accepts sole responsibility and releases

the College from liability for communicable diseases acquired as a result of exposure to infected individuals.

Students are required to submit documentation of a physical examination and ability to perform essential functions as delineated by the specific health science. Students requiring accommodations to perform essential functions must work with disabilities support services staff to determine if reasonable accommodations are available to fulfill all course requirements.

All costs associated with vaccination, serologic immunity testing (titers), tuberculosis testing, and physical examination are the student's responsibility.

Documentation shall be completed before enrollment in specific professional/technical core courses prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences or Nursing program. It is the student's responsibility to adhere to documentation due dates set by the program. Failure to submit documents as required may result in a failure to be approved for clinical/lab participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program.

It is the student's responsibility to provide documentation that immunity and tuberculosis status is kept current as required by the specific program, including annual updates for tuberculosis screening. Students who are not continuously enrolled in a program until completion may be required to submit updated documentation of health requirements upon re-entry to the program or admission to a different program in the School of Health Sciences or School of Nursing. A student will be required to provide updated documentation from a licensed healthcare provider of continued ability to perform essential functions following any serious health disruption in order to return to clinical coursework.

College personnel will take every reasonable precaution to maintain confidentiality of student health records. Some clinical agencies require the College to provide copies of the required health records, in which case students will be asked to provide consent for release of the records. Refusal to provide consent may result in refusal of the affiliating agency to allow the student's participation in practice experiences.

1. Each student will be provided with program-specific requirements and required documentation forms by the program
2. Students will be responsible for making appointments with their own healthcare providers to fulfill requirements. Healthcare providers may include licensed physicians, advanced registered nurse practitioners, and/or licensed physician assistants.
3. Immunity to communicable diseases listed below may include documentation of vaccinations as specified and/or serologic evidence of immunity.

Disease	Vaccine Requirement
Covid	In accordance with Centers for Disease Control Covid-19 vaccination recommendations available at: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-todate.html People age 6 and up: 1 updated Pfizer-BioNTech or Moderna COVID-19 vaccine, regardless of whether they've received any original COVID-19 vaccines.
Hepatitis B	**2-dose** (Heplisav-B) (doses 4 weeks apart) *or* **3-dose** (Engerix-B, Recombivax HB) series *or* **3-dose** series HepA-HepB (Twinrix) (dose #1, #2 in 1 month, #3 approximately 5 months after #2).
Influenza	1 dose of influenza vaccine annually (must be the current year version of the vaccine in accordance with Centers for Disease Control recommendations available at: https://www.cdc.gov/flu/prevent/vaccinations.htm)
Measles, Mumps, & Rubella (MMR)	2 doses of Measles and Mumps at least 4 weeks apart, 1 dose of Rubella.
Varicella (chickenpox)	2 doses of varicella vaccine at least 4 weeks apart.
Tetanus, Diphtheria, Pertussis	1-time dose of Tdap, Td or Tdap booster every 10 years.

NOTE: Students who decline vaccination will be required to complete an Immunization Declination form. Depending on specific clinical affiliating agency requirements, declining immunization may result in a failure to be approved for clinical lab participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program.

4. Students who wish to decline a vaccination will be required to complete an Immunization Declination form. Completed declination forms will be submitted for review through the student's Dean. The Dean will maintain the student's declination form on file. Declining an immunization may result in a failure to be approved for clinical lab participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program. If failure to be approved for clinical lab participation and/or required clinical placement assignments occurs, the campus Dean, VCA and VCS will determine the appropriate course of action.

5. Required documentation of Tuberculosis screening is defined as initial or annual.

Initial Screening may be met by one of the following methods depending on previous testing:
Individuals who have never been tested will complete one of the following options:

- Two-Step Tuberculin Mantoux test: first step deadline date will be determined by campus and program, followed by a second step in 1-3 weeks if the first step is negative. Positive result requires chest x-ray.

OR

- Blood Test: IGRA; interferon-gamma release assay. Positive result requires chest x-ray. Indeterminate result requires Mantoux test (per ISDH)

Individuals who <u>have annual</u> testing through employment may complete one of the following options:

- Proof of results through Two-Step Tuberculin Mantoux skin testing, **or**

- Proof of two consecutive annual Tuberculin Mantoux skin tests, **or**

- Blood test results.

- Proof of a chest x-ray with negative results will be required if Mantoux or blood test results are positive or indeterminate.

<u>ANNUAL</u> screening may be met by:

- Proof of Tuberculin Mantoux skin testing or blood test within twelve months of last documented negative test result.

- Students with a history of a previous positive result will be managed by the clinical affiliate requirement (this may include annual chest x-ray or completion of the affiliate site's screening tool).

6. The physical examination form requires that a physical exam and review of the student's ability to perform program-specific essential functions be completed by a licensed physician, advanced registered nurse practitioner, or licensed physician assistant. The form also requires the healthcare provider's verification of immunity and tuberculosis screening requirements described above. It is the student's responsibility to ensure that the health care provider completes all required sections of the form, including required signatures.

The health form may be found in **Appendix A** of this handbook.

7. All documentation must be submitted to the designated program personnel by the specified due date.

8. Documentation will be reviewed by the program chair or their designee to ensure compliance with affiliating agency requirements.

Date of revision: 7/5/2024 EW

9. Documentation will be securely maintained by the Surgical Technology Program Chair and/or Castle Branch/Bridges in accordance with program policy.

10. Students will sign a release of information consent form prior to documentation being shared with clinical affiliating agencies.

11. Students who do not meet program-specific and/or agency-specific requirements will be advised by the program chair with regard to specific deficiencies, the impact of deficiencies on program/course enrollment, and if necessary, students will be provided advising related to withdrawal from the program and alternative academic options.

Essential Functions

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each term**. Essential Functions are listed in the Health Form (see Appendix A).

Included in this handbook is a complete list of essential functions required for the Surgical Technology Program. The student's physical and mental ability to perform the following essential functions requires validation through a comprehensive assessment by the health care provider. The list gives the potential Surgical Technology applicant a description of the type of physical/technical abilities necessary to complete the program or work in the typical hospital or clinical setting. These abilities are not measured as a requirement for program admission. However, the applicant is encouraged to consider the physical requirements of the program, and to make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability. Students with documented needs for accommodations are to meet with the campus Disabilities Support Service Representative.

The Surgical Technology Program requires agility and strength sufficient to move from room to room, lift and position patients, maneuver in small places, and perform clinical services. Students must possess gross and fine motor abilities as well as auditory, visual, and tactile acuity, which are required to assess health status and perform effective patient care.

Standard Precautions

According to the Universal Precautions Rule 410 IAC 1-4-7.1: *"Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule*

Date of revision: 7/5/2024 EW

shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030)." This training must include instruction in the "Universal Precautions" procedures adopted by the Indiana State Department of Health. Because students in the Surgical Technology Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

Bloodborne and Airborne Pathogens Exposure Protocol

What are Bloodborne Pathogens
Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood.

What to Do When a Bloodborne Pathogen Exposure Occurs
If you experience a contaminated needle stick, a cut from sharps, or exposure to the blood or other body fluid of a patient during the course of your work, follow these steps immediately:
- Milk the injury and wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infections disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy, as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury that requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

Date of revision: 7/5/2024 EW

Where to Seek Treatment

You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. Time of day and facility capability may affect where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.

If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.

Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly at https://www.ivytech.edu/risk/

What Happens Next?

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first does should be givens as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Instructions for follow–up testing will come from the healthcare provider. It will depend upon the testing outcome of the source person. It is important for your health that you understand and comply with the provider's follow-up testing and recommendations.

Airborne Pathogens are infectious microorganisms that are transmitted through air and cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets. Tuberculosis (TB) & Covid-19 are airborne pathogens of concern. Both are spread through the air from one person to another. Bacteria/viruses are put into the air when a person with disease coughs, sneezes, speaks, or sings. People nearby may breathe in these contaminants and become infected.

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

Date of revision: 7/5/2024 EW

Confidentiality

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information.

All information, which is learned about a patient, is considered confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information pertaining to a patient or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient, patient information or clinical situation is strictly prohibited. ***Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties****.*

Date of revision: 7/5/2024 EW

Estimated Surgical Technology Program Costs and Fees 2024-2025

The following is an <u>estimate</u> of the total cost for the Surgical Technology program based on in-state fees. The total cost may vary from one campus to another. Fees may vary and are subjective to change without notice. See next page for detailed breakdown.

