SURGICAL TECHNOLOGY

STUDENT MANUAL

NAME: _____

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Program Contacts

Dear Surgical Technology Student, The staff and faculty of the Department of Surgical Technology and Columbus Technical College would like to welcome you to the Surgical Technology Program. The program is 24 months .We look forward to working with you. This Manual contains policies, which apply to all students enrolled in the Surgical Technology Program, as well as contact information, class forms and locations. Please read this manual carefully prior to your orientation day and keep it available for reference throughout the program. Respectfully, The Surgical Technology Program Staff and Faculty

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MISSION

The Mission of the Columbus Technical College Surgical Technology Program is to provide a comprehensive education based on a combination of psycho motor skills, cognitive knowledge and affective behavior while integrating technology to support learning. This will produce competent health care professionals equipped to assist in the surgical services arena throughout local and national facilities. Our students will be prepared to pass the national certification exam to become certified surgical technologists and will exceed the expectations of the employers who hire them.

PHILOSOPHY

The basic beliefs, attitudes, and concepts that are the foundation of the Surgical Technology program are expressed in the following statements.

Surgical Technology is a program of study which is compatible with policies of the Technical College System of Georgia and encourages each Surgical Technology program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Surgical Technology program is funded on the value attributed to individual students, the surgical technology profession, and technical education.

The Surgical Technology program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as occupational fundamentals. Program graduates are well trained in the underlying fundamentals of surgical technology and are well prepared for employment and subsequent upward mobility.

The Surgical Technology provides the student with the knowledge and skills to become a qualified surgical technologist. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to the work requirement. This field has presently experienced rapid expansion and the trend is expected to continue for the foreseeable future.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapping condition, academic disadvantage, or economic disadvantage.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic field which requires attention to current curriculum and up to-date instructional equipment. The Surgical Technology program must promote the changes as

the profession evolves. The need for nurturing the spirit of involvement and life-long learning is paramount in the surgical technology field.

Program Purpose

The Surgical Technologist demonstrates   an ability to relate to people, an orientation towards service to people, and a capacity for calm and reasoned judgment in meeting

The purpose of the Surgical Technology Degree program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of Surgical Technology and related areas. The Surgical Technology Degree program provides educational opportunities regardless of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

The Surgical Technology Degree program is intended to produce graduates who are prepared for employment as surgical technologists. Program graduates are to be competent in the general areas of English, mathematics and interpersonal relations. Graduates are competent as Surgical Technologists, qualified by didactic and clinical training, to provide services in the operating room under the supervision and responsibility of the operating room supervisor, who is a registered nurse. Graduates are prepared to function in association with nurses and surgeons to help them provide the best possible care of the surgical patient. They function as a part of the operating room team responsible for the cleanliness, safety and efficiency of the operating room that leads to good patient care. Their experience with aseptic surgical techniques qualifies them to prepare materials for use at the operating table and to assist in the use of these materials

Surgical Technology Program Goals

"To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." The goal of the Surgical Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills and attitudes necessary to succeed in the Surgical Technology field.

The Surgical Technology program is a specialized program that provides the student with the knowledge and skills to become a competent Surgical Technologist in the modern surgical technology profession. Skill application plays a vital role in the comprehensive surgical technology program. Important attributes of successful program graduates are critical thinking, problem solving and the ability to apply technology to the work requirement.

The surgical technology program goals will enable the graduates to demonstrate the following abilities.

- Be competent (cognitive, affective) in the general areas of communications, math and professional relations.
- Become competent as skilled surgical technologist, qualified by didactic and clinical training, to provide services in the operating room (psychomotor, affective and cognitive)
- Be prepared to function in association with nurses and surgeons to help provide the best possible care for the surgical patient (psychomotor, affective and cognitive)
- Function as a part of the operating room team, responsible for the cleanliness, safety and efficiency of the operating room that leads to safe and quality patient care. .(psychomotor, affective and cognitive)
- Obtain knowledge and experience with surgical aseptic techniques necessary to prepare materials for use at the operating table and to assist in the use of these materials (cognitive and psychomotor)
- Demonstrate an ability to relate to people, and orientation towards service to people, and a capacity for calm and reasoned judgment in meeting emergencies (Cognitive, affective)
- Adhere to legal and ethical guidelines of the profession (cognitive, affective)
- Obtain the necessary knowledge to successfully complete the Certification examination for Surgical Technologist. (Cognitive, affective and psychomotor)

- To provide the students with the knowledge and skill necessary to become gainfully employed.

Some of the ways that we assess our program goals and outcomes are as follows:

1. **Advisory Board Meetings**: to include two meeting per year. We ask for feedback from our board members, and they are very forthright in providing constructive feedback relative to student performance, especially our physician advisor. Advice is asked for and provided when there might be areas for improvement relative to student interaction and performance. We greatly value and appreciate the input we receive from our advisory board.

