



Surgical Technology Program

Student Handbook

2017-2018

Introduction

Welcome to the Surgical Technology Program at Meridian Community College. The Faculty and Staff are excited to have you as new students in the program and look forward to laying the foundation for each of you to leave here as a successful Surgical Technologist. As the Program Coordinator it is my desire to address all of your questions and concerns.

This Handbook was designed to provide a framework to allow the Instructor and the students to function together to meet educational goals. All Policies herein are in effect for the current academic year. However, if changes are made this school year, you will be notified.

Mission

The mission of the Surgical Technology Program at Meridian Community College is to provide students with the general and technical education to function as a safe and competent surgical technologist in the entry-level position. The program also seeks to foster partnerships with public, private and governmental health care facilities and educational institutions in Mississippi.

Program Goals

The goal of the MCC Surgical Technology Program is to provide students with the opportunity to develop the skills and knowledge to gain employment as entry-level surgical technologists and become contributing members of the healthcare team. This will be accomplished by preparing the graduates in the cognitive, psychomotor and affective learning domains as well as meeting or exceeding the criteria set forth in the current *CAAHEP Standards and Guidelines for Accreditation of Education Programs in Surgical Technology*. (Approved 11/10/2016)

1. Satisfactorily complete the program
2. Attain National Certification

3. Demonstrate above average competence on the job as stated in the Association of Surgical Technologist's Standard of Practice Description of the Surgical Technologist

Program Objectives:

Upon completion of the MCC Surgical Technology Program, the graduate should be able to:

1. Perform the duties of the surgical technologist within the ethical and legal standards
2. Understand the relationship between surgical anatomy and surgical technology skills.
3. Competently perform the duties and responsibilities of the Surgical Technologist
4. Discuss surgical procedures and respond to complications relative to the role of the Surgical Technologist
5. Function in the entry-level position upon graduation

Program Philosophy:

Consistent with the mission and goals of MCC, the Surgical Technology Faculty believes that the occupationally oriented educational services should be provided to the citizens of Meridian and the East Mississippi area based on the identified economic developmental needs of the community

Education is perceived by the faculty as the evolving and continuous process that creates positive change in the affective, cognitive and psychomotor domains of the student.

In providing the educational program, the faculty believes that they are responsible for promoting the self-actualization of the student in preparation for coping productively with complex dynamics of modern society, as well as the technical world of employment. The professional standards and guidelines are set by the Committee Accreditation of Allied Health Educational Programs (CAAHEP) and the Association of Surgical Technologist. Moreover, the program is

designed to instill the students not only technical knowledge and human skills to function as Surgical technologist, but also the professional values, attitudes and behaviors that best serve the surgical team.

The Surgical Technology Program is based on the following beliefs:

1. Surgical Technology is both an art and a science. The science is the application of skills that are founded in the scientific rational. The Art is the application of the technical and human skills to care for the total patient.
2. Surgical Technologist plays a vital role in the delivery of healthcare to the persons in the community.
3. Surgical Technologist is a part of an interdisciplinary healthcare team. Surgical Technologist contributes knowledge and skills to assist the physical, nurse and other team members in improving the quality of care of patents and families.

Program Description

Surgical Technologist are Allied Healthcare Professionals who play an important part of the surgical team, including the surgeons, registered nurses, anesthesiologist, nurse anesthetist and other key members of the surgical team. The program includes the education of all aspects of surgical technology including the role of the second assistant and circulator.

Graduates of the 12-Month Program will be awarded the Certificate of Surgical Technology. MCC is currently accredited by the CAAHEP by recommendation of the on Association Review Committee for Surgical Technologist and Surgical Assistants (ARC-STSA).

Program Accreditation Contact Information

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

727-210-2350

www.caahep.org

COURSE OF STUDY

Certificate Program

First Semester	Courses of Study	Hours
SUT 1113	Fundamentals of Surgical Technology	3
SUT 1216	Principles of Surgical Technique	6
SUT 1314	Surgical Anatomy	4
SUT 1413	Surgical Microbiology	3
SUT 1911	Seminar	1
ENG 1113	English Composition I	3
	Semester Hours	20

Second Semester		Hours
SUT 1518	Basic and Related Surgical Procedures	8
SUT 1528	Specialized Surgical Procedures	8
SUT 1921	Seminar	1
	Semester Hours	17

Summer Term (10-weeks)		Hours
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SUT 1538	Advanced Surgical Procedures	8
	Semester Hours	8
	Total Semester Hours	45