PROGRAM	SEMESTERS/TERMS	CLASS	ITEM	COST		TOTAL
HLCU	Fall - Terms 1 & 2	13 credits	Varies @ $178/cr.	$	2577.11	
			Technology Fee	$	75.00	$ 2652.11
	Spring - Terms 1 & 2	12 credits	Varies @ $178/cr.	$	2577.11	
			Technology Fee	$	75.00	$ 2652.11
	Summer - Term 1	*If accepted:*	American Heart Association CPR Certification	$	100.00	
			Clinical Badge	$	0	
			Scrub Suit & Shoes	$	160.00	
			Health & Immunizations	$	Varies	
			Criminal Background Check & Drug Screen (additional charges for additional names)	$	125.00	$ 385.00
				$		
SURG	Fall - Term 1 & 2	SURG 111 SURG 112 SURG 113 SURG 114	12 credits @ $178/cr.	$	2577.11	
			Technology Fee	$	75.00	$ 2652.11
			Other Fees	$		
	Spring	SURG 211 SURG 212	15 credits @ $178/cr.	$	2577.11	
			Technology Fee	$	75.00	
			Graduation Cap & Gown	$	50.00	$ 2702.11
	Summer	SURG 213 SURG 214	3 credits @ $178/cr. 7 credits @ $178/cr.	$ $	534.00 1246.00	
			Technology Fee	$	75.00	
			Pin	$	40.00	$ 1,895.00
					Approximate Total	$ 14,500.00

All costs are approximate.

Estimate of textbook cost for SURG program is $1,500.00 but varies per campus and certain books and materials are covered under the Ivy+ program. 10 books (required material included in Ivy+ tuition), 1 Lab Kit (approx. $350.00), 2 online subscriptions (required and included in Ivy+ tuition).

Tuition and fees are subject to change without prior notification

To see all tuition rates please follow the following link: http://www.ivytech.edu/tuition/

Out-of-state face-to-face is $292.57 per credit hour.

Out-of-state online tuition is $ 175.38 per credit hour.

Distance education, out-of-state tuition is an extra $ 20.00 per credit hour more.

International rate $292.57 per credit hour

Date of revision: 7/5/2024 EW

Collegewide Curriculum of Record

SCHOOL OF HEALTH SCIENCES
SURGICAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
PROGRAM CODE: SURG
INTERESTED PROGRAM CODE: HLCU
2023-2024
LOCATIONS:
Columbus - Evansville - Ft Wayne - Indianapolis - Kokomo - Lafayette - Muncie - Terre Haute - Valparaiso

GENERAL EDUCATION

#	APHY 101	Anatomy and Physiology, I	3
#	APHY 102	Anatomy and Physiology II	3
#	ENGL 111	English Composition	3
#	MATH 123	Quantitative Reasoning	3

Choose one of the following:

#	COMM 101	Fundamentals of Public Speaking	
		or	3
#	COMM 102	Introduction to Interpersonal Communication	

Choose one of the following:

#	PSYC 101	Introduction to Psychology	
		or	3
#	SOCI 111	Introduction to Sociology	

REQUIREMENT TOTAL: 18

OTHER INSTITUTIONAL REQUIREMENTS

	IVYT 1XX	Student Success in Healthcare	1
^	SURG 213	Surgical Procedures III	3

PROFESSIONAL-TECHNICAL

#	HLHS 101	Medical Terminology	3
	SURG 111	Fundamentals of Surgical Technology	4
	SURG 112	Application of Surgical Fundamentals	2
	SURG 113	Surgical Procedures I	3
	SURG 114	Clinical Applications I	3
#	SURG 203	Surgical Pharmacology	3
	SURG 211	Surgical Procedures II	6
	SURG 212	Clinical Applications II	9
	SURG 214	Clinical Applications III	7

REQUIREMENT TOTAL: 44

SYMBOL KEY

TOTAL CREDITS: 62

^ Capstone Course,
 # Courses must be successfully completed
    before admittance to the program

Date of revision: 7/5/2024 EW

Suggested Sequence: Pre-requisite Courses (Required to apply to SURG Program)

FALL SEMESTER (May be 8-week or 16-week Terms)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
APHY 101	Anatomy & Physiology I	3	4	64
MATH 123	Quantitative Reasoning or higher	3	3	48
ENGL 111	English Composition	3	3	48
HLHS 101	Medical Terminology	3	3	48
IVYT 1XX	Student Success in Healthcare	1	1	16
SEMESTER TOTALS		13	14	224

SPRING SEMESTER (May be 8-week or 16-week terms)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
APHY 102	Anatomy & Physiology II	3	4	64
COMM 101 or COMM 102	Fundamentals of Public Speaking Introduction to Interpersonal Communications	3	3	48
PSYC 101 or SOCI 111	Intro to Psychology or Intro to Sociology	3	3	48
SURG 203	Surgical Pharmacology	3	3	48
SEMESTER TOTALS		12	13	208

Date of revision: 7/5/2024 EW

Suggested Sequence: Surgical Technology Courses

YEAR TWO: Required full-time

FALL SEMESTER (16-weeks)					
8-week Term	Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
1	SURG 111	Fundamentals of Surgical Technology	4	4	64
1	SURG 112	Application of Surgical Fundamentals	2	4	64
2	SURG 113	Surgical Procedures I	3	3	48
2	SURG 114	Clinical Applications I	3	9	144
		SEMESTER TOTALS	12	20	320

SPRING SEMESTER (16-week term)					
16 Week Term	Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
1	SURG 211	Surgical Procedures II	6	6	96
1	SURG 212	Clinical Applications II	9	27	432
		SEMESTER TOTALS	15	33	528

SUMMER SEMESTER (8-weeks)					
8-Week Term	Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
1	SURG 213	Surgical Procedures III	3	4.5	48
1	SURG 214	Clinical Applications III	7	34	336
		SEMESTER TOTALS	10	38.5	384
			Credit Hour	Contact Hour	Total Hours
SURGICAL TECHNOLOGY PROGRAM TOTALS			62	118.5	1664

Surgical Technology Specific Information

Program Information
The facilities and resources of Ivy Tech Community College are available to all Surgical Technology students. Students may use any Ivy Tech Community College library, open computer lab, Learning Resource Center, Student Services and other academic services. Faculty with advanced degrees in the appropriate fields of study teaches all courses.

Clinical experience is an integral part of the educational experience for all Surgical Technology students. In clinical, you are there for the educational experience, and will not be considered as part of the hospital staff. When attending clinical, students will be dressed in appropriate uniform and wear a clinical ID badge. The programs have affiliation agreements with their local hospitals, clinics, etc., to provide student-learning experiences. Please see your local Surgical Technology Program for more specific details on what clinical sites are used at that specific campus.

While at the various clinical sites, students are supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.

Resources provided by the College and cooperating community hospitals are utilized in the Surgical Technology Program. Qualified students are provided with educational opportunities in a College environment, and share the intellectual and social responsibilities, privileges, and experiences with college students in other disciplines. The cooperating community hospitals offer clinical experiences for our students and several of the hospitals may also provide equipment. If a student is applying to more than one Ivy Tech Surgical Technology Program, they must attend that campus' information session. Contact information for each program is listed below.

Program Overview

Successful completion of the two-year (five-semester) program leads to an Associate of Applied Science Degree in Surgical Technology. This provides eligibility for the graduate to take the National Certifying Exam in Surgical Technology administered by the *National Board of Surgical Technology and Surgical Assisting* (NBSTSA). Once the graduate is certified, he or she may maintain certification by participation in the mandatory continuing educational programs (30 continuing education units every two years) or by re-testing every two years. Employers and/or local and national professional associations provide continuing education units.

Curriculum for Associate Degree in Applied Science

Surgical Technology Program courses are presented in a lecture/laboratory/clinical format. Lecture presents didactic principles of surgical practices, instrumentation and equipment, and surgical procedures. Laboratory course provides hands-on experience with surgical techniques and instrumentation in simulation while clinical course provides hands-on experience in a hospital, clinic, or surgery center.

The academic portion of the Surgical Technology Program consists of five (5) semesters starting in the fall semester of each year. The pre-requisite courses can be taken on a full- or part-time basis. All pre-requisite courses must be completed or be in the process of being completed before applying to the SURG program. It is also recommended that Surgical Pharmacology (SURG 203) be completed or be in the process of being completed before applying to the SURG program. Surgical Technology Program courses are offered in a full-time status during day hours. The last three semesters, including a mandatory summer session, are inclusive of completing clinical rotations at affiliate health care agencies. The Surgical Technology faculty assigns all clinical rotations. Courses may be repeated as the College offering allows. Successful completion is defined by a "D" or higher in all pre-requisite curriculum courses. SURG courses (second year) must be taken in a full-time status. Successful completion (a "C" or higher) in each course is required before advancing to upper level Surgical Technology courses. A cumulative grade point average of 2.0 is required for graduation.

Per College policy, the Surgical Technology program will award the following grades: A, B, C, D and F. Should a student earn a grade of "D or F" in a Surgical Technology course, he or she will need to repeat that class. Since the Surgical Tech (SURG) courses are sequenced ensuring prerequisite course requirements are followed, failing a SURG course will result in the student not being able to progress.

