Surgical
Technology

MVCC

MVCC SURGICAL TECHNOLOGY STUDENT HANDBOOK
2024-2025

Table of Contents

Welcome to Surgical Technology at MVCC!

The Surgical Technology degree program faculty and staff welcome you and wish you success in our Surgical Technology degree program. Your success is important to us! If you have questions or concerns, please contact your program advisor.

Please refer to this handbook each semester in addition to the online:

• MVCC Student Handbook – https://www.mvcc.edu/student-handbook/index.php and

• MVCC College Catalog – http://catalog.mvcc.edu/current/catalog.pdf

The Surgical Technology degree program is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Information about the program is available at:

Accrediting Bureau of Health Education Schools
6116 Executive Blvd. Suite 730
North Bethesda, MD 20852
310-291-7550
www.abhes.org

The MVCC Surgical Technology degree program reserves the right to modify the content and structure of this Handbook.

Message from the Dean

Dear Students:

Congratulations on your decision to attend Mohawk Valley Community College and welcome to the MVCC Surgical Technology degree program! The College has been educating students since 1946 through a rich tradition of commitment to excellence in education. Every member of our MVCC community has and will continue to put forth great effort in assisting you with achieving success in school and in your career. Surgical technology faculty are a very talented group of professionals who possess diverse knowledge and skills. These attributes will assist you in the development and strengthening of your individual knowledge and skills in order to graduate as a safe and competent surgical technologist.

I again welcome you to the Surgical Technology degree program and congratulate you in gaining acceptance into this competitive program. Your choice to pursue a career in surgical technology demonstrates your desire to make a difference, not only in the lives of others, but your own as well. I wish you all the best in your journey ahead and am confident that your experience at MVCC will exceed your expectations.

If at any point in your academic career you should need additional assistance, please do not hesitate to contact me. I can be reached at 315-792-5499 or by email at mcopperwheat@mvcc.edu.

Sincerely,

Melissa Copperwheat, MS RN OCN
Dean
School of Health Sciences
Mohawk Valley Community College

Introduction

Student Accountability

All MVCC Surgical Technology degree students are responsible for reading, comprehending, and adhering to all information, policies, protocols, and procedures found in the:

• MVCC Surgical Technology Degree Student Handbook

• MVCC College Catalog – http://catalog.mvcc.edu/current/catalog.pdf

• MVCC Student Handbook – https://www.mvcc.edu/student-handbook/index.php

This includes, but is not limited to, the Code of Conduct, Academic Complaint Policy, Academic Integrity Policy, and general College policies and regulations. Failure to read and understand the policies and procedures contained in any of the aforementioned documents and publications does not relieve the student of the responsibilities contained therein.

A Surgical Technology degree program academic advisor will be available to clarify policies and procedures and to assist a student in planning their academic progress toward the completion of the program. The student should meet with their assigned Surgical Technology degree academic advisor each semester. Failure to contact an academic advisor when indicated in these documents does not relieve the student of this responsibility.

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits faculty or advisors from giving the following information about students in person to anyone other than the student, or over the telephone to anyone including the student: GPA, grades, student schedules, attendance, information on probationary status, financial information, and number of transfer hours.

Surgical Technology Degree Program Faculty and Staff

Angie Christian

Assistant Professor
Program Coordinator

achristian1@mvcc.edu

Rome Campus

PC225

315-334-7759

Alisia Pooley

Instructor
Clinical Coordinator

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Rome Campus

PC224

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Erin Rooks BS, RN

Health Profession
Resource Specialist

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Utica Campus

AB174

315-731-5857

Georgia Crossway

College Services
Associate

gcrossway@mvcc.edu

Utica Campus

AB113

315-792-5375

Surgical Technology Faculty/Advisor

An advisor is assigned to every student at the time of matriculation into the Surgical Technology degree program. Students are expected to contact their advisors as needed and at least once every semester. Advisor office hours are posted outside their office doors.

Surgical Technology Degree Program Chain of Command

Surgical Technology degree program students and faculty are expected to conduct themselves as professionals by following the identified chain of command at all times. At any time during the program, if the students have a problem/concern/complaint, they should first address their issue with the program faculty member. Problems with preceptor clinical experiences should be addressed with the Surgical Technology Clinical Coordinator or Program Coordinator (if the Clinical Coordinator is unavailable).

If the student still has a problem/concern/complaint after meeting with a faculty member/Clinical Coordinator/Program Coordinator or has been dismissed from the program, then the student should make an appointment with the Dean of the School of Health Sciences, Melissa Copperwheat, Utica Campus, AB113. If the problem/concern/complaint remains, then it will be reviewed according to the School of Health Sciences' Complaint Policy. The College's entire Academic Complaint Policy can be found in the online MVCC Student Handbook – https://www.mvcc.edu/student-handbook/policies-regulations/academic-complaint-policy.php.