*****All Surgical Technology classes must be passed with an "80" or above.*****

Surgical Technology Competency Profile

Upon completion of the program, the graduate should be able to perform the following:

1. Interpret the job description of the surgical technologist
2. Interpret various word parts of medical terminology
3. Identify the drugs and anesthesia used in the care of the surgical patient.
4. Discuss principles of the environmental safety procedures.
5. Identify pre-operative routines.
6. Identify the procedures of positioning, prepping and draping of the surgical patient.
7. Discuss the concepts of asepsis
8. Identify categories, function and names of basic instruments
9. Identify surgical supplies and equipment
10. Identify wound closure material.
11. Identify basic case preparation for the surgical procedures
12. Explain the integrated structures and functions of the body systems including cells, tissues, organs and systems as they relate to physiologic integrity.
13. Locate and describe the basic functions and structures of the following systems:
 1. Integumentary
 2. Muscular
 3. Skeletal
 4. Nervous
 5. Sensory
 6. Endocrine
 7. Circulatory
 8. Lymphatic
 9. Respiratory
 10. Digestive
 11. Urinary

12. Reproductive

14. Explain the relationship between humans and pathogenic and nonpathogenic bacteria
15. Discuss wound healing.
16. Discuss physical and chemical methods used to protect patients and workers from invasion by pathogenic microbes.
17. Identify the techniques of sterilization
18. Discuss the relevant anatomy, indications for surgery and patient preparation for general, gynecological, obstetrical and urological procedures
19. Discuss surgical procedures and possible complications for general, gynecological, obstetrical and urological procedures
20. Discuss the equipment, supplies and instruments for general, gynecological, obstetrical and urological procedures
21. Discuss the relevant anatomy and indications for surgery and patient preparation for otolaryngology, ophthalmic, plastics, pediatrics and oral and maxillofacial procedures.
22. Discuss the equipment, supplies and instrument used/needed in otolaryngology, ophthalmic, plastics, pediatrics and oral and maxillofacial procedures
23. Discuss surgical procedures and possible complications of otolaryngology, ophthalmic, pediatrics, plastics and oral and maxillofacial procedures
24. Discuss the relevant anatomy and indications for surgery and patient preparation for orthopedics, neurosurgery, cardiothoracic and peripheral vascular
25. Discuss surgical procedures and possible complications of orthopedics, neurosurgery, cardiothoracic and peripheral vascular
26. Discuss the equipment, supplies and instruments used/needed in orthopedics, neurosurgery, cardiothoracic and peripheral vascular
27. Demonstrate employability and job retention.

MCC Policies

ATTENDANCE POLICY: Meridian Community College believes strongly that the single greatest predictor of student success is attendance in class. **Students are expected to attend class regularly.** Instructors are required to keep accurate attendance records. Specific attendance requirements for each course are determined and enforced by the instructor and vary from instructor to instructor. The complete attendance policy may be found in the current *MCC Catalog*. No food or drink of any kind is allowed in the classroom. Guests, including children, should not be brought into the classroom during class time.

CELL PHONES AND PAGERS: Because of the noise distraction during class, use of these devices will only be allowed to access e-textbooks or other course specific information. Any questions with this policy should be discussed with the instructor.

STUDENT IDENTIFICATION POLICY: Students must display a current MCC ID card on his/her person at all times while on campus. ID cards are provided and validated by the Campus Police office, located on the first floor of Ivy Hall. The ID card must be worn on the person above the waist, which means it cannot be on a purse, book bag, etc. Individuals without an ID card in plain view will be stopped to verify their status as a student, staff, or authorized visitor. Displaying of the ID is also required for use of the MCC library and most other services and activities. Individuals who fail to display the identification card may be subject to fines, sanctions and penalties including charges of trespassing and/or suspension from school.

POLICY ON AMERICANS WITH DISABILITIES ACT: Consistent with the mandates of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Meridian Community College is committed to providing individuals with disabilities equal opportunity to participate in and benefit from its educational programs and services. The Coordinator of the Career and Technical (CTE) Support Services Office has been designated to coordinate the College's efforts to comply with and carry out its responsibilities under these laws. Students in need of special assistance should contact should contact Gina Mills, the CTE

Support Services Coordinator, located in Reed Hall, room 123B. The telephone number is 601-484-8777; e-mail is: gmills@meridiancc.edu.