The Surgical Technology Program clinical sequence has a limited enrollment. If there are more applicants than the program has clinical seats, an application selection process will be implemented that involves the ranking of applicants. Top ranking applicants will be admitted into the Surgical Tech Program (SURG). A list of alternate students will be compiled in the event that more than the limited number of students apply. SURG courses (second year) must be taken in a full-time status.

Progression through the Surgical Technology curriculum is sequential (see suggested sequence). The student must successfully complete course prerequisites before proceeding to upper level courses. Successful completion of each Surgical Technology course is required before advancing to upper level Surgical Technology courses.

Surgical Case Requirements

Upon successful completion of the Surgical Technology Program, the student will have fulfilled the clinical case requirements as established by the 7th edition of the *Core Curriculum for Surgical Technology* published by the Association of Surgical Technologists.

- In general surgery, each student must scrub a minimum of 30 total surgical procedures cases with 20 first scrubs and 10-second scrubs
- In specialty surgery, each student must scrub a minimum of 90 surgical cases with 60 first scrubs and 30 second scrubs. With 40 cases in a minimum of 4 specialties. Specialties procedures include orthopedics, otorhinolaryngology, genitourinary, obstetrics, gynecology, ophthalmic, oral/maxillofacial, plastic & reconstructive, cardiothoracic, peripheral vascular, pediatrics, & neurosurgical.

- The total number of surgical procedure cases scrubbed for the duration of the entire Surgical Technology Program must exceed 120 with 80 of the cases being first scrubs & 40 cases being second scrubs.

Continuing Education

Certified Surgical Technologists are required to be life-long learners. Nationally, to maintain the Certified Surgical Technology professional credential, CSTs must document 30 continuing education units per a two-year period. In the state of Indiana, CSTs must document 15 continuing education units annually.

Keeping life-long learning in mind, as a graduate of an accredited Associate Degree of Applied Science program, students have the opportunity to transfer to related baccalaureate degrees after graduation to study in a related field. Students should talk with their SURG program chairs and individual institutions for additional requirements.

Application Procedures

Application to the College
STEP 1:   Complete the Admissions Application on-line at www.ivytech.edu/apply-now/ . Complete all the steps to become an Ivy Tech student. Select that you are interested in the Surgical Technology Program. Ivy Tech codes all applicants with a Surgical Technology Interest as HLCU. This coding will enable you to continue as a degree-seeking student.
STEP 2:   Obtain transcript request forms from the Office of Admissions if you have previously attended an accredited college(s). Complete and submit forms with any applicable fees, to the college(s) that he or she attended.
STEP 3:   Complete the College's admission process. This may include taking Accuplacer placement testing, a required student orientation, and an initial advising session for course placement.

Application to the Surgical Tech Program

Acceptance to the Surgical Technology program is separate from admission to the College. Students must apply to the Surgical Technology Program for considered for admission into the Surgical Technology Program. It is highly recommended that you seek detailed information about the Surgical Technology Program at your local campus. This may require making an appointment with your local campus' Surgical Technology Program Chair/Faculty and/or attending a Surgical Technology information session.

Campus	Name of Program Chair	Email Address	Telephone number	For Information:
Columbus	Eddy Wenzel, RN, BSN, CNOR, CST	ewenzel1@ivytech.edu	812-374-5185	Call for Individual Appointment
Evansville	Gina Talbert, BS, CST	Gtalbert2@ivytech.edu	812-429-1490 or 812-429-1494	Call for Individual Appointment
Fort Wayne	Colby Allen, CST, AAS	callen173@ivytech.edu	260-480-2014	Call for Individual Appointment
Kokomo	Jia Hardimon-Eddington, MS, CST	jhardimon@ivytech.edu	800-459-0561 or 765-459-0561 ext. 301	Call for Individual Appointment
Valparaiso	Marsha Eriks, BS, CST	meriks@ivytech.edu	219-476-4702	Call for Individual Appointment
Lafayette	Heidi Barry, BS, CST	hbarry3@ivytech.edu	765-269-5208	Call 765-269-5720 for an individual appointment
Indianapolis	Jeanne Rieger, CST, MS Ed	jrieger@ivytech.edu	317-921-4404	Call for Individual Appointment
Muncie	Melissa Binford, BS, AAS, CST	mbinford@ivytech.edu	765-289-2291, ext.1771	Call for Individual Appointment
Terre Haute	Lora Hofmann, CST, BS	lhofmann1@ivytech.edu	1-812-298-2254	Call for Individual Appointment

Surgical Technology/School of Health Science/Nursing Online Application System – ==Fall Cohort Starts==

Application System Open – March 15th
Application Due Date – May 15th

Application Details

- Students will be able to select up to 3 programs and 3 campuses each.
- Depending on their rank and offers, students could potentially receive multiple offers.
- Once a student accepts 1 offer, then they are immediately withdrawn from all offers.
- A student does have the option to withdraw, his/her application entirely from the system. In this case, the student will not be placed back into the application pool for this application cycle.
- Student applications are assigned points on the following criteria: Grades and Certifications as applicable to the program.

Point Values

Point Scale	SCIENCE	NON-SCIENCE
A	30	15
B	20	10
C	10	5
D	0	0
F	0	0

Science Classes – APHY, CHEM, BIOL, MATH, SCIN, HLHS 101, PARM 102, SURG 203
Non-Science Classes – ENGL, PSYC, COMM, IVYT, HLHS 105
*PTAS 101 grade will be weighted x 2
CLEP/DANTES/VERIFIED CREDIT = B (Non-Science)
S/T/Pass = Letter grade of C per category

Pre-Requisites for Programs

Dental Assisting	ENGL 111, HLHS 101, COMM 101 or 102, IVYT 1XX
Dental Hygiene	APHY 101, APHY 102, ENGL 111, MATH 123, CHEM 1XX, COMM 101/102, BIOL 2XX
Diagnostic Medical Sonography	APHY 101, ENGL 111, MATH 136, HLHS 101
Health Information Technology	APHY 101, ENGL 111, MATH 200, HLHS 101
Kinesiology and Exercise Science*	NONE
Medical Assisting	APHY 101, HLHS 101, IVYT 1XX
Medical Imaging	APHY 101, ENGL 111, MATH 136, HLHS 101
Medical Lab Technology	APHY 101, ENGL 111, MATH 123, IVYT 1XX
Nursing - PN	APHY 101, ENGL 111, PSYC 101
Nursing - ASN	APHY 101, ENGL 111, PSYC 101
Optometric Technology	MATH 123, HLHS 101
Paramedic Science	APHY 101, PARM 102
Physical Therapist Assistant	APHY 101, APHY 102, ENGL 111, SCIN 111, PTAS 101
Radiation Therapy	APHY 101, APHY 102, MATH 136, HLHS 101
Respiratory Therapy	APHY 101, APHY 102, ENGL 111, MATH 123
Surgical Technology	APHY 101, APHY 102, HLHS 101, ENGL 111, MATH 123 or higher, COMM 101/102, PSYC101 OR SOCI 111, SURG 203
Therapeutic Massage*	NONE

Pre-Admission Entrance Test

- The window to take entrance exams is January 8th – April 30th.
- Required Tests
  - TEAS – Nursing, Dental Hygiene, and Radiation Therapy
  - HESI – Medical Imaging
  - USA – Diagnostic Medical Sonography

Certification Points – Only 1 can be uploaded and only 1 certification will receive points. Certification must be current.

- **SURG = 5 points for active CRCST**
- DHYG = 2.5 points for CODA accredited DENT program CDA credential
- RDTH = 5 points for RADT, LPN, RN, EMT, Paramedic, CCMA, CMA, or CNA certification
- RESP = 5 points for LPN, RN, military medic, EMT, Paramedic, or CNA
- PARM = EMT certification = 5 points
- Nursing = CNA 5 points

Other Notes:

- Multiple Attempt Policy (ASOM 3.2) – Only the higher of the first two attempts will be used in calculation of points. If more than 2 attempts have been made, the system will only go back 5 years to select the higher of the two attempts.
    - Example:
        - Student A –
            - 1st Attempt – 2000 – C
            - 2nd Attempt – 2001 – A
            - System would pick up 2001 Attempt
        - Student B
            - 1st Attempt – 2000 – W
            - 2nd Attempt – 2000 – F
            - 3rd Attempt 2010 – B
            - System would pick up 2010 Attempt
        - Student C
            - 1st Attempt – 2017 – F
            - 2nd Attempt – 2018 – C
            - 3rd Attempt – 2019 – B
            - System will pick up 2018 Attempt
- Extra points for General Education courses will not be permitted
- Entrance Test Scores – Only good for 2 years.
- For fall admission, courses must be completed by the end of the previous spring semester to count in the point system
- Students meeting the stated application deadline are ranked utilizing this point system at the end of spring semester.