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│    Dean of the School of Health Sciences         │
│         Melissa Copperwheat MS RN                │
└─────────────────────────────────────────────────┘
        ▼                               ▼
┌──────────────────────┐      ┌──────────────────────┐
│  Program Coordinator │      │  Clinical Coordinator│
│  Angie Christian CST │      │  Alisia Pooley CST   │
└──────────────────────┘      └──────────────────────┘
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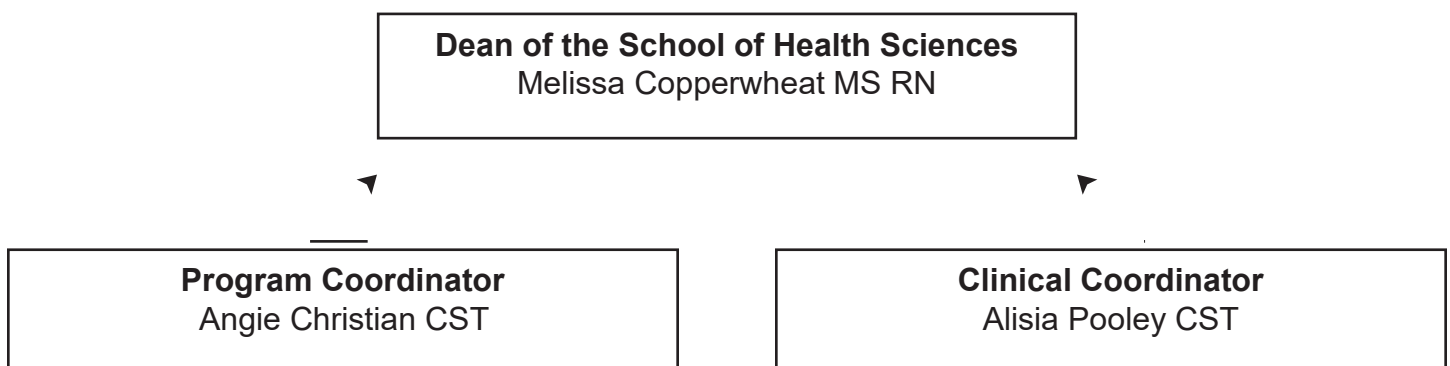
Advisement Policy

For all students matriculated into the Surgical Technology Program:
During the fall and spring semesters faculty members have five office hours per week, posted outside their office door. Prior to scheduling courses, it is required that students contact their faculty advisor in person.

- All matriculated students will be assigned a faculty advisor by the first week of class, fall term.
- Faculty advisors will monitor student progress through the program.
- Faculty advisors will be responsible for reviewing the DegreeWorks report for their assigned advisees before priority registration each semester.
- All students must meet with their faculty advisor prior to registering for courses.

Student Responsibilities:
It is the responsibility of each student enrolled in the Surgical Technology program to ensure that records are complete with special attention to the following:

- All courses identified as degree requirements in the online MVCC College Catalog and the Surgical Technology Degree Student Handbook are completed prior to graduation
- All demographic and biographic data requested by the College is current and complete
- Official transcripts from all schools from which the student is seeking transfer credit are requested by the student using the appropriate forms and format so that they can be received and recorded by the College.
- All regulatory requirements (immunizations, health assessment and physical examination, PPD tests, CPR certification, HIPAA, Confidentiality, etc.) are to be kept current as directed by the student's academic advisor, Coordinator, and/or Dean.

Students who find themselves in academic difficulty are strongly advised to promptly consult the MVCC College Catalog, MVCC Student Handbook, and MVCC Surgical Technology Degree Student Handbook for policy information and to seek out their Surgical Technology degree program academic advisor for guidance.

Essential Functions for Surgical Technology Students

Office of Accessibility Resources
MVCC complies with the Americans with Disabilities Act of 1990. The College will endeavor to make reasonable accommodations for an applicant with a disability, who is otherwise qualified. Applicants who are unsure if they can meet these essential skills, or know they will need help in meeting them, should contact the Accommodation Specialist in the Learning Commons on the Rome Campus, Plumley Complex room 102G or the Office of Accessibility Resources on the Utica Campus, 315-792-5644.