SEXUAL MISCONDUCT POLICY: Meridian Community College is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere free of the threat of sexual assault. Every member of the college community should be aware that the College considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a quality learning environment. MCC views any form of sexual misconduct (including sexual assault, domestic violence, dating violence and stalking) as a serious offense, and such behavior is prohibited by state law and by college policy. The complete sexual misconduct policy is located on Eaglenet and in the *MCC Catalog*.

SEXUAL HARASSMENT: It is the policy of MCC, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at MCC is unacceptable conduct and will not be tolerated. The College's sexual harassment definition, policy and guidelines outlining procedures for filing complaints may be found in the *MCC Catalog*.

GRIEVANCE POLICY: The "Student Grievance Process" provides students with a procedure to resolve grievances, complaints or concerns in an equitable, orderly and timely manner. The policy and process for filing a grievance can be found in the *MCC Catalog*. For grade appeals, refer to the "Grade Review Policy" as summarized in the *MCC Catalog*.

POLICY ON STUDENT RIGHTS AND RESPONSIBILITIES, DISCIPLINE, DRUG USE AND CLASSROOM BEHAVIOR: All students are expected to read and understand the College's statement on student rights and responsibilities, discipline, drug use, and classroom behavior. These statements are found in the *MCC Catalog*.

CONDUCT ON CAMPUS: MCC strives to preserve a learning environment on the campus which is free from disturbances and disruptions. Students are expected to exhibit self-reliant, acceptable and desirable behavior. The guiding principles to meet these expectations include respecting the rights of others, being truthful, not participating in unacceptable behavior, or violating federal, state and local

laws and ordinances. The following code is applicable to any facility owned or operated by MCC.

FINE IMPOSED UNACCEPTABLE BEHAVIOR:

The purpose of this section is to outline different situations and types of unacceptable behavior where a fine will be imposed. The following will be subject to a fine of \$25 for the first offense, \$50 for the second offense, \$100 for the third offense and disciplinary action including, but not limited to, probation or suspension.

1. Public profanity, cursing or vulgarity
2. Smoking cigarettes (including electronic) and/or using tobacco products near any building entrance or smoking outside of designated smoking areas
3. Failure, refusal or inability to present a current MCC ID card upon request (must wear on visible location of one's person at all times when on College property)
4. Unauthorized entry to or use of College facilities
5. Unusually loud noise which creates a public disturbance including, but not limited to, shouting, use of portable radios, use of automobile radios, use of laptops or musical instruments

SMOKING AND TOBACCO USE POLICY: Meridian Community College prohibits smoking and/or using tobacco products inside any facility owned or operated by MCC. Smoking includes the use of any product that is smoked and produces smoke or vapor including but not limited to cigarettes, hookahs, and electronic cigarettes. Smoking and using tobacco products is limited to designated areas. Smoking near any building entrance is prohibited. See the online campus map for the location of all designated smoking and tobacco usage areas. This policy applies to all students, faculty, staff and visitors. Violators will face a fine and could face further disciplinary action.

DRUG FREE POLICY: MCC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as any part of its activities. **Any Workforce/Career Technical student who exhibits behavior, in the opinion of the instructor, consistent with the use of drugs and/or alcohol, will be required to submit to a urine or blood analysis test.**

WITHDRAWAL PROCEDURE:

It is the student's responsibility to officially withdraw from any and all courses. The student should contact the instructor (in person, by phone or via email) to discuss the decision to withdraw. A student can request to be withdrawn from courses by completing the following steps:

1. Log on to Eaglenet and click on the "My Student Services" tab
2. Select the "Registration" tab
3. Select the "Request to be Dropped from a Class" link
4. Select the course or courses to be dropped
5. Select "Update Drop Request"

The request must be submitted by the withdrawal deadline. Refer to the Academic Calendar in the *MCC Catalog* for withdrawal deadlines. The student should review the attendance policy for each course; each class attendance policy still applies. **The calculation of any refund of tuition and fees will be based on the last date of class attendance as determined by the instructor.**

POLICY ON NON-DISCRIMINATION:

Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its programs and activities.

Compliance with Section 504 is coordinated by Ms. Soraya Welden, Dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601-484-8628, Fax: 601-484-8635, email: swelden@meridiancc.edu.

Compliance with Title IX is coordinated by Mr. Derek Mosley, Social Science Instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601-553-3453, Fax: 601-484-8635, email: dmosley@meridiancc.edu.