Offers of Admission

- Offers of admission to the program will be emailed beginning within 1 week of the application close date and continue until program capacity is met or one week before the start of fall classes. There will be 8 Rounds of Auto-Select and 6 Rounds of Manual Selection. Each round will begin at 6am and you will have until 11:59pm the following day to either accept or reject an offer. If a student fails to respond, then the offer will expire. If a student rejects an offer three (3) times, then he/she will be removed entirely from the application pool.

- Auto-Select: May 21st – June 5th
    - Round 1 – May 21st - Offers Released   May 22nd – Offer Expires at 11:59pm
    - Round 2 – May 23rd – Offers Released   May 24th – Offer Expires at 11:59pm
    - Round 3 – May 25th – Offers Released   May 26th – Offer Expires at 11:59pm
    - Round 4 – May 27th – Offers Released   May 28th – Offer Expires at 11:59pm
    - Round 5 – May 29th – Offers Released   May 30th – Offer Expires at 11:59pm
    - Round 6 – May 31st – Offers Released   June 1st – Offer Expires at 11:59pm
    - Round 7 – June 2nd – Offers Released   June 3rd – Offer Expires at 11:59pm
    - Round 8 – June 5th – Offers Released   June 6th – Offer Expires at 11:59pm
- Manual-Select: June 7th – June 26th (may extend to start of Fall semester)
    - Round 1 – June 7th – Offers Released   June 8th – Offer Expires at 11:59pm
    - Round 2 – June 10th – Offers Released   June 11th – Offer Expires at 11:59pm
    - Round 3 – Jun 14th – Offers Released   June 15th – Offer Expires at 11:59pm
    - Round 4 – June 17th – Offers Released   June 18th – Offer Expires at 11:59pm
    - Round 5 – June 21st – Offers Released   June 22nd – Offer Expires at 11:59pm
    - Round 6 – June 24th – Offers Released   June 25th – Offer Expires at 11:59pm

Overrides

- There will be no manual overrides allowed in the system.

Movement within Ivy Tech
All courses taken at Ivy Tech are accepted statewide at other Ivy Tech campuses. It is not necessary to "transfer" Ivy Tech credits from one campus to another.

When students are accepted into a Surgical Technology program at one campus, it is strongly recommended that they remain at that campus. Exceptions may be made due to extenuating circumstances; however, this is rare. If movement to a different campus is requested by a student, it may be approved on a space-available basis and after case-by-case consideration. If the Surgical Technology student is not in good academic standing (failed a SURG course) or they have sat out a semester, and wish to move to a different campus, they must follow the College's progression ASOM policy (**ASOM 4.19**; access online at www.ivytech.edu/policies).

If documentation has been received supporting the extenuating circumstances, the faculty from both campuses will communicate with one another about the student. The purpose of this communication will ensure the receiving campus can meet the transfer student's needs in an effort to achieve student success and provide a seamless process.

Students moving from one Ivy Tech campus to another Ivy Tech campus must document the change. The most convenient way to change your address, telephone number, personal email address, or emergency contact information is online. Log in to My Ivy and click the "Update Address or Phone" icon on the home page. Students may also fill out a Change of Information form. It is found at www.ivytech.edu/files/ Change-of-Info.pdf. After printing and completing the form, submit it to the Office of the Registrar at your campus. Your advisor can assist you if needed.

Work Policy

Students enrolled in the Surgical Technology Program find it difficult to work full-time while going to school. Frequently Surgical Technology students will state that they are spending approximately 12 – 16 hours a week studying in order to be successful in the program. Surgical Technology Student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Student will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist. Students may work an internship at a clinical affiliate hospital and be paid once hired as an intern during normal clinical rotation days/hours/& times.

Curriculum Delivery Methods

Courses in the SURG curriculum are available in a variety of teaching delivery options. All specialty core courses and general education courses are available totally and/or in part via distance education. The student may select to take the course via traditional classroom or a variety of distance education alternatives.

The Surgical Technology Program courses (SURG), with the exception of SURG 203-Pharmacology, are ***not offered*** entirely via distance education. Most SURG courses are not offered 100% via distance education, but components of technical courses may require the use of Distance Learning powered by Canvas. Ivy Learn is the name of the online learning management system used at Ivy Tech. Students may use the Ivy Tech computer labs or their personal devices to access the computer components of their course work; computer usage is required and considered an integral component of the technical courses.

Students taking a distance education course may visit the Ivy Tech distance education web site at ivytech.edu/online. If questions or unresolved distance education problems remain, the Ivy Tech Instructional Design Department at Ivy Tech can help students.

Assessment/Remediation/Tutoring

Essential Functions

Essential functions for the program are assessed at the beginning of the clinical phase of the program utilizing the Health and Physical Examination Form. All health immunizations and CPR must be current throughout the entire program. See Appendix A for Health Form and Essential Functions.

Denial of Clinical Placement

Clinical sites have the right to refuse any student for clinical placement. If the student's performance or behavior results in being denied placement, the student will receive zero points and a grade of "F" for that assigned rotation. A professional conduct hearing will be scheduled. The severity of the offense will determine if further sanctions will be issued, such as probation, dismissal, grade of "F" for the course.

If denial of clinical placement affects the student's ability to meet the program competency requirements, the student will be dismissed from the program.

Statement on Assessment

It is the mission of Ivy Tech Community College to enable individuals to develop to the fullest potential and to support the economic development of Indiana. To this end, an assessment program is conducted college wide to measure student progress toward educational goals, to determine academic progress, to improve teaching and learning, and to evaluate institutional effectiveness. Student assessment is part of Ivy Tech College's educational program. What Ivy Tech discovers through the assessment program is used in making decisions regarding campus procedures--from curriculum planning, to student activities, to support services.

From the time students apply to Ivy Tech Community College until the time they leave, students are expected to participate in a series of tests, surveys and evaluative activities intended to:
- assess students' backgrounds and academic skills for accurate advisement and course placement at entry
- obtain information on students' satisfaction with Ivy Tech College courses, programs and services
- measure academic gains made and competencies achieved by students while at Ivy Tech College
- demonstrate mastery of technical skills

Students at Ivy Tech are expected to participate in two important assessments as they conclude work on their educational programs; the technical outcomes assessment and a general education assessment. Students receive information on both of these as they approach graduation.
Assessments, surveys, and evaluative activities are used to help students achieve their individual goals and to improve Ivy Tech Community College services and programs for all students. Students' earnest and sincere participation in surveys, tests, learning tasks, exit exams and portfolio development provides the College with accurate information to plan increasingly effective programs and services. In the effort, students become partners in the assessment and learning process.

Ivy Tech Community College is committed to graduating students who have the appropriate technical and general education skills. Each approved technical program in the College annually assesses its program graduates for technical competence. As all graduates are to be assessed for technical competence, students are expected to participate in assessment activities as required by their program.

General Education Outcome Assessment

Graduates' skills in several general education areas are assessed to determine whether they meet the learning outcomes defined for general education and whether their performance with respect to these outcomes has improved during their period of enrollment at the College. These may include but are not limited to Math, English, Scientific Inquiry and Critical Thinking. Tests may be given in the capstone course as a representation of the culminating experiences in the student's program. The College places a strong emphasis on student learning outcomes as a focus for planning and institutional improvement.

Non-Academic technical standards, also known as Essential Functions, for the program are assessed at the beginning of the program utilizing the Physical Examination Form, specifically the portion Review of Essential Functions. <u>Additionally, all health immunizations, CPR must be current throughout the entire program</u>.

Suspension/Dismissal from the College

Please see Code of Student Rights and Responsibilities found on campus connect for further information. (https://www.ivytech.edu/studentcode/)

Dismissed for Failure to Meet and Maintain Academic Standards:

Students who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such times as they restores satisfactory progress. If repeated unsatisfactory progress occurs, they may be is dismissed from the Surgical Technology program.

- A student who is dismissed from the Surgical Technology program for unsatisfactory academic progress faces one term of non-enrollment as a degree declared student prior to resuming progress toward that certificate or degree.
- Students who are dismissed twice for unsatisfactory academic progress may be terminated for up to five years as a degree declared student unless they choose to participate in an extensive Academic Skills Advancement program to correct academic deficiencies.
- Clinical sites have the right to refuse any student for clinical placement. If the student's performance or behavior results in being denied placement, the student will receive zero points and a grade of "F" for that assigned rotation. A professional conduct hearing will be scheduled. The severity of the offense will determine if further sanctions will be issued, such as probation, dismissal, grade of "F" for the course. If denial of clinical placement affects the student's ability to meet the program competency requirements, the student will be dismissed from the program.
- A student who was dismissed/withdrawn from the program must re-apply and follow the guidelines listed below: (ASOM 4.19.1)
  a. All returning students must abide by the current program curriculum and policies in effect at the time of readmission
  b. There must be space available or the returning student cannot enroll
  c. Returning students must document knowledge in the current semester's coursework before allowed to re-enter the following semester. For example, a student successfully completed the fall semester, but left during the spring semester. This particular student must demonstrate both current knowledge in theory and skill at the beginning of the fall semester course before being allowed to re-enroll into the spring semester. If the student does not have current knowledge (documented by an oral/written exam), they will be instructed to retake the fall semester course. Likewise, if the student cannot demonstrate current patient care skills to the instructor, the student will be instructed to retake the fall semester course. This process will be repeated for each semester until the student has been streamlined back into the SURG courses.