Essential Skills of Surgical Technicians/Technologists
A student in the Surgical Technology Degree Program must have the abilities and skills necessary for the performing surgical technology processes. If there are any reasons why a student may not be able to perform these functions with or without reasonable accommodations, she/he must follow the chain of command. The following is a representative list of the essential skills, with or without accommodation, expected of students enrolled in the Surgical Technology degree program:

The student must:

- Demonstrate the ability to perform essential functions for a maximum of a 10-hour shift
- Demonstrate the ability to protect a client when the client is standing and ambulating on all surfaces with or without the use of assistive devices, including canes, crutches, and walkers
- Have the abilities and skills necessary for performing a surgical technology process
- Demonstrate the ability to safely move a client over 100 pounds from one surface to another using the appropriate level of help
- Demonstrate safe body mechanics in the process of all client treatments, including lifting and carrying small equipment (under 50 pounds) and moving large equipment (over 50 pounds)
- Demonstrate the ability to coordinate simultaneous motions
- Demonstrate the ability to perform occasional overhead extension
- Demonstrate the ability to perform interventions such as sterile procedures
- Display adaptability to change
- Establish effective relationships with others
    - Communicate effectively, safely, and efficiently in English (both written and spoken) by:
    - Explaining procedures
    - Receiving information from others
- Receiving information from written documents
- Distinguish color changes
- Detect an unsafe environment and carry out appropriate emergency procedures including:
- Detecting subtle environment changes and odors including, but not limited to, the smell of burning electrical equipment, smoke, and spills
- Detecting high and low frequency sounds, including but not limited to, alarms, bells, and emergency signals

Withdrawal Policy

It is the student's responsibility to officially withdraw from classes. Students that withdraw from Surgical Technology courses may be eligible for readmission to the Surgical Technology degree program. Readmission is on a case-by-case basis. Students requesting readmission to the program are to submit a letter in writing to the Program Director stating intentions to re-enter the program. Submissions will be reviewed and determination will be made by the program director and faculty of the Surgical Technology degree program.

Student Health Requirements

Student Health Requirements for the Surgical Technology Degree Program differ from the College's health requirements. In addition to the College Health Form, Surgical Technology degree program students must submit vaccine documents discussed on the Health Professions Health Requirements form found in the Admissions packet or online at https://www.mvcc.edu/academics/health-sciences/surgical-technology/surgical-technology-health-packet.pdf.

All required health documents must be submitted to www.mvcccompliance.com website. The Surgical Technology Program requires documents to be submitted NO LATER than November 1 of the Fall semester (for incoming students). Students who do not complete their vaccine compliance will not be allowed to start clinical rotations. Any student who does not start clinical on time due to missing or incomplete vaccine records will receive an academic counseling form for each day missed until compliance is achieved.

Any student who does not gain compliance through the www.mvcccompliance.com portal by November 1 will receive an academic counseling form. Once initial compliance is received by the student, it is the student's responsibility to keep records in compliance throughout the degree program. Any student who does not remain complaint with vaccine records during the Surgical Technology Degree Program, they will be removed from clinical and receive an academic counseling form (to be discussed on page 38).

Students are strongly advised to make copies of all submitted health documents.

Health Requirements

Item	Vaccination Type	Directions
Annual Physical		Physicals need to be kept up to date on a yearly basis. Physicals need to state students are free of communicable diseases.
Immunization Records	Rubella	Must be Positive
	Rubeola	Must be Positive
	Mumps	Must be Positive
	Varicella	Must be Positive
	Tetanus toxoid	Within 10 years
	Seasonal Flu shot	For current season
	Hepatitis B Vaccination Titer	A series of three positive titers, or a waiver signed
	Tuberculin test (mantoux/PPD)	Copy of lab test must be submitted. If PPD is positive, a chest x-ray report must be on file within the last two years. The PPD test is only good for one year. If you have not received the test in the last 12 months, please wait until August to get the test administered. This will keep the test current throughout your clinical rotations.
	COVID-19	Many hospitals are requiring this vaccine. If you have already received this vaccine, paperwork will need to be on file.
American Heart Association CPR BLS for the Healthcare Provider		Must be current through clinical and must be from the *American Heart Association*.
1. Confidentiality Form 2. Statement of Agreement 3. Clinical Site Travel form		Will be provided during the first class in September.

Procedure for Acquisition of Student Uniform

The required uniform for the Surgical Technology Degree Program student includes a hunter green scrub top and bottom.

Payment for Uniform
Some students may be able to use financial aid to order/purchase the uniform. All paperwork for financial aid must be completed before requesting funds to cover uniform costs. Once a student has been approved for financial aid, the Auxiliary Services office, Utica Campus, Alumni College Center room 206, will issue an authorization voucher to bring to Josie's Uniform and Shoes or Dr. Uniforms to purchase the required items. The student must personally visit Auxiliary Services to request a voucher. Any questions can be directed to Marcia Bramhall at 315-792-5457.

Uniform vouchers are available the same day as book vouchers (usually three weeks before classes) and expire the same day as book vouchers. The uniform will be billed to and paid from the student's MVCC financial aid account.

Note: If financial aid changes for any reason (i.e. attendance, verification) the student will be responsible for the cost of the uniform, etc.

Uniforms paid through financial aid should be purchased at:

Josie's Uniform and Shoes
54 New Hartford Shopping Plaza
New Hartford, N.Y. 13413
315-735-6794

Dr. Uniforms
1311 Oriskany St. West
Utica, N.Y. 13502
315-266-0093

Approximate Cost:
Top: $20-$32
Pants: $23-$31
(Prices are subject to change; these are approximate charges.)