Revised July 2016

Surgical Technology Responsibility Statement

The Surgical Technology Program at MCC recognizes responsible behavior as an expected competency throughout the student's course of study. Each semester has the following Course Objective:

To assist the student in acting in a responsible manner in which certain behaviors have been identified. This is not an inclusive list and other behaviors may be deemed an appropriate or inappropriate. The Program Coordinator may use this list to counsel students when inappropriate or irresponsible behaviors are observed. Should such behaviors be documented on a consistent basis, student may be placed on probation to or dismissed from the program.

Students Responsibilities:

1. Abiding by the policies and procedures of MCC and the clinical affiliates.
2. Acting in a manner befitting the SUT Program, demonstrating respect and honesty, courtesy and sensitivity toward other patient confidentiality, being accountable for their actions.
3. Upholding the Standards of Practice and the Code of Ethics of the Association of Surgical Technologist.
4. Keeping the Program Chair and the Clinical Coordinator informed of their progress, learning needs, and any problems or conditions related to their performance, such as illness or injury.
5. Completing written and oral assignments on time.
6. Informing the Program Coordinator of a name, address and phone number changes in writing.
7. Being prepared for classes or surgical cases.
8. Informing the Program Coordinator when assigned duties that are inappropriate, beyond the student's scope of practice, knowledge or abilities.

STUDENT BEHAVIOR

1. Students must comply with the Student Behavior Code as stated in the current MCC Catalog. Other specific conduct or acts that are prohibited include but are not limited to the following:
 - a. Disclosing confidential information to unauthorized sources (Appendix D);
 - b. Theft of property;
 - c. Insubordination to academic or clinical faculty;
 - d. Falsifying student or clinical faculty records; and
 - e. Behavior that violates the rights of an instructor, fellow student, or others to privacy and/or dignity.
 - f. Cell phones are to be kept on silent at all times and put away in students purse or backpack. During test cellphones will be placed at the front of the classroom.
2. Refer to the current MCC Catalog and the SUT Student Handbook for the Sexual Harassment Policy.
3. Any offence is subject to immediate dismissal from the MCC Surgical Technology Program.

Behavioral Contract

Students may be placed on behavioral contract for violation of one or more of the following rules listed below. This list is not all inclusive but gives the student an idea of the types of behavior that could result in a behavior contract. The student may be required to agree upon a corrective action as part of the contract.

1. Excessive absentee or tardies as outlined in the attendance policy
2. Grades falling below a "C" average anytime during the semester.
3. Cumulative GPA falling below 2.0
4. Failing a required academic course
5. Sleeping during class
6. Using computers in the lab to check email, Facebook, ect. When the teacher is lecturing.
7. Talking once a test or quiz has been given.

8. Being disruptive, disrespectful or exhibiting an unprofessional behavior that inhibits student learning.
9. Being unprepared for class.

Drug Testing for Allied Health Students

Upon Entry into the Nursing/Allied Health Programs, a student must sign the MCC Nursing/Allied Health Random Drug Testing form. Students are responsible for all expenses associated with the testing. MCC reserves the right to deny admission to any applicant have been convicted of a drug felony or testing positive.

Tobacco Policy

Meridian Community College has specific guidelines for the use of tobacco products on campus. MCC prohibits tobacco use inside any facility owned or operated by MCC. The use of Tobacco products is limited to designated areas. See the campus map for location of all designated tobacco usage areas. Smoking near any building entrance is prohibited. This policy applies to all students, faculty, staff and visitors. Violators will face a fine and could face further disciplinary action.

Surgical Technology Students are STRONGLY urged to give up smoking. No smoking is allowed on the clinical facility campuses. A surgical technologist cannot leave the operating room to leave the property and go smoke. ANY STUDENT NOT ABIDING BY HESE RULES WILL FACE AUTOMATIC DISMISSAL FROM THE PROGRAM.

CPR Certification

Current CPR Certification is required. A copy of the CPR card is required September 1. It is the student's responsibility to schedule and attend the class.

TB Skin Test

TB Skin Test is required and will be offered through the college. If you have a current TB Skin Test, please bring proof to the instructor.

Dress Code/Hygiene

Classroom Attire:

Students are expected to dress appropriately and professionally. Clothing should fit properly and not imposing on others. No baggy pant or sagging pants are allowed. No cleavage is allowed. Inappropriately dressed students may be asked to leave and will be subject to being placed on Behavioral Contract.