Use of Electronic Devices

Cell phones may be allowed in class but only for use as approved by the faculty members. Electronic devices may not be used in class during tests, even for math calculations. **Cell phones are NEVER appropriate in the clinical setting.** If you are observed using your cell other than the approved times listed above, disciplinary actions may be taken up to and inclusive of dismissal from the program.

Awards & Recognition

Phi Theta Kappa is an international honor society for two-year colleges. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."

In order to join Phi Theta Kappa Honor Society, students must meet the eligibility criteria. The eligibility criteria consist of having earned at least 12 program-level or college-level credit hours, having and maintaining a 3.5 cumulative grade point average (GPA), and being currently enrolled in the term they choose to join.

- *Phi Theta Kappa membership* is an honor and is by invitation only. Students meeting the eligibility criteria are notified via Ivy Tech email with instructions on how to join. These invitations are sent once in the fall semester and once in the spring semester.

  Becoming a member of Phi Theta Kappa Honor Society comes with many benefits. First, membership opens the door to many scholarships available to students while they complete their Associate's degree as well as scholarships for transfer. Phi Theta Kappa membership also provides leadership, service and professional development opportunities while involved in the local chapter. The local chapter, known as Alpha Upsilon Tau, offers students the opportunity to become an officer, travel to conferences around the state and country, compete in academic competitions, and make a difference on campus and in the community. Lastly, members may wear the gold Phi Theta Kappa stole during graduation. This may be purchased at the online PTK store at http://recognitions.ptk.org. Students will need their PTK member ID, which is on their PTK membership card from headquarters. The stoles usually cost approximately $20. Students should order early so they have them before commencement.

  Selected students will receive an invitation to attend an orientation meeting in the fall or spring semester after meeting the above criteria. Information regarding the organization will be presented. A lifetime membership fee of $ 60.00 will be due. Members who join may attend meetings twice a month, attend international meetings and be involved in local service projects. Members will be eligible to graduate wearing a gold stole on their gowns.

- *The Dean's List* recognizes students who have completed 12 credit hours or more and have received a 3.5 grade point average or higher. The 12 credit hours may not include Academic Skills Advancement (ASA) courses. The student must be enrolled in a degree-seeking program and have received no "F"s. A Chancellor's List is compiled each semester after eligibility is determined. Letters of recognition will be mailed to the home of each recipient. *The Dean's Award* is presented annually to the graduating student in Surgical Technology Program with the highest grade point average (GPA). The recipient of the Dean's Award is notified by letter. The Award is a plaque and will be presented to the recipient by the Chancellor of Ivy Tech Community College of Indiana at the graduation ceremony

- *The Association of Surgical Technologists National Honor Society* recognizes the achievement of students. The student must have completed 75% of the requirements at a CAAHEP-accredited Surgical Technology Program, maintain and have no less than a 3.75 GPA, have a 95% attendance rate, be a good citizen and have no past or present disciplinary actions, project qualities of integrity and leadership in academics and extracurricular activities, and be a member of the Association of Surgical Technologists. Interested students that meet all requirements for membership must meet with the program chair and submit a nomination 60 days prior to graduation.

Responsibility of Faculty and Students

Faculty Responsibility
An effective faculty-student partnership is an essential component to achieving student academic success. As is true in any partnership, both parties are expected to contribute. Faculty bring knowledge and expertise to the partnership. Their responsibilities are to create an environment conducive to learning and to promote opportunities for student learning, while respecting the diversity of the student body. Faculty have a professional responsibility to plan and deliver quality instruction as defined by course objectives. They must also clearly outline their expectations. The program must ensure that course content, learning experiences (didactic, laboratory, and clinical), and access to learning materials are equivalent for each student regardless of where that experience was acquired.

Within this framework, the program faculty assumes responsibility for planning, supervising, and evaluating selected learning experiences in both the classroom and clinical setting. These experiences are developed to meet established objectives set forth by Ivy Tech Community College, The Commission on Accreditation of Surgical Technologists and Surgical Assistants in order for graduates to meet the eligibility requirements to take their national certification exam.

The program faculty believes Surgical Technology is a health service, shared with other health disciplines, which has a basic responsibility for promoting health and conserving life. As a member of the multidisciplinary, patient-oriented team, the faculty utilizes basic knowledge and skills to contribute to patient care. This includes, but is not limited to:
   A. Ensuring all activities associated with the program must be non-discriminatory and in accord with federal and state statutes, rules and regulations.
   B. Ensuring the health, privacy, and safety of patients, students, and faculty associated with the educational activities and learning environment of the students must be adequately safeguarded;
   C. Evaluating student work in a fair, objective, timely manner;
   D. Respecting opinions without demeaning the student;
   E. Giving help and clarification when needed;
   F. Being accessible and approachable to students (i.e. maintain posted office hours and arranged appointments);
   G. Having a positive, caring attitude toward teaching and learning;
   H. Presenting facts and skills in an organized manner that respects various learning styles;
   I. Assures appropriate supervision for students in all locations where instruction occurs;
   J. Ensure learning experiences and access to learning materials are substantially equivalent for each student regardless of location;

K. Ensure guidance is available to assist students in understanding and abiding by program policies and practices;

L. Ensure that students have timely access to faculty for assistance and counseling regarding their academic concerns and problems.

Student Responsibility

Students contribute effort and potential to the partnership. Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of educational opportunities available. Students must conduct themselves in such a matter as not to interfere with the learning of others. The following list, not meant to be inclusive, further defines the student role:

1. Come to all class sessions prepared and on time;
2. Display interest in the subject matter through participation, questions, etc.;
3. Bring forth concerns to appropriate individuals;
4. Seek help and clarification when necessary (i.e. tutoring, study groups, questions);
5. Engage in accurate, objective self-assessment of own work and continually be aware of class standing/performance;
6. Understand the instructor's expectations and methods of assessment;
7. Initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents.
8. Be respectful of each other and faculty & staff.

Ivy Tech Student Success Commitments

Student success is a shared responsibility between students, faculty, staff and other college community members. A campus culture of student success is fostered when all actively see to improve on their following behaviors.

Students

- **Attend** class, learn the names of your instructors, and work to develop a relationship of trust with them
- **Complete** what you start
- **Attempt** and **complete** each assignment
- **Develop** will-organized and disciplined study habits
- **Ask** questions and be prepared to use campus support resources, such as tutoring, Disabilities Support Services, when needed

Faculty

- **Interact** with student by name by first class/end of first week
- **Monitor** student behavior and progress closely and **intervene** immediately, including providing timely feedback on assignments/exams so student can make changes to their learning practices
- **Initiate** one-on-one and frequent communications with students early in the semester, and maintain communication throughout the semester

- **Conduct** highly structured courses with penalties for missed exams and assignments but be flexible when appropriate
- **Know** your campus resources and **direct** student to them when needed

Staff
- **Make** eye contact, smile, and say hello to everyone on campus
- **Celebrate** positive student behavior and intervene when vulnerable behavior is noticed
- **Engage** with students, staff, and faculty – **establish** a personal connection
- **Establish** clear and coherent practices and processes for students – **eliminate** barriers and make others aware when needed
- **Know** your campus resources and direct students to them when needed

Appendix A

Surgical Technology/Central Service Technician Health Form

**Ivy Tech Community College of Indiana
School of Health Sciences – Surgical Technology
Vaccination and Physical Examination Form**

Instructions:
- This form must be completed, signed and submitted **at least four (4) weeks prior** to starting any clinical course**.** Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student's ability to perform the **Essential Functions of Surgical Technology students must be included.**
- The health care provider must complete and sign all sections as indicated.
- It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to submission to the Surgical Technology Program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: _____ Student ID: C _____ Date of Birth ___/___/___

Address: _____

Phone: Home ____ - ____- _____ Work____ - ____- _____ Cell ____ - ____- _____

Email: _____

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Health Sciences must meet all admission criteria as well as the Essential Functions of the Surgical Technology Program. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
- By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations that would prevent me from performing the essential functions described below.