If a student is not using financial aid to purchase these uniform pieces, they can be purchased from any vendor.

Communication

There are various methods of communication between the student and MVCC faculty and resource personnel including through MVCC email and Brightspace. It is the student's responsibility to check their student email account and Brightspace account frequently.

All registered students are assigned email, Brightspace, and computer accounts. Students are required to use student email for all matters associated with the College.

Email
All full- and part-time students have an MVCC email account that serves as the official tool for communication between the student and the College.

Accessing Email
· Access the MVCC Home Page – www.mvcc.edu
· Click Current Students, then click the Student Email button.
· For Username: enter first initial, last name, day of birth (example: jdoe05)
· For Password: enter last four digits of your Social Security Number

Your email address: username followed by @student.mvcc.edu
For example, John Doe's email address would be jdoe05@student.mvcc.edu.

Brightspace
Faculty use the online Learning Management System Brightspace to convey important course information and completion of certain tutorials required for graduation. In addition, students taking courses that have an online component will need to use Brightspace. Brightspace courses are available for student access the first day of instruction.

Accessing Brightspace
· Access the MVCC Home Page – mvcc.edu
· Click Current Students, then MyMV
· Sign in with your username and password (same as your email account)
· Click on the Brightspace tiles to access the MVCC Brightspace homepage. The middle of the screen will display the list of online courses in which you are enrolled.

Student Computer Account
All registered students will have a computer account (same username and password as above) on the College network drive. This account provides network space for students to save documents.
Accessing Student Computer Account
There are several places where students can access their student computer account while on campus. Students can find assistance with accessing their account in the open computer labs that are located on the Utica Campus in the Learning Commons, Wilcox Hall room 129 and the Library, Payne Hall room 200, and on the Rome Campus in the Library, Plumley Complex room 101.

Computer Aided Instruction
Computer aided instruction programs are available for each Surgical Technology course. Surgical Technology courses include access to Platinum Planner, a computer-aided resource to assist student learning and clinical management. Platinum Planner provides curriculum support through their customer service.

Student Learning Methodologies

The MVCC Surgical Technology Degree Program utilizes three methodologies to facilitate student learning. They are termed didactic (lecture/theory), lab, and clinical. In order to meet course objectives, students are expected to be present and engaged in all didactic (lecture/theory), lab, and clinical learning. Excessive absences in any of the learning environments may impede a student's ability to meet course objectives, resulting in an unsuccessful completion of a course. Students are expected to be familiar with the guidelines for each learning environment.

Didactic (lecture/theory) Information
Didactic learning is designed to facilitate student learning of the concepts, science, and evidence that guide professional practice. Approaches to content delivery take place in the classroom as well as via technology.
Evaluation of student learning is done using quizzes and/ or examinations.

Classroom Learning

· Students are expected to attend, participate, and be prepared for all classes.

· Students are expected to arrive to class on time.

· It is the expectation of all faculty that cell phones will be turned off during classroom learning. Any student found in violation of this rule is subject to dismissal from the class.

· It is at the discretion of the individual faculty whether or not recorders will be allowed.

Quizzes and Exams
Quizzes and/or examinations are the primary means of evaluating students' attainment of student learning outcomes. Each course has specific quiz and/or examination requirements in regard to timing, frequency, and objectives. Students are expected to be familiar with the requirements of their specific course, which can be found in the associated course syllabus and/or course schedule. In addition, students are expected to be well- acquainted with the Examination Policy found in this Handbook (pg.25).

Laboratory Information

The lab portion of the curriculum is an integral part of learning. It allows students to learn and practice skills essential for practice. Lab objectives focus on psychomotor skills as well as professional practice modalities such as leadership and lifelong learning. In order for students to gain the full value of the lab experience, the guidelines that have been developed must be adhered to by all students.

The following guidelines address elements that are essential for successful completion of lab requirements:

Lab Attendance
· Students are expected to attend, participate, and be prepared for all lab classes. Failure to attend the scheduled lab class will result in initiation of an Academic Counseling Form (copy found at the end of this Handbook).
· In the event of an emergency, students are expected to notify faculty before the start of the lab via email.
· A missed lab class must be made up within one week of the class and must be verified by the faculty member. Failure to do so will result in initiation of an Academic Counseling Form.
· Missing more than one (1) lab per semester could result in failure in course.
· It is the student's responsibility to contact the Surgical Technology degree program faculty member via email within 24 hours to make arrangements for the make-up lab.

Attire
Students are required to wear clean, neatly pressed, hunter green scrubs to all labs and, as indicated, for any activity that may substitute a lab class.

Peer Tutors
Peer tutors may be available by contacting the Learning Commons on the Utica Campus, Wilcox Hall room 129 and on the Rome Campus, Plumley Complex room 102.