Hospital and Lab Attire:

1. Students will wear ironed Steel Grey Scrubs covered with a MCC Monogrammed Lab Coat to clinicals and lab. Monogramming should be placed over the left chest and should state the following:
MCC Surgical Technology
Student's Name
2. Each student will be expected to have a clean pair of shoes for clinical use only.
3. No watches, rings or necklaces are allowed during lab time or clinical. One small stud earring is allowed the ear only. No other pierced jewelry.
4. Hair should be pulled back out of the student's face and pinned up if necessary.
5. Names must be kept short and free of acrylic and polish. NO FALSE NAILS.
6. Makeup should be worn in moderation.
7. NO COLOGNE, PERFUME or SCENTED HAND LOTION.
8. Maintain good oral and personal hygiene. TAKE A BATH!!!

9. Tattoos must be covered.
10. No false adornments including but not limited to: hair, nails, eyelashes, ect...

ATTENDANCE:

1. Student success in a program/class is directly related to class attendance. The Surgical Technology program allows 2 absences per semester. Three tardies equal one absence. The student is responsible for all class work missed while absent. If working extended hours during the day and/or weekends and cannot make up the absence, the student must complete an assignment designated by the instructor.
2. The only absence that will be excused is pre-approved participation in a school-sponsored activity. However, the student is still responsible for any material covered in class during the time missed. **IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR PRIOR TO THE ABSENCE ABOUT MAKING UP ANY WORK MISSED.**
3. Guests, including children, should not be brought into the classroom during class time.

WORK POLICY

All student activities associated with the Meridian Community College Curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist. Students who work at a clinical institution must work after clinical hours only, and students must be pre-approved to work by the surgical technology instructors and their employer (hospital, etc.). Students are under the supervision of Meridian Community College Surgical Technology Instructor instructors during clinical hours, 6:30 a.m.-2:30p.m. After 2:30 p.m. students working are under the supervision of the clinical institution.

ASSIGNMENTS

Assignments for all courses must be turned in on time and must be college-level work. Points will be deducted for each day an assignment is turned in late. Points will be deducted if an assignment contains spelling or grammatical errors, or if it is considered sub-standard work. A student will make a failing grade on any assignment, which contains a substantial number of errors. Inability to demonstrate written communication skills will constitute failure from the SUT

Program even though other coursework is passed. All assignments MUST be completed on computer unless the instructor specifies otherwise.

Students are expected to bring appropriate books, materials, and lab uniforms to class as assigned. Nails are to be kept short and well groomed for labs and clinical. Failure to do so will result in a penalty grade. (Please refer to the SUT Student Handbook for more detailed information).

CHEATING / PLAGIARISM

Any student caught cheating on or stealing an exam will be dismissed from the program with a grade of a “F”. Homework assignments which are copied out of a book, internet, or from an individual, will be assigned a grade of zero.

Plagiarism will not be tolerated (see the current MCC Catalog). This includes using ideas from clinical facility documentation and purporting them to be one's own. Disciplinary action will be taken.

MAKE-UP TEST POLICY

If a student misses a test for any reason, the student must schedule the test the next class period with the instructor and must have an excused absence.

MISCELLANEOUS

1. Students will be responsible for transportation and all cost to all clinical sites.
2. Students are required to dress professionally for all visits to clinical sites. Lab uniforms are to be ironed and must fit properly,
3. Specific dress policies for the clinical setting are covered in more detail in the SUT Student Handbook.
4. Cellphones must be kept on silent at all times. Failure to do so will result in disciplinary action.

EVALUATIONS

1. The final grade will be based on a cumulative score of all graded work (scheduled exams, pop tests, lab practical, final exams, etc.).

Each class has a different Grading Procedure. Please see each course syllabus.

2. Lab Grading Procedure:

a. All skills must be passed off by the date assigned. Each student will be given the opportunity to attempt each skill three times if necessary. If the skill is passed on the

second attempt, the highest grade that can be attained is a “B”. If the student passes the third attempt, the highest grade that can be attained is a “C”. A lab practical grade of a “C” or higher must be attained in order to successfully complete this course.

3. No grades will be given via telecommunications or e-mail. During exam week, SUT exam grades will only be given upon completion of all SUT course exams.

4. Grading Scale

A = 94 - 100% C=80-86% F=73% and Below

B = 87 - 93% D=73-79

In order to receive an A, B, C, or D, the student must remain in attendance through the final exam and complete all coursework.