_____
Name of Student (PRINT)   Student Signature   Date

SECTIONS I, II, & III
THIS SECTION COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, DOCTOR OF OSTEOPATHIC MEDICINE OR LICENSED REGISTERED NURSE PRACTITIONER

SECTION I: IMMUNITY STATUS
- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- **If the student declines one or more the following vaccinations, a *Student Vaccination Declination Form* must be completed and signed by the student & health care provider. Forms are available from the Health Science Office.**

THIS IS A WORKSHEET: YOU ARE REQUIRED TO PRESENT PRINTED DOCUMENTATION FROM THE STATE or PHYSICIAN OFFICE	Date of Vaccination(s)	Date of Titer(s) Showing Immunity if No Vaccination	If Titer Negative for Immunity, Date of Vaccination(s)
Hepatitis B #1			
Hepatitis B #2 (1 mo. following #1)			
Hepatitis B #3 (5 mo. following #2)			
Influenza (1 dose annually)		**N/A**	
Covid-19 □ 1-step or □ 2-step Booster:	1: 2:	**N/A**	
Measles (2 doses, at least 4 weeks apart) Mumps (2 doses, at least 4 weeks apart) Rubella (1 dose)	MMR 1: 2:		MMR 1: 2:
Varicella (2 doses, at least 4 weeks apart)	1: 2:		1: 2:
Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose)		**Date of Titer(s) Below**	
Tetanus (Td) Booster (every 10 years after Tdap)		**Date of Titer(s) Below**	
Tetanus	**Date of Vaccination above**		
Diphtheria	**Date of Vaccination above**		
Pertussis	**Date of Vaccination above**		

Reference: CDC guidelines; (http://www.cdc.gov/tb/publications/factsheets/default.htm)

SECTION II: TUBERCULOSIS SCREENING
- Tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay is **required.**
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.
- **TUBERCULOSIS SCREENING** may include a tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay

TUBERCULIN SKIN (MANTOUX) TEST:
- For students **with** a documented negative tuberculin skin test within the preceding 12 months, the last annual results may be recorded for first test & the current test must be recorded for second test. Students will be required to show proof of the original Mantoux.
- For students **without** a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing must employ a two-step method, with the second test repeated in 1-3 weeks.
- Tuberculin skin testing should be completed no earlier than 90 days prior to the first day of clinical.*

*Exception: the second-step Tuberculin skin test for students in the SURG program may be given no earlier than 30 days prior to the first day of clinical.

FIRST TEST:
Date given: _____/_____/_____ time: _____ Date Read: _____/_____/_____ time: _____ Results: _____ mm
        □ Negative   □ Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

SECOND TEST:
Date given: _____/_____/_____ time: _____ Date Read: _____/_____/_____ time: _____ Results: _____ mm
        □ Negative   □ Positive (chest x-ray required)

PROVIDER NAME (Printed) : _____

PROVIDER SIGNATURE: _____ **DATE:** _____
_____

QUANTIFERON TB GOLD (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay TEST:

Results: Date of test: _____/_____/_____

        □ Negative   □ Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

CHEST X-RAY: (**Required** if Tuberculin skin test (Mantoux), Quantiferon TB Gold (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay test is **POSITIVE**)

Date of chest x-ray: _____/_____/_____ □ Normal □ Abnormal

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____DATE: _____

References: http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassayfactsheet_final.pdf; http://www.cdc.gov/tb/topic/testing/default.htm)

Section III:
Physical Exam and Essential Function of Surgical Technology & Central Service Technician

To provide a minimum standard of patient care, the Surgical Technology student must be able to demonstrate the following occupational skills:

Function	Program-Specific Examples	Specific Accommodations
GROSS MOTOR SKILLS	• visually identify differences between instruments • regulate equipment, including electrocautery, lasers, & endoscopy • perform patient assessment	
FINE MOTOR SKILLS	• manipulate needles, blades, sutures, & instrumentation with both hands • possess eye-hand coordination with both hands • evaluate size of suture by feel	

PHYSICAL ENDURANCE	• present the following documents:
	   • head-to-toe physical examination
	   • rubella screen
	   • tuberculosis testing
	   • influenza
	   • tetanus immunization
	   • hepatitis B immunization or declination form
	   • CPR certification
	• possess stamina for long periods of standing
	• wear full sterile surgical attire including personal protective equipment
	• withstand exposure to irritating soaps and solutions
	• weight lifting ability (lift & carry 50 pounds)
	• adapt to rigorous clinical attendance requirements, irregular working hours such as staying over to a scheduled shift & emergency call	

MOBILITY	• bend, reach, pull, push, stand stoop & walk during all aspects of the educational experience • fasten masks & protective gowns, lift, position & move heavy clients & equipment • respond quickly to a surgeon's request for instrumentation • scrub all aspects of fingers, hands and arms • perform hand hygiene	
HEARING	• demonstrate auditory acuity (with correction if needed) with ability to hear muffled voices through masks with extraneous background noise	
VISUAL	• demonstrate visual acuity (with correction if needed) within normal range, including peripheral and color vision with ability to read fine print & function visually in a semi-dark room • demonstrate ability to focus intently on the task at hand without distraction	
SMELL	• withstand unusual smells such as cauterized, infected or necrotic tissue	
READING	• read surgeon's preference cards, medication labels, orders (typed & handwritten), policies, procedures, instructions	
ARITHMETIC COMPETENCE	• calculate dosages to prepare & mix medication correctly	

To provide a minimum standard of patient care, the Surgical Technology student must be able to demonstrate the following occupational skills:

Function	Program-Specific Examples	Specific Accommodations
EMOTIONAL STABILITY	- accept responsibility for total patient care - respond in an emotionally controlled manner in all situations - utilize acceptable coping mechanisms in a high stress environment - plan & implement execution of duties independently - avoid demonstrating personal stress or frustration when interacting with clients & all others	
ANALYTICAL THINKING	- be aware of exposure to toxic substances such as laser, sterilants, x-rays, fumes, blood, etc. - take appropriate safety precautions to prevent injury to self or others - analyze situations involving a potential break in aseptic technique - recognize & initiate interventions for patient status changes - prepare in advance for clinical & integrates general information to specific tasks & procedures	
CRITICAL THINKING	- anticipate the needs of surgical team for instrumentation & supplies in routine & unexpected situations - reason what instruments will be needed per procedure - prioritize the surgeon's needs in all situations	
INTERPERSONAL COMMUNICATION	- interact with client & others in a positive manner without demonstrating personal stress or frustration - provide emotional support to surgical team members & the client - interact professionally with clients & others	
COMMUNICATION SKILLS	- speak effectively with patients, families, health care team members - identify & interpret non-verbal communication - demonstrate knowledge of items & events that must be documented such as counts, implants, equipment use, etc. - accurately, objectively, concisely & legibly document information on the patient's chart - label specimens & other written documentation - communicate in a rational & coherent manner both orally & in writing	

This section must be completed by a Physician, Licensed Physician Assistant, Doctor of Osteopathic Medicine, or Licensed Registered Nurse Practitioner

Physical Exam and Essential Functions of Surgical Technology/Central Service Technician

I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

<div align="center">Yes □   No □</div>

I have reviewed results of TB screening and verify that the student is free of active tuberculosis.

<div align="center">Yes □   No □</div>

I have reviewed the Essential Functions for Surgical Technology/Central Service Technician requirements with the student, and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations that would prevent the student from performing the essential functions described above.

<div align="center">Yes □   No □</div>

PROVIDER PRINTED NAME/CREDENTIALS: _____

<div align="center">(MD, DO, NP, PA)</div>

PROVIDER SIGNATURE: _____

PROVIDER PHONE: (_____) _____ - _____   DATE: _____

Appendix B

Assumption of Risk and Consent

COMMUNICATION OF SAFETY CONSIDERATIONS

The surgical technology program ensures that students receive information about known and suspected health hazards and toxic substances which they may be exposed to during clinical.

Risk factors involved in the operating room include, but are not limited to:

Physical Risk Factors	temperature, noise, lighting, humidity, air-conditioning, air pollutants, ionizing radiation, non-ergonomic work conditions, latex allergy, sharps injuries, etc.
Chemical Risk Factors	disinfectants, anesthetic agents, cytotoxic agents, drugs, some heavy metals such as mercury and latex are primary chemicals used in operating rooms, glutaraldehyde, formaldehyde, ethylene oxide, Methyl methacrylate, etc.
Biological Risk Factors	Hepatitis B, Hepatitis C and AIDS, respiratory transmitted diseases, coronavirus, various pathogens and blood born infections, laser and electrical plume
Psychological Risk Factors	psychological reactions due to stress, workplace violence/bullying
Ergonomic Risk Factors	musculoskeletal injuries, trips/falls
Radiation Risk Factors	carcinomas caused by radiation exposure, thyroids, eyes, hands and gonads are among the regions that are most affected by radiation

It is my decision to participate in the Surgical Technology Program /Central Service Technician Program of the School of Health Sciences at Ivy Tech Community College. I understand that my role as a Surgical Technology Student, I am required to practice and be evaluated on psychomotor skills. There will be handling of sharps and non-sterile surgical supplies. I recognize the importance of practice in the learning laboratory and am aware of the dangers inherent with performing procedures in simulation. These skills may carry risks that may include but are not limited to:

1. *Allergic reaction* to OR attire, antiseptic solutions, disinfectants, latex, glove powder, etc.
2. *Traumatic injury* to:
    a. extremities and digits caused by transporting patients, manipulating the operating room table, handling instruments, etc.
    b. *eyes* due to splashing,
    c. *unexpected* accidents related to maneuvering around the operating room and OR table.
3. *Open wound* caused by needle punctures, surgical instruments, trocars, staples, etc.
4. *Burn* from sterilizer, electrosurgical unit, laser, etc.