2. **Mock Clinical setting**: in this lab we can witness students' hands-on progress to determine in which areas more time may need to be spent, and or the number of open labs that might benefit any and all students.

3**. In the Classroom**: the assessment tools we utilize in the classroom provide feedback relative to students' progress for achieving the expected goals and outcomes of the overall program.

4. **Clinical Setting**: not only feedback from preceptors via written evaluation of the students, but also, by what is witnessed (and documented) by the persons representing the college while observing students during the clinical experience. Weekly feedback occurs between the student, Clinical coordinator and or Program director

5. **Survey Results**: Our graduate and employer survey responses provide invaluable feedback relative to assisting us in assessing what we are doing and where we might need to be relative to meeting the expectations of our program goals and outcomes.

6. **Certification Success**: We put a lot of focus on preparation for the certification exam, with additional support provided outside the classroom. This is a direct measure for one of our program outcomes for our program; the students' success is our success as well. In addition to the certification class included in the curriculum, which is only the last semester of the program, we start preparing the students in semester one for this exam. We will continue to monitor student success in all aspects of the three learning domains. We will continue to utilize various tools to measure such successes, or lack thereof, for the purpose of improved educational quality for our students. Our program goals and outcomes serve as the guiding tools in preparing competent and qualified entry level surgical technologists for the health care arena. We will continue to strive in preparing

the best graduates possible; the "Total Package" student for our local health care institutions and beyond.

Should deficiencies arise in any areas, the following plan(s) would be in order:

If Any Program Goals or Outcomes are not met Relative to Anticipated Expectations 70% or better, Thresholds, or meeting and/or exceeding National Averages, the following actions will be taken:

1. Meet with faculty for assessment of the particular situation.
a. Work through aspects of the program to determine where insufficiencies may have occurred.
b. Address areas of concern to establish an appropriate action plan.

2. Take issues to the Advisory Committee for suggestions/input.
a. Take information discussed by faculty to the Advisory Committee for input.
b. Investigate various alternatives to achieve the best outcome for all stakeholders.

3. Implement new strategies for the next group of students entering the program along with plans to address other areas of concern relative to goals and outcomes.

Examples:
Graduate and Employer Return Rates:
2nd and/or 3rd Follow-ups with surveys
On-line availability for the survey
Take survey in hand, when possible (Hospital and/or Advisory Committee Meeting)

Graduate and Employer Satisfaction Rates:
2nd and/or 3rd Follow-ups with surveys
On-line availability for the survey
Take survey in hand, when possible (Hospital and/or Advisory Committee Meeting)

PROGRAM OBJECTIVES

- Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
- Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
- Provide academic instruction which supports effective learning within the program, and which enhances professional performance on the job.
- Provide employability skills which foster work attitudes and work habits that will enable graduates of the programs to perform as good employees.
- Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
- Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
- Provide education that fosters development of good safety habits.
- Provide admission, educational and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
- Provide information to the public relations via contacts and regular communications with business, industry, and the public sector.
- Promote good public relations via contacts and regular communications with business, industry, and the public sector.
- Promote faculty and student rapport and communications to enhance student success in the program.

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BOOKLIST/ FEES for SURGICAL TECHNOLOGY
SUMMER SEMESTER

Surgical Technology for the Surgical Technologist: A positive Care Approach (5th edition); Association of Surgical Technologists-Thomson/Delmar Learning
978-1-305-95641-4…………………………………………………………………..
Surgical Technology for the Surgical Technologist Study Guide 5th ed.
978-1-305-95643-8………………………………………………….. $315.00 for set.

Pocket Guide to the Operating Room; Maxine Goldman, third edition - FA Davis
978-0-8036-1226-6…………………………………………………………..$100.00

Differentiating Surgical Instruments; Rutherford, C. FA Davis
978-0-803612-24-2…………………………………………………………..$96.00

Surgical Mayo Setups; Allhoff, T. & Hinton, D.- Thomson Learning 3d edition
978-1 401 811 235…………………………………………………………...$79.00

ACEMAPP …………………………………………………………………..$50.00
FALL SEMESTER

Pharmacology for the Surgical Technologist; Howell, T, . & Burton, A., 5th edition-Evolve
9780323661218………………………………………………………………$75.00
Liability Insurance…………………………………………………………..$9.52

SPRING SEMESTER

AST Gold Bundle … This includes one year membership to the Association of Surgical Technologists, study guide for the certification exam and the certification exam itself. $247.00

Elsevier's Surgical Technology Exam Review

ISBN 978-0-323-41493-7

* Prices and editions subject to change
 CSSP 1010 (8th edition) (For CSSP 1010 students only)
 978-1-60530-930-9…………………………………………………..$132.00

Estimated Cost for The Surgical Technology Program (costs and fees are subject to change, this is an estimate)