Skills Practical

All Students will be given a Skills Practical at the end of the first semester. Each student will be graded on skills and must pass the Skills Practical in order to advance to the second semester in the Surgical Technology Program. Each student will have 3 attempts to pass the practical. If a student does not pass, he or she will be dismissed from the program. If the student wishes to reapply for the Surgical Technology Program, he or she will have to go back through the admission’s process.

STANDARD OF PROGRESSION

In order to progress in this program, you must maintain a "C" in all SUT courses, a passing grade in all course work and a cumulative GPA of 2.00 on the 4.0 scale and pass the Skills Practical. Any student that falls below a “C” average will be subject to the following plan of action:

1st offence → Teacher/Student Conference and grades are re-averaged in one week after conference.

2nd offence → Student is placed on Behavior Contract.

3rd offence → Student is dismissed from the program.

I. MISSED OR LATE ASSIGNMENTS

Students have one day to turn in assignments after an absence. It is the student’s responsibility to turn in late assignments after an absence. Any assignment that is not turned in on the day returning from an absence, will be a “0”.

Any assignment that is turned in late is 10 points off the assignment grade per day

late. All assignments are due at the beginning of each scheduled class.

DEFINITION OF SCRUB ROLES FOR CLINICAL ROTATIONS

Documentation of Clinical Practice: Upon completion of all the Practicum (Clinical) classes, a minimum of 120 cases are to be performed in order to be eligible for the National Certification Examination and completion of the Surgical Technology Program at Meridian Community College.

There is a required document that tracks the student's progress each semester, called the, SURGICAL ROTATION DOCUMENTATION AND CLINICAL CASE LOG.

- All clinical case experiences should be recorded in the clinical case log, even if the cases do not count toward completion of the required standard of 120 cases, in compliance with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).
- Students are required to complete 30 cases in General Surgery.
- Twenty of the cases must be in the First Scrub role.
- Students are required to complete 90 cases in various surgical specialties which are listed on the surgical case log.
- 60 of the cases must be in the First Scrub Role and evenly distributed between a minimum of five surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopies and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
- The Surgical Program Director of Meridian Community College is required to verify through the Surgical Rotation Documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.

SCRUB ROLE – FIRST SCRUB ROLE (1S) The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- 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.

SCRUB ROLE – SECOND SCRUB SOLO (2S) The second scrub role is defined as the student who is at the sterile field who has not met all of the criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

SCRUB ROLE – OBSERVATION ROLE (O) The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

Surgical Category	Total # of Cases Required	Minimum # of First Scrub Cases Required	Additional first or second scrub role cases that can be applied towards minimum of 120
General Surgery	30	20	10
Surgical Specialties: · Cardiothoracic · ENT · Eye · GU · Neuro · Ob-Gyn · Oral/Maxillofacial · Orthopedics · Peripheral vascular · Plastics	90	60	30
Optional: Diagnostic Endoscopy: · Bronchoscopy · Colonoscopy · Cystoscopy · EGD · ERCP · Esophagoscopy · Laryngoscopy · Panendoscopy · Ureteroscopy			10 diagnostic endoscopy cases may be applied only toward the Second Scrub Role cases. Refer to Objective II. C.
Optional: Labor & Delivery			5 vaginal delivery cases may be applied only toward the Second Scrub Role cases. Refer to Objective II. C.
Totals	120	80	40

Meridian Community College
Tuition/Fee Refund Policy

Prior to the first class day, a 100% refund will be given.

CLASS	REFUND	REFUND	REFUND
LENGTH IN	At the end	At the end of	At the end
WEEKS	of	2nd Week	of
	1st Week		3rd Week
4 weeks or less	No refund	No refund	No refund
5 to 10 weeks	100%	50%	No refund
11 to 17 weeks	100%	75%	50%

Please contact a Financial Aid Specialist for detail.

It is the student's responsibility to officially withdraw from any and all courses. Refunds of fees are computed according to the instructor's recorded last date of class attendance. Attendance in an online course is measured by active participation in the course (i.e., submission of weekly assignment). Any claims disputing actual class attendance and requests for exceptions because of extenuating circumstances must be submitted in writing to the business office within 90 days after the end of the semester of withdrawal. Any exception to this policy must be approved by an administrative committee. The college will not refund fees originally paid by check until the check has successfully cleared the student's bank.

Students receiving any type of financial aid, including grants, loans, scholarships or veteran's benefits, must consult with a financial aid office staff member before dropping any course.