You will be required to participate as a "patient" when learning vital signs. If a pre-existing health condition should prevent you from performing such activities, please notify your instructor immediately. Validation of a health condition may be required by your medical provider. You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

I accept responsibility for the following:

1. Application of Standard Precautions
2. Application of sterile technique
3. Handling syringes, surgical instruments, scalpels, and other sharp equipment only as instructed.
4. Practicing in the laboratory setting
5. Asking questions of the instructor if uncertain of proper and safe procedures
6. Safely handling lab and hospital supplies, instruments, furniture, equipment, etc.

I acknowledge my understanding and accept the risks, benefits and responsibilities described herein. I have had the opportunity to ask questions and those questions have been answered. I agree to hold harmless Ivy Tech Community College and its faculty from any injury related to my voluntary participation.   It is understood that the College agrees to exercise reasonable care in performing the activities as part of this program.

_____   _____
Signature   Date

_____   _____
Witness   Date

Surgical Technology Program Handbook Receipt

I have read the Surgical Technology handbook and have had an opportunity to ask questions related to the content. I understand the rules and policies, and I agree to abide by them while a student in the Surgical Technology Program.

Student Name _____ C# _____

Student Signature_____ Date_____

Authorization to Release Information

In accordance with the Federal Education Provisions Act of 1975, program faculty may release the following information concerning a student or graduate:

- vaccination records-for clinical sites only

- dates of attendance

- degree or certificate awarded

- content of course work completed

To provide additional information concerning a student or graduate to a potential employer or educational institution, a signed release is required. Please read the agreement below and sign if you desire.

I _____ (print name) authorize the Surgical Technology/Central Service Technician Program faculty at Ivy Tech Community College of Indiana to release information concerning my academic and clinical performance, demeanor, and attendance. I understand that if I sign above, the faculty may make this information available to potential employers, professional organizations (such as the ARC-STSA) or to other educational institutions in writing and/or orally. This information may include release of the social security number to professional organizations such as the NBRC for outcome testing assessment. Furthermore, I understand that if I choose to change this authorization I must do so in writing. This authorization is valid indefinitely.

_____   _____
Printed Name of Student   Student C#

_____
Signature of Student

_____
Campus

Learning Contract

Welcome to the Surgical Technology Program / Central Service Technician Program at Ivy Tech Community College. We are confident you are anxious to begin your studies. As faculty, we want to support each of you in your decision to pursue this Associated of Applied Science Degree. However, we ask that each of you consider what lies ahead. This "contract" was designed to help you understand the role that you must take in order to have a successful educational experience.

I, _____, understand that it is not nearly enough to "want" to be a Surgical Technologist or Central Service Technician, but that I must apply myself to "earn" graduation from this program.

I am willing to give my best, understanding that I may have to prioritize activities, and make sacrifices of my own time and finances while participating in the program.

I recognize that the faculty of this program is here to support and assist me, but that I am ultimately accountable for my own outcomes in this educational process.

I recognize that the Golden Rule is in effect at all times, and in all aspects of the program (lecture, lab, clinical) and that my behavior is a reflection of myself, the program, and the school. Failure to maintain appropriate, non-disruptive, & professional behavior can be subject to programmatic disciplinary action upwards to and including dismissal.

I realize that my position as a Surgical Technologist /Central Service Technician will demand that I be trustworthy and honest. Therefore, I see the importance of being on the honor system as a Surgical Technology/Central Service Technology student. Cheating cannot be tolerated.

My career as a Surgical Technologist /Central Service Technician will require that I demonstrate self-governance and a high level of responsibility; therefore, I am ready to take on these roles as a Surgical Technology student.

Student Name _____ C# _____

Student Signature_____Date_____

Pregnancy Policy

I have been given a copy of the Surgical Technology Program Handbook and it has been explained to me and I understand that if I am pregnant while I am enrolled in a clinical course I may be exposed to agents such as viruses, chemotherapeutic drugs, x-ray, radium, bone cement, and anesthetics that could have detrimental effect on me and/or on my unborn child. This information is required to be reported to the Program Chair immediately on finding out I am pregnant, so measures can be taken to protect my baby and I.

The Surgical Tech Faculty discourages pregnant students from registering for the semester during which they deliver. I understand that if I deliver a baby while enrolled in the Surgical Technology Program I may return to classes and clinical experience after submitting a written signed statement from my physician indicating the date I may return.

I also understand that attendance and performance requirements will not be adjusted for me.

Student Name _____ C# _____

Student Signature_____Date_____

Confidentiality & Professionalism

I, _____, understand all information I may be privy to concerning patients' (clients') names, heath status, medical and other treatments, and any knowledge gained through conversation, records, or by other means is confidential. I agree to maintain patient confidentiality and will not speak, write about, or divulge by any other means any patient (client) by name. Further, I will not discuss any patient cases outside the clinical classroom setting or with anyone other than my fellow students and instructors. I realize duplicating patient records and then removing patients' names fails to safeguard confidentiality fully and is not authorized by the institution providing the clinical classroom setting or by Ivy Tech Community College. I am responsible for my own conduct at all times. I will think before I speak and I will stay within the proper channels of authority. I will at all times practice the ethics of my profession. I will abide by the rules of HIPAA. I will conduct myself as a representative of not only Ivy Tech Community College but also as a representative of the Surgical Technology Program and of the profession of Surgical Technology. I understand any violation of patient (client) confidentiality and/or unprofessional behavior can result in my dismissal from the Surgical Technology Program /Central Service Technician Program and may result in legal reprisal.

Student Name _____ C# _____

Student Signature_____Date_____

Universal Precautions

The Ivy Tech Community College Surgical Technology & Central Service Technician Programs provide an academic study of Surgical Technology & Central Service Technology that includes on-campus laboratory and off-campus clinical practicum as well as classroom presentation. The use of models and simulations in the laboratory and the direct hands-on care are conducted under the supervision of College faculty.

Each student will be given instruction in Universal Precautions according to the recommendations from the Centers for Disease Control. The documentation of such instruction will be contained in Program records.

STUDENT AGREEMENT TO FOLLOW UNIVERSAL PRECAUTION GUIDELINES

I hereby agree to follow Universal Precautions while I am a student in the Ivy Tech Community College Surgical Technology / Central Service Technician Program. I understand that these procedures protect myself, my patients, my family members, and other health care workers from infectious and/or communicable diseases.

I understand that by participating in caregiving activities for people who are ill that I may be exposed to infectious diseases, such as Hepatitis B, Acquired Immunodeficiency Syndromes (AIDS), and other infectious and/or communicable diseases. It is understood that testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with the College, will be paid at my own expense.

If I am involved with a needle stick or other incident while in either the laboratory or clinical practicum, I agree to report it promptly according to the protocol of the college or the health care facility involved.

If I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases, I will discuss my concerns with the nursing faculty and appropriately consider alternative career plans if necessary.

The Program strongly recommends that I inform the Program Chair of changes in my health status, such as pregnancy, or contraction of a communicable and/or an infectious disease. I have been informed and understand that an altered state of my health, such as an immunosuppressive disorder may increase my health risk in relation to caregiving activities for patients with bacterial and viral diseases. I agree to seek sound medical advice for a change in my health status, such as those previously discussed in this paragraph.

Student Name _____ C# _____

Student Signature_____Date_____

Progression Policy

I have been given a copy of the Progression Policy for the Surgical Technology Program. I have read the progression policy and I understand that **FAILURE of the SAME program course(s) TWICE** will result in withdrawal from the Surgical Technology Program. I have also been made aware that **FAILURE of TWO different program courses** will result in withdrawal from the Surgical Technology Program.

Student Name _____ C# _____

Student Signature_____Date_____

Photo/Video Release for Surgical Technology

I, (PLEASE PRINT YOUR NAME) _____,

Give Ivy Tech Community College of Indiana – Columbus Campus permission to use, reuse, and /or publish photographic, audio, and videographic materials containing my performance, my image and/or voice and/or words in Surgical Laboratory clinical scenarios. These videoed sessions will be used to provide debriefing opportunities with the appropriate faculty, staff and students. I understand that a Confidentiality Agreement will be signed by fellow participants and staff to protect my privacy and eliminate inappropriate discussion of the video contents or my performance in the simulation scenarios. I do hereby waive the right to inspect and/or approve the Recorded material.