Clinical Information

Clinical provides a real-life environment for students to bridge the gaps between theory and practice by applying the knowledge, skills, and attitudes necessary for safe, professional practice. All students must be able to perform the Essential Functions of the MVCC Surgical Technology degree program (pg.4). Current health clearance and CPR certification is mandatory in order to participate in the clinical experience. Students will be provided with scrub uniforms from their individually assigned clinical sites. Clinical takes place off-campus at selected healthcare institutions across the community. While participating in clinical experiences, students are representing the surgical technology profession as well as MVCC. To that end, strict guidelines have been developed and will be enforced to maintain client safety, preserve program integrity, and promote professional principles.

Students may be required to visit their assigned clinical site to obtain client information in preparation for their clinical experience. Students are required to wear business attire (no jeans/shorts/open toe shoes) and their MVCC ID when visiting a clinical facility to obtain clinical assignments.

Clinical Attendance
A strict attendance policy will be enforced to promote the value of the clinical experience. Any missed days from clinical hinders the student's ability to complete this program.

Clinical Tardiness
Students are to report to the classroom/clinical assignment prepared to begin at the designated time specified by the MVCC Surgical Technology degree Clinical Coordinator.

The following guidelines must be followed:
· Students must notify the instructor if they will be late for clinical via email.
· Students reporting more than three minutes late will be considered tardy.
· Students arriving late will be given a verbal warning on first occurrence.
· More than one incident of tardiness will result in one letter grade reduction of the final grade and an academic counseling form will be filled out.
· The instructor will determine if an incident of tardiness is beyond the student's control and act accordingly.

Clinical Absenteeism
Students are expected to attend all clinical sessions. Clinical is MANDATORY. Any missed days from clinical hinders the student's ability to complete this program.

The following guidelines must be followed:
· Students are also required to notify, via email, the Clinical Coordinator within 24 hours of a missed clinical or late.
· If the student does not contact the coordinator within the mandated time frame, the absence will be documented on the Academic Counseling Form.
· All clinical student evaluations will be submitted through the clinical management system Platinum Planner.

· Students are allowed 2 rescheduled days per semester:
   · The final week of the semester is reserved to reschedule your missed days.
   · When a student needs to reschedule a day, they should contact the Clinical Coordinator and assigned instructor to inform them they are rescheduling the day. **The day will automatically be rescheduled during the final week of clinical on your scheduled day (ex. If you are on a Monday/Tuesday schedule your rescheduled day will be on Monday).**
   · Any student whom does not reschedule any days during the semester they will not need to go to clinical during the final week.
   · If a student needs to reschedule more than 2 days they will be removed from the program.
   · If a student does not contact the clinical coordinator/instructor within 24 hours to reschedule a day it will be a missed day and an academic counseling will be done and 10 points off your final grade.
· Any Student who reschedules a missed day and does not attend the rescheduled day will be dismissed from

the program.

· All of the above also relates to vacations booked prior to or during the clinical rotations in the Surgical Technology Program.

· Excused Absences- Students are only excused from clinical with proper documentation of illness from a medical provider. Documentation should include a written excuse from clinical, date of missed clinical, and date student can return to clinical. Any student who misses more than 2 days with an excused absence, will need to meet with the Clinical Coordinator to make arrangements to make up the days.

· If the college closed due to weather or other circumstances, students do not have to attend clinical or can leave clinical if they are already there. Students do not need to make up these hours/days.

· Students have a required number of days, hours, and case load to complete clinical. Completing one section or the prior named areas does not complete clinical experience. All areas need to be completed to pass clinical courses.

Clinical Attire and Appearance Attire

Students must wear:

· Scrubs that are provided by the individually assigned clinical sites.

· Professional shoes (no canvas, no open toe, or open heel).

Appearance

· Students must adhere to the following:

· Hair must be neatly groomed, clean, and off the collar.

· Hair must be of a naturally looking black, brunette, blonde, or red (auburn) color. Highlights of the same standard are acceptable.

· Beards must be neatly trimmed. Mustaches must be neat and trimmed and must not pass the sides of the mouth. Sideburns must be neat and trimmed and must not pass the middle of the ear.

· No perfume/cologne.

· No body piercings other than one non-dangling earring in each ear lobe.

· No bracelets or rings other than a wedding band.

· Fingernails must be trimmed, short (not visible when looking at the palm of the hand), and clean with no nail polish. Artificial nails are not acceptable.

· Proper body hygiene is expected, including being free of offensive odors including cigarette smoke.

· No gum chewing.

Failure to comply with the dress code and appearance requirements may result in the student being sent home, in which case the student is responsible to follow the guidelines under Clinical Makeup. Failure to do so will result in an F for the course.

Platinum Planner

- Platinum Planner is the clinical management program used to track clinical experiences.

- Students are to use GPS to clock in and out of clinical. Students who do not use GPS to clock in/out of clinical they will be given a verbal warning for the first offence then an academic counseling form will be completed for each day the GPS is not used.