Health Requirements

All students admitted to the Surgical Technology Program must provide proof of the following:

- MMR Immunization
- Hepatitis B Vaccination (or physicians statement that the vaccination is not advisable)
 - TB Skin Test
 - CPR Certification
- Random Drug Screen (provided by the program)

Exposure Control Policy

This policy has been established to protect individuals against exposure and unforeseen risks from blood borne pathogens. This policy follows OSHA guidelines. Students are taught “Standard Precautions” including minimizing risks of exposure through responsible work habits and controls and recognizing the seriousness of possible exposure to blood borne pathogens. Personal protective equipment is used including disposable gloves, disposable masks, protective eyewear, and disposable gowns. The Protocol Exposure plan is attached along with a read and sign sheet.

Meridian Community College carries a supplemental (secondary) policy as it *relates to accidents or immediate treatment from problems related to bloodborne pathogens*. The policy is not intended to replace the need for a student to have health insurance .

PROTOCOL EXPOSURE TO BODY FLUIDS/ BLOOD INVOLVING MCC STUDENTS/FACULTY/STAFF

1. Wash area of exposure with soap and water. If exposure is in a mucous membrane, flush eyes or mouth with generous amounts of water.
2. Report incident immediately to MCC instructor or Clinical Supervisor and MCC Campus Security, regardless of circumstances or known medical status of exposure source. MCC Campus Security will investigate and file an "Incident Report".
3. Notify MCC's Assistant Dean-Nursing Education, Division Chairperson, or any MCC Health or Nursing Faculty.
4. If the incident occurred at a clinical site, complete appropriate clinical agency's incident forms and MCC Exposure Form within 24 hours.
5. If incident occurs at a clinical agency that has written guidelines for management of exposure to blood/body fluids, agency guidelines must be followed. The CDC guidelines recommend that prophylactic treatment begin within 2 hours of exposure to HIV positive sources.
6. If the clinical agency has no written guidelines or if incident occurs at CMCC, then the MCC employee or student will obtain a copy of MCC's Exposure Control Plan and report to emergency room of choice, Rush Hospital Workforce Wellness (8:00a.m. to 4:00 p.m.), or Rush Emergency Room (after-hours) for treatment. **THE STUDENT WILL BE RESPONSIBLE FOR ALL FEES INCURRED.**
7. The student may be advised to have his or her blood as well as the source individual tested for HIV, HBV, and other lab procedures. These tests are to be done as soon as possible.
8. Follow-up testing may be requested at 6-weeks, 12-weeks, and 6-month intervals. A Tetanus booster may be indicated by the exposed individual's physician.
9. Report back to immediate supervisor with progress report and completed MCC Exposure Form.

**SURGICAL TECHNOLOGY PROGRAM
CORE PERFORMANCE STANDARDS**

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)	TASKS
Critical Thinking	Use critical thinking ability to problem solve when unusual situations arise	<p>Anticipate needs and appropriate responses.</p> <p>Demonstrate attentive behavior by focusing on intently on the task at hand.</p> <p>Integrate and prioritize duties to accommodate patient needs.</p>	<p>Remain calm in stressful situations.</p> <p>Utilize patient assessment techniques to alter procedure to accommodate patient condition.</p> <p>Explain the difference between sterile and unsterile environments</p>
Interpersonal	Interpersonal abilities sufficient to interact with individuals, co-workers, doctors and families from a variety of social, cultural, and economic backgrounds	<p>Establish rapport with patients and colleagues using appropriate verbal and non-verbal communication techniques.</p> <p>Work effectively as a team member.</p>	<p>Maintain a positive working relationship with colleagues.</p> <p>Anticipate the needs and provide emotional support to team members and the patients.</p>

Communication	Communicate coherently, rationally, and honestly using correct grammar and spelling	Use appropriate language and tone when speaking. Written communication should be legible, with correct terminology and structure, and conveying clear, unambiguous messages.	Provide clear directions and requests to co-workers. Keep a written account of the procedure by documenting in an objective, concise, and legible manner
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ISSUE	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES	TASKS
Mobility	Physical abilities sufficient to perform the duties of a surgical technologist	Perform a full-range of body motion. Possess physical stamina required to stand for long periods of time. Adapt to irregular working hours.	Perform CPR Be able to move patients from stretcher to OR table and back. Be able to handle, lift and push heavy equipment. Able to stand for long periods of time. (over 6 hours)
Motor Skills	Gross and fine motor skills sufficient to perform in a safe and effective manner as a surgical technologist	Use fine motor skills and eye-hand coordination, both right and left hands. Handles and operates equipment properly. Perform basic back table set-ups.	Safely manipulate needles, blades, sutures, and instrumentation. Bend, reach, pull, push. Stand. Stoop, and walk during performance of duties.