I give permission for Ivy Tech Community College of Indiana – Columbus Campus to use the video for future review by appropriate faculty, staff and students. I release ivy Tech Community College of Indiana – Columbus Campus for any violation of any personal or proprietary right I may have in connection with such use and I hereby cede any and all rights, title, and interest in the Recorded Materials to which I may be entitled by law to Ivy Tech Community College of Indiana – Columbus Campus. I further agree that these Recoded Materials may be used without limitation, reservation, or compensation. I also verify that I am 18 years of age or older and acknowledge that I have read the above disclaimer/release and understand it.

Student Name _____ C# _____

Student Signature_____Date_____

Infectious Disease

The student is responsible to inform the Program Chairperson of any infectious disease, and have a physician's release to continue with the program. The release should be stated as follows:

_____ has been under my care for a medical condition classified as
      (Student's Name)

"infectious." I hereby certify _____ is able to perform as a health
                                         (Student's Name)

care provider, without placing the patient, client, instructor, self, or health agency in undo risk.

_____
Physician Signature

_____
Physician Name

_____
Address

_____
City, State, Zip Code

_____
Telephone

_____
Date

Clinical Externship Policy

The Ivy Tech Community College Surgical Technology Program utilizes many clinical sites. Each student may be required to attend clinical at any of the sites and transportation to these sites is the student's responsibility. You may be placed at any one of these sites to complete clinical competency requirements for the program regardless of what gas prices maybe or how close or far the site is to your home. Clinical placement is based on many factors including but not limited to student educational needs, accreditation standards, facility offerings and clinical site requests. In saying this, you will be assigned to the facility that we deem necessary to your education. Clinical site locations are subject to change. Clinical placement is only at the determination of the Program Director and Clinical Coordinator. Students in the program must attend scheduled rotations and failure to adhere to this requirement could lead to clinical probation and/or suspension. A standard clinical day is 7am-4pm, although some clinical sites utilize 6:30am-3:30pm as their standard hours. The hospital service area covered by our program stretches from (North to South) Franklin to New Albany, and (West to East) Bloomington to Cincinnati. It is not uncommon to have to travel 60-90minutes, in good weather, to a clinical site.

A. I understand that the decisions made for clinical assignment are based upon what will be the best educational outcome for each student according to the semester requirements, and clinical sites/clinical instructors that are available at any given time. _____

B. I understand that there are MANY factors that are considered when clinical rotations are assigned, and that proximity to my home is a consideration, but is NOT a primary deciding factor. _____

C. I understand that I may be required to travel long distance (60-90 minute travel time) to reach the clinical sites to which I am assigned. _____

D. I understand that the clinical assignments of my fellow students has NO bearing upon my own clinical placement. _____

E. I accept that the program faculty realizes all of the needs of the clinical sites, the requirements for our accreditation, the requirements of the College & the educational needs of the students; and as such, are in the best position to make the appropriate decisions regarding my clinical education. _____

F. I understand that complaints based upon the clinical assignments of other students WILL NOT BE TOLERATED. _____

G. I understand that resolution of any personal conflict that I may have with my clinical assignment (including, but not limited to child care, transportation, outside employment, etc.) is ultimately my own responsibility. _____

H. I understand that there is required clinical paperwork that I am required to complete. This paperwork must be received by the program Clinical Coordinator by 8am on the next lecture-class day, as well it must also be entered into the online tracking application by 8am on the next lecture-class day. Failure to do so will result in a 5% grade reduction. Paperwork not received/data not entered into the online tracking application by 12pm on the next lecture-class day will result in the procedures not counting and the hours missed (which will need to be made-up) as well as an immediate clinical paperwork compliance write up and an attendance write-up, in addition to the aforementioned 5% grade reduction. _____

I. I understand that to report an absence I will notify the Clinical Site **and** Program Faculty at least one (1) hour prior to reporting time. When notifying my Clinical Site I will do so via email/phone or the Charge/Manager's preferred method. I will also send a message to my Program Faculty via the approved communication platform. Penalty for no call/no show: the time to be made-up doubles, i.e. *failure to notify of 1 day equates to 2 makeup days <u>and</u> a 5% grade reduction for that course*. This includes failing to notify the program Clinical Coordinator or Program Chair or Clinical site-all 3 must be contacted. _____

J. I understand that if I am absent for an extended time (more than 2 clinical days) due to illness, I must provide the Clinical Coordinator with a written release without restrictions from my physician before returning to clinical. _____

K. I understand that my clinical hours are a requirement, and not optional. In the event an urgent situation arises and requires a modification in my clinical schedule, I, the student, must contact the Clinical Coordinator. I may not modify my clinical schedule with the clinical site, without prior approval from my Clinical Coordinator. _____

L. I understand that I must make up all time missed. I understand that make-up time must be approved by the Clinical Coordinator PRIOR to making up the time. _____

M. Fall Semester: I understand that clinical hours must be made up in the semester in which they are missed. If additional time is needed, I will have the first three (3) clinical days (Monday, Tuesday, Wednesday) after the end of the semester to make-up any additional hours. Any clinical time not made up in the allotted time will cause the following semester's clinical grade to be lowered by one full letter grade and/or withdrawal from the program. _____

N. Spring Semester: I understand that clinical hours missed *prior to Spring Break* must be made up prior to Spring Break. If additional time is needed, I will have the first three (3) clinical days (Monday, Tuesday, Wednesday) of Spring Break to make-up any additional hours. Any clinical time not made up in the allotted time will cause the semester's clinical grade to be lowered by one full letter grade and/or withdrawal from the program. _____

O. Spring Semester: I understand that clinical hours missed *after Spring Break* must be made up prior to the end of the semester. If additional time is needed, I will have the first three (3) clinical days (Monday, Tuesday, Wednesday) after the end of the semester to make-up any additional hours. Any clinical time not made up in the allotted time will cause the following semester's clinical grade to be lowered by one full letter grade and/or withdrawal from the program. _____

P. Summer Semester: I understand that clinical hours must be made up in the semester in which they are missed and that if additional time is needed I will have to facilitate those hours around my existing clinical schedule. All clinical time must be completed by the last day of clinicals to pass the clinical externship class. Failure to make up the clinical hours will equate a failing grade in the course. _____

Q. I have received the school and program calendar and I understand there will be a *10% grade reduction* for taking a vacation during lab & clinical time. The program follows the Ivy Tech Community College calendar and this is available on www.ivytech.edu, MyIvy, and a course calendar is provided in the orientation folder. _____

R. I understand that I will make every attempt possible to schedule appointments, medical/healthcare or otherwise, outside of scheduled lecture, lab, and clinical time. _____

S. I understand that I cannot demand that my clinical site or this policy be changed to accommodate my personal conflicts. _____

T. I understand that the maximum amount of clinical time that can be missed in each 8-week clinical period is 27 hours (i.e. 3-full clinical days). I will be written-up for attendance issues after 18 hours missed and I will be placed on probation at this time. Absences consisting of more than 27 hours per 8-week term will cause a failing grade and withdrawal from the program regardless of the grade earned by the student. _____

I have read and understand the policy and procedures for clinical externship in the Surgical Technology Program. These procedures were explained prior to implementation.

Student Name _____ C# _____

Student Signature_____Date_____

Clinical Externship Academic Honesty Policy

The reputation of the college and the college community depends in large part upon the behavior and academic achievement of its students. The Ivy Tech Community College Surgical Technology Program utilizes many clinical sites. Students in the program must attend scheduled rotations and failure to adhere to this requirement will lead to immediate removal from the program. A standard clinical day is 7am-4pm, although some clinical sites utilize 6:30am-3:30pm as their standard hours. You must have your clinical paperwork completed and signed by your preceptor at the facility.

A. I understand that there is required clinical paperwork that I am required to complete. This paperwork must be signed by the preceptor at the site where I am doing clinicals. **Falsification of signatures is grounds for immediate removal from the program.** _____

B. I understand that my clinical day consists of 9-hours per day and that I must have a facility representative sign my timesheet accordingly. **Falsification of my time on my timesheet is grounds for immediate removal from the program**. _____

C. If any student is found to have falsified records in any way then the offending student will be immediately removed from the program and the remaining students will be required to sign up for the Trajecsys system ($100 per student) which will then track location and time-stamps of the students arriving and departing from clinicals. **Failure for anyone to sign up for the Trajecsys program with also result in removal from the program.** _____

D. I accept responsibility for my own actions and to abide by the college's Academic Integrity and

Honesty policies as well as those same policies as they apply to the Surgical Technology Program.

_____

I have read and understand the above as they apply to me in the Surgical Technology Program.

Student Name _____C# _____

Student Signature_____Date_____

Certification / Licensure Training Disclaimer

Full Disclaimer

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

Small Disclaimer for printed schedules, etc.

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. The goal of providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

TIPS FROM
THE SURGEONS

PAY ATTENTION.

CARE ABOUT THE PATIENT.

ANTICIPATE.

FOCUS.

ATTITUDE

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failure, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company…a church…a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past…we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude…I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you…we are in charge of our attitudes."

By Charles Swindoll