- Students are to clock in and out every day they are at clinical. If a student does not clock in /out the first offense will be a verbal warning, then every offence after that they will be given an academic counseling form.
    o Students who forget to clock in or out need to contact the clinical coordinator and instructor within 24 hours.
    o Students who do not clock in/out for clinical, the clinical day will be considered a missed day and will receive an academic counseling form and the day will be rescheduled per the above policy.

- Students who do not complete paperwork in platinum planner on a weekly basis will receive points off their participation grade. Students should be handing in their paperwork by the end of each week as it is part of the homework for clinical.

- Students should speak with the clinical coordinator if they are having issues with platinum planner and should report all issues to customer service in platinum planner. support@platinumed.com is the email to contact support for platinum planner.

Professional Behavior

Professional Behaviors Related to Attendance and Punctuality
On-time attendance is expected at all classes, seminars, conferences, laboratory, and clinical experiences. Faculty retain the right to request a written excuse from a healthcare provider for illness-related absences. Students are expected to come prepared and to actively participate in all course, lab, and clinical experiences.

Professional Behaviors Related to Social Media
MVCC Surgical Technology Degree Program students and faculty are not allowed to post anything on a social media site that is in violation of any healthcare regulatory policy or deemed unprofessional. Students will not post anything negative related to MVCC faculty, program, or clinical agencies. Any posts found on any social media site regarding clinical, clinical sites, the program, instructors, MVCC, or anything deemed inappropriate by the coordinators, the Dean, and/or clinical facilities will result in automatic dismissal from the program.

Professional Classroom Behaviors
Students are reminded that they represent the MVCC community and its Mission to the community with all they say (verbally and nonverbally) and do. Students at MVCC, whether engaged in campus-based or online "virtual" classrooms, are expected to behave with academic integrity as addressed in the online MVCC Student Handbook. Students are expected to be prepared to participate actively in course-related activities. Students and faculty have the right to an environment conducive to learning. Surgical Technology degree program students are expected to conduct themselves in a respectful and professional manner in the academic setting at all times. To meet this expectation, students should respect the rights of fellow students to have a class free of personal criticism, distracting noise, and disruptive and inappropriate behaviors. Use of racist or sexist language or language that is derogatory of another minority or marginalized groups is grounds for disciplinary actions. All behaviors that are disruptive to classroom activities and/or learning processes, to include arriving late, are considered to be unprofessional and inappropriate classroom behaviors. If the faculty considers the behavior of a student to be disruptive to the class, the student may be asked to leave. Consequences for missing class activities will depend on the expectations of individual courses.

The following provides examples of some, but not all, inappropriate, unprofessional campus-based classroom behaviors:

· Using a cell phone in class or keeping a cell phone or personal pager on (If the student has an emergency circumstance that may require that they be contacted, the faculty is to be approached for permission to have the cell phone/pager on silent or vibrate mode. If a silent page is received, it is to be answered outside of the classroom.)

· Using a computer in a way that is disruptive to classroom processes and/or teaching and learning

· Talking to other students during faculty or student discussion

· Sleeping in class

· Late for class

· Repeatedly going in and out of class

Cheating, plagiarism, fabrication, collusion, or any form of academic dishonesty will be grounds for dismissal (please refer to the MVCC Academic Integrity Policy found in the online MVCC Student Handbook).

Professional Behaviors During Lab Sessions
· Foul language will not be tolerated.

· The labs are to be quiet locations for skill practice. Please take conversation outside of the labs.

· Food is not allowed in the lab. (It is at the discretion of the lab employee to change this at any time.)

· Students should show respect to faculty, staff, and peers.

· Student should be respectful of all equipment. If a student damages any piece of equipment/resource tool in any of the labs they will be held if responsible for accepting the cost of replacing such equipment. Payment must be received to the College by the date determined by the Dean of the School of Health Sciences. Failure to make payment by the date determined will result in greater sanctions such as mandatory withdrawal from classes as well as ineligibility for future registration and/or graduation.

· There should be no unauthorized use of the lab phone unless it is an emergency.

· There should be no cell phone conversations/ calls inside of the labs.

· Students should not write on lab equipment.

· Children are not allowed in the labs.

· Students should pick up and return supplies/ equipment and chairs when finished with them.

· Students must be supervised at all times by a designated College employee.

· Students should respond positively to constructive criticism.

Notice:
If a student is not within compliance of any one of the above written rules, the faculty/staff member reserves the right to request that the student leave the lab. The student will then be responsible for missed content as well as make-up requirements as deemed necessary from their instructor. If the discovery of the infraction is disclosed after normal lab hours, the lab employee will write a written statement citing details of the occurrence and will schedule a meeting with the student as well as the Dean of the School of Health Sciences, and the Program Coordinator and Clinical Coordinator, if deemed necessary. This meeting will occur within one week of the violation.