Summer (Start)	Fall	Spring	Summer (Finish)
SURG 1010=8hrs Surg 1020= 7hrs Tuition: 1500.00 USD Semester Fees $284.00.	Surg 2110 4hrs Surg 2120 4hrs Surg 2030 4hrs Surg 1100 2hrs Tuition 1400.00 Semester Fees: $284.00	SURG 2040 4hrs SURG 2130 4hrs Surg 1080 2hrs Tuition $1000.00 Semester Fees: $284.00	Surg 2240 4hrs Surg 2140 4hrs Tuition $800.00 Semester Fees: $284.00
Meridy's Lab Uniforms and shoes $200.00		Gold Bundle Certification $247.00	
Lab Fee $100.00 for lab packs (Gowns , gloves, scrub brushes , drapes etc…)			
Physical Exam with Vaccinations $175.00-220.00 Background Checks $60.00 **SURG 2110 ACEMAPP $50.00** Liability Insurance $9.52 CPR/BLS= $65.00			
Books $ 350.00	Books $135.00		
Total:estimated $2,819	**Total: $1820.00**	**Total: $1531.00**	**Total: $1084.00**
Program Estimated Total with in-State tuition: $7552.00	**Program Estimated Total with Out of State tuition: $11744.00**		

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![CTC Columbus Tech logo]

SURGICAL TECHNOLOGY PROGRAM
POLICIES FOR REPEATING COURSES

Based on accreditation and state standards the following are policies to help clarify sequence and repeating courses in the Columbus Technical College Surgical Technology program.

1. **Program admission:** students desiring to enter the surgical technology program (associate degree) will be required to go through a competitive admission process (see college catalog for competitive admission criteria).

2. **Failing a surgical technology course:** In order to move through the Surgical Technology program, students must maintain a "C" or better in all SURG courses (or ALHS, BIOL classes). If a student does not make a "C" or better in any of these courses and that course is a prerequisite course to the next course in sequence, the student will not be able to take the new sequenced course until that prerequisite course is passed with a "C" or better. Since most SURG courses are offered once an academic year, the student will be required to go through the competitive admissions process again.

3. **Failing SURG 1010:** If a student makes less than a "C" in SURG 1010, the student will lose their seating in the Surgical Technology program. In addition, the student will have to go through the competitive admission process again in order to move through the Surgical Technology program.

4. **Falling out of sequence:** If a student falls out of sequence and it has been more than 6 months since passing SURG 1010, the student will have to go through the competitive admission process again and retake the SURG 1010 course again.

5. **Maintaining competency:** If a student fails a SURG course but has passed SURG 1010 and SURG 1020 and it has been no longer than 6 months since passing SURG 1010 and SURG 1020 the student must demonstrate retention of SURG1010 skills required for the entering the clinical site (SURG 2110). The student will be responsible for contacting the SURG instructor to schedule a time for checking off on the SURG 1010 skills. The student is encouraged to attend SURG 1010 lab at no extra charge to the student to review and practice skills prior to being checked off.

6. **Failing clinical check-off skills:** If a student is not able to demonstrate skills competent enough to enter the surgical setting, the student may utilize the Surgical Technology lab in order to practice and have a second and third chance to check-off. However, the check-off must be completed prior to entering SURG 2110 **Instructors will be available for practice lab times, this is when the student is encouraged to attend SURG 1010 lab times.**

7. **Dropping or withdrawing from SURG courses:** If a student drops, withdraw, or withdraws passing from SURG 1010, the student will be required to go through the competitive admission process before being reinstated to the Surgical Technology program. If a student drops, withdraws or withdraws passing from Surgical Technology courses, the student must reenter the sequence the next time it is offered as long as it has not been longer than 6 months since taking SURG 1010

8. **Academic probation and academic suspension while in the Surgical Technology Program:** While in the Surgical Technology program if a student is placed on academic probation (see CTC Student Handbook), the student must be cleared from this the next semester in order to remain in the Surgical Program. If the student does not have this cleared and is placed on academic suspension (see CTC student Handbook) the following semester, the student will be placed out of the Surgical Technology program. In addition, the student will have to go through the competitive admission process again in order to continue and graduate from the Surgical Technology program. **In order to graduate from CTC a student must be a regular program admit one semester prior to their last semester in the program (see CTC Student Handbook).**

Signature: _____   **Date:** _____

Course Attendance Requirements:

Class, lab and clinical time are very important. Missing any instructional time can adversely affect your academic and clinical performance grades. Due to the rigors of the Surgical Technology and Central Sterile Program and the importance of patient safety, excessive unexcused absences will not be allowed. A student will not be able to miss more than 10% of instruction per class. Exceeding this limit may result in you being dropped from the program.