Auditory acuity	Demonstrate (with correction, if needed) auditory acuity to safely perform duties of a surgical technologist.	Hear muffled voices through a face mask and head covering and with background noise.	Clearly hear monitor alarms, emergency signals, and requests in order to respond appropriately.
Visual acuity	Demonstrate (with correction, if needed) visual acuity to safely perform duties of a surgical technologist.	Clearly visualize the surgical environment.	<p>Possess peripheral vision.</p> <p>Be able to read fine print.</p> <p>Recognize by sight surgical instruments and supplies.</p> <p>Be able to judge distance.</p>

Tactile	Demonstrate tactile acuity with and without surgical attire.	Palpates anatomical structures to identify and localized area of concern.	<p>Wear full surgical attire including personal protective devices.</p> <p>Be able to pass instruments as needed during a procedure wearing gloves.</p> <p>Withstand unusual sights and smells, such as cauterized tissue.</p>
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DIVISION OF HEALTH EDUCATION

Surgical Technology

ESSENTIAL FUNCTIONS RELATED TO TECHNICAL STANDARDS

Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its program and activities. Compliance with Section 504 and Title IX is coordinated by Soraya Welden, Dean of Student Services, 910 Highway 19 North, Meridian, Mississippi 39307, 601-484-8707. FAX: 601-484-8607. E-MAIL: swelden@meridiancc.edu.

Academic standards for admission for all students are found in the college catalog and on the MCC website. Technical standards are contained within the attached document. After admission and within the first week of class attendance, students will be given the Technical Standards and will be instructed to sign and date the Division of Health Education “Technical Standards Signature Page” and return to his/her instructor acknowledging receipt.

INSTRUCTIONS FOR USE OF TECHNICAL STANDARDS

1. Please read the “Technical Standards” attached. Activities are designated for those admitted to the Surgical Technology program.

If there are any activities on the list which you feel will require assistance, or any “reasonable accommodations” to perform a specific activity, or any activity you may not be able to perform, you are not required but it is your option to discuss this need or concern proactively with Kim McNeel, Career and Technical Support Services Coordinator, Ivy Hall Room 150, or call 601-484-8777.

Disability is defined in the Act as a person with a) physical or mental impairment that substantially limits one or more of the major life activities of such individual; b) a record of such impairment; or c) being regarded as having such as impairment.

2. After reading the Division of Health Education “Technical Standards,” sign and date the “Signature Page” which acknowledges receipt and understanding.

3. Bring the completed form to Division of Health Education-Surgical Technology faculty.
4. Division of Health Education “Technical Standards – Signature Page” forms will be filed in the appropriate student folder until graduation.

**Division of Health Education
Surgical Technology
Technical Standards
Signature Page**

Attached is the Division of Health Education-Surgical Technology “Technical Standards”.

These standards are required for program progression.

***PLEASE READ THESE STANDARDS CAREFULLY. SIGN AND DATE AT THE
BOTTOM OF THIS PAGE AND RETURN TO YOUR DIVISION OF HEALTH
EDUCATION-SURGICAL TECHNOLOGY INSTRUCTOR.***

All students are expected to meet the same program exit criteria and competencies as defined by program faculty and state/national accreditation standards.
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Meridian Community College’s (MCC’s) Workforce Education Programs have outlined “Technical Standards” required in each program. These standards have two purposes: One purpose is to inform Division of Health Education program applicants of those “skills” and/or physical/psychological demands necessary for program completion. A second purpose is to aid the college in providing “reasonable accommodations” as described in the Americans with Disabilities Act (ADA) of 1990.

My signature below attests to the fact that I have read the “Technical Standards” required in MCC’s Division of Health Education-Surgical Technology. Furthermore, I have been informed if I need any “reasonable accommodations” or any additional explanation, I have the option to talk further with Kim McNeel, Career and Technical Support Services Coordinator, located in Ivy Hall, Room 150, or call 601-484-8777 for an appointment.

Applicant’s Signature

Date

Instructor’s Signature

Date

MCC Surgical Technology Program

Student Handbook and Acceptance/Agreement

I have read and understand the MCC Surgical Technology Student Handbook. I agree to abide by the stipulations set forth in this handbook while I am a student in the Surgical Technology Program. I also certify that I have received a copy of this manual.

Student Signature

Instructor's Signature