Professional Behaviors During Clinical
During the period of clinical/practicum assignment to any healthcare agency, each student in the program is expected to understand and follow all policies and procedures of the clinical agency to which they are assigned. All Surgical Technology degree program students are to wear their ID when in the clinical area preparing for and/or attending clinical or practicum experiences.

Patients cared for by the MVCC student have a right to expect confidentiality (see the Health Information Portability and Portability Accountability Act (HIPAA) policy and Confidentiality Statement in this Handbook). All students are expected to maintain patient confidentiality and practice according to sound ethical and professional principles. This means:

· Students must guard against the inadvertent or purposeful sharing of information regarding any aspect of a patient's / treatment in any setting, except as required by the necessities of professional education, treatment, or management.

· Confidential information includes the patient's name or any identifying diagnoses.

· All correspondences related to a patient must be carefully safeguarded.

As the purpose of clinical experience is one of providing authentic learning for students with the help of professional colleagues in healthcare settings, the following are a few examples of inappropriate clinical behavior that can compromise clinical learning, quality patient care, and healthy relationships with our clinical partners:

· Making personal phone calls or texting from a cell phone or from an agency phone during clinical time

· Disruptive behavior during change of shift report

· Photocopying from a patient's chart

· Arriving late or unprepared to clinical

Faculty often have a need to communicate with students outside of clinical hours and away from the clinical site. Students are expected to check their MVCC email regularly and respond to faculty and clinical affiliate faculty requests within 24 hours.

Other Clinical Guidelines

· The use of alcohol or other mind-altering substances is prohibited during clinical practicum. Students are prohibited from attending practicum while under the influence of alcohol or other mind-altering substances.

· There is no smoking at any time during clinical.

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· Cell phones are prohibited on all units during clinical.
· Clinical requirements and opportunities vary by course, and students are required to be familiar with the expectations of their specific course, which can be found in the associated course syllabus and/or course schedule.

Ethical Principles for MVCC Surgical Technology Degree

Health Insurance Portability & Accountability Act (HIPAA) of 1996

HIPAA Privacy Rule Overview
The goals for maintaining rigorous adherence to HIPAA compliance requirements within all MVCC-sponsored programs, projects, and activities are designed to:

· Ensure the security and confidentiality of Protected Health Information (PHI) and Electronic Protected Health Information (ePHI) as covered by HIPAA.
· Protect against any anticipated threats or hazards to the security or integrity of such information.
· Protect against unauthorized access, use, or disclosure of such information.

Each student should complete the necessary training on how to comply with the policies and procedures for maintaining HIPAA compliance.

Reminders:
Protected health information is any information that allows association between a person's identity and their healthcare information. This applies to all forms of media, including paper documents, electronic files and data, course notes, research papers, video and sound recordings, photos, charts, etc.

As it pertains to MVCC-sponsored programs, projects, and activities, the following are reminders of common privacy and security practices for protected health information that must be followed:

· Any personal documents and notes in any form that contains individually identifiable health information pertaining to patients a student comes into contact with as a result of MVCC-sponsored training must be properly protected and its confidentiality must be maintained.
· MVCC students who are training at partner health provider organizations are prohibited from removing documents that contain individually identifiable health information without a written and signed authorization from the institutional Health Information Management (HIM) department or authorized representative and the proper patient authorization.

For MVCC students participating in MVCC-sponsored healthcare training, the following activities involving individually identifiable health information are explicitly prohibited:
· Sending such information through unsecure email
· Posting such information on any social networking site—regardless of the user account used by the MVCC student, faculty, or staff to post the information.
· Disclosing such information during classroom discussions and/or presentations

All violations of HIPAA privacy and security policies and practices are taken very seriously. All violations will be reported to the Dean of the School of Health Sciences for review to determine the extent of the violation and the appropriate sanctions to be applied, where necessary.

Sanctions may include notification to the student's advisor with a note in the student's advising file, reductions in the grade for the course up to and including failure, and remedial action as directed by the MVCC Coordinator of Judicial Affairs and Community Standards, Utica Campus, Payne Hall - PH347.

HIPAA Breach of Confidentiality
A breach of confidentiality in the clinical site, the classroom setting, or online is considered to be both unprofessional and unsafe and may be grounds for immediate dismissal from the Surgical Technology degree program (see the Health Information Portability and Portability Accountability Act (HIPAA) narrative above and Confidentiality Statement below).

MVCC Surgical Technology Degree Program Confidentiality Statement

When a patient enters any healthcare facility, all involved individuals assume an obligation to keep in confidence all that pertains to that patient and to that patient's affairs. This responsibility is shared by every person employed in the healthcare facility and by all who have any direct or indirect caregiving relationships to patients. Reasons for admission, as well as information about diagnosis and treatment, are confidential and must be respected as such.