Examples:

10-week course that meets once a week 1010, 1020	10% = 1 class
15-week course that meets once a week 2030, 2040	10% = 1.5 classes
15-week course that meets three times a week SURG 2110, 2120, 2130 and SURG 2140 Clinical classes	10% = 4.5 days

Unexcused absences should only be used to handle unexpected emergencies (i.e., car broken down, alarm clock didn't go off, cat having kittens, etc.). If you have used all of your unexcused absences and then your car breaks down, you have a problem.

Excused absences are limited to absences related to medical or family emergencies, military orders, jury duty, or approved College activities. All excused absences will require appropriate supporting documentation. You may meet with Mr. Sandy to discuss issues related to excused absences.

Any assignments missed regardless of an excused or unexcused absence must be made up. Please arrange with the instructor who rendered the assignment. You will have 7 days to make up assignment up. Also, any missed time excused or unexcused over 10% of the total class time must be made up. Excessive absences can result in being dropped from the program or receiving an incomplete or failure for the course.

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Information Sheet

Uniforms:

You are required to have:

> At least 2 sets of scrubs (3 preferred)
> 2 White warm up jackets (or 1 warm-up and 1 lab coat)
> 2 Name tags (from Meridy's only)
> School patches for all tops and warm up jackets
> White leather lace-up shoes or approved white nursing slip on shoes
> **NO CLOGS! Closed toe and heal shoes are required.**

Requirements:

> You will be required to wear scrubs to scheduled lab sessions at school. When clinical begins, you will be required to wear these scrubs back and forth to the hospital under warm-up jacket.

Name Tags and School Patches:

1 Name Tag	Use both your first and last name. Under your name it must state Surgical Technology Student.
Patches	Must be sewn to the upper left sleeve of each scrub top and lab/warm-up jacket. If you purchase your lab/warm-up jackets from Meridy's they will sew the patches on for you.
Shoes	You will need 2 pairs of shoes; new shoes are preferable for the shoes you designate as the ones to be worn in the hospital. For the shoes worn to the school lab and to and from the hospital, you may use shoes that you already own as long as they are clean and meet the criteria stated above.
Lab Coats/ Warm-up Jackets	Must be able to button or snap once.

PHYSICAL EXAMS

You may use your own physician or one of your personal choices**.**

LIABILITY INSURANCE

When you pre-register for the clinical semesters(s) you will be required to pay for an insurance policy to cover you for any errors or harm you might cause to property or patients while in the clinical environment. You will not be allowed to go to clinical setting without it. Columbus Technical College buys the policy, and you pay the business office a fee when you pay for tuition. It is usually about $9.52, but it will depend on the total number of health students at that time. The costs go down as the number of insured goes up! **Please bring me a copy stating that you have paid this. I will keep this copy in your file.**

Before entering the clinical portion of your program, you must successfully complete and pass a background check and drug screening through www.Advantagestudents.com

(This means that if you fail one or both portions of screening, you may not go to clinical and therefore cannot remain in the program as the clinical requirement is necessary for you to complete the program.)

Below is a list of guidelines that will help you maintain a good standing in the Surgical Technology Program while we are together over the next year.

- **Homework and lab Assignments are due to instructors before exams begin, regardless.**

- **Be in class/lab/clinical. Missed time is extremely difficult to make up.**

- **You are considered tardy when you are not in class at the scheduled time. This holds true for returning from breaks.**

- **You are never authorized to sleep in class. Ever!! We do not sleep in class, and neither will you.**

- **We encourage participation in class and labs; however, talking among your peers during lecture time will not be tolerated. If you cannot refrain from this activity, you will be asked to leave the class.**

- **Attitude is very important. We will respect you and you will respect us and your classmates. A poor attitude can reflect negatively on your employability grade.**

- **We take breaks often, please do not get up anytime you feel like it and leave the classroom. If you have circumstances that you cannot control, then leave and come back quietly.**

- **You are never allowed visitors to the classroom or clinical site.**

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- **You are not allowed to do homework during lab hours. You are expected to work with your team.**

- **Always communicate with your instructors. We will assist you with your concerns or questions.**

- **DO NOT JUST "Pop" in for a visit. Make arrangements to come and see the instructor.**

- **You must make arrangements to review an exam you have taken or make up any exams or quizzes within 7 days of the original exam date**

- **Appearance is very important. No fake or long fingernails or jewelry are allowed in clinical. These items harbor microorganisms. Hair color should be that of a natural occurring color for human beings. In addition to this policy, we will comply with all clinical site policies as well.**

We are looking forward to a great year instructing and getting to know each one of you!!

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Surgical Technology Manual
Acknowledgment form

I have read and understand "The Surgical Technology Manual". I understand that these guidelines are for the benefit of giving me the best opportunity to succeed while I am in the Surgical Technology program. I agree to follow these guidelines.

_____

Print Student Name

_____   _____

Student Signature   **Date**