As a student in each healthcare facility or community setting, you are bound to the same obligation. You are obliged to refrain, both in and out of the facility, from discussing any patient or any information about a patient or family except in the line of duty. You may discuss patient information only with the surgical tech staff, physician(s), and other healthcare providers caring for the patient, the surgical tech instructor, and surgical tech students, on a need-to-know basis, only at an appropriate time and location such as post-conference.

To engage in other discussions for any reason, is not only a breach of confidentiality, but may also involve you in legal proceedings. This includes all social media. Such behavior is sufficient reason for immediate dismissal from the clinical facility/community setting and from the Surgical Technology degree program.

Surgical Technology Degree Program Confidentiality Agreement

Confidential Communication: Information given by a client/family member, regardless of the method in which it is acquired, in the belief that NO disclosure will be made to another party (moral/ethical obligation).

Privileged Communication: Refers to the confidential information relayed to a healthcare professional that prohibits disclosure unless the patient waives the privilege (legal obligation).

STATEMENTS:

_____ I understand and agree that as a student I will come into possession of the most intimate personal information about patients I have both a legal and an ethical duty NOT to reveal confidential communications.

_____ I understand the legal duty arises because the law recognizes a RIGHT TO PRIVACY. To protect this right, there is a corresponding DUTY to obey.

_____ I understand and agree that all information obtained in a learning environment related to the client MUST be kept in strict confidence.

_____ I further understand that a breach of confidentiality may involve me in legal proceeding.

_____ I accept the responsibility for maintaining the confidentiality of all patient/family information.

_____ I understand that I am prohibited from photocopying patient records.

_____ I understand I cannot carry a cell phone or other electronic devices into clinical facilities.

_____ I have received and reviewed a copy of HIPAA guidelines and agree to abide by these.

_____ I understand that a breach in confidentiality will result in disciplinary action, up to and including expulsion from the clinical facility/community setting, and from the Surgical Technology degree program.

Name:_____   Date: _____

Signature:_____   M #: _____

The signed document will be placed in the student's file.

Recording Contract for Surgical Technology Degree Student

I,_____, a student in _____

(course name)

taught by _____ at Mohawk Valley Community College

(instructor's name)

(MVCC), promise to use lectures recorded in the class named above specifically and solely to assist and enhance my personal educational experience and acquisition of course material, having no malicious, self-profiting, and/or other than good intentions.

I will not reproduce, in any way, the recordings of the lectures or transcripts produced from those recordings, nor will I share the recordings/transcripts with anyone other than my instructor. These recordings/transcripts are for my personal study only and will not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Any information obtained about patients, counseling recipients, and all others will be kept strictly confidential and must not be discussed or shared with others under any circumstances

At the conclusion of the course, I will erase all recordings and destroy all transcripts of class lectures. I am aware that all information contained in recorded lectures/transcripts is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

Pledge: I hereby acknowledge that I have read and understand the above policy and will abide by the policy with regard to all lectures or transcripts while enrolled as a student at MVCC.

Student (Signature):_____ Date: _____

The signed document will be placed in the student's file.

MVCC Student Surgical Technology Degree Academic Integrity Pledge Form

It is expected that all Surgical Technology degree students will support the Academic Integrity/Honor Code of MVCC in all activities related to their studies and will refrain from any form of academic and professional dishonesty or deception in the classroom, clinical agencies, online, and other learning settings. These behaviors include cheating, plagiarism, violation of client confidentiality, falsification of data, falsification of records, and/or aiding and abetting dishonesty. The student is also responsible and accountable to maintain a safe and respectful environment in the practice arena.

Academic Integrity Pledge

I,_____, pledge to support the MVCC Academic Integrity Policy. I will refrain from any form of academic and professional dishonesty or deception in the classroom, clinical agencies, Clinical Learning Unit, online, and other learning settings. The behaviors I will not participate in include cheating, plagiarism, violation of client confidentiality, falsification of data, falsification of records, and/or aiding and abetting dishonesty.

Student Name: _____

Student Signature: _____

Date: _____

The signed document will be placed in the student's file.

Surgical Technology Degree Program Curriculum

Approved by College-wide Curriculum Committee (May 2019)

Courses in the Surgical Technology degree program have content and practicum experiences. All students:

· Are required to meet the prerequisites prior to taking the first Surgical Technology course as outlined on the How to Apply for Surgical Technology webpage.

· Must provide their own transportation to and from the healthcare facility for practicum. Instructors cannot assist.

· Prior to the first day of lecture/practicum/clinical, must provide proof of current

· American Heart Association CPR BLS for the Healthcare Provider certification to be kept on file in the Surgical Technology degree program faculty offices. This certification must remain current throughout the program.

· Must maintain a minimum grade of 70.0 (C) in each Surgical Technology course for advancement to the next Surgical Technology course.

· Must achieve a minimum grade of C in every course on the Surgical Technology degree program curriculum display page (courses required to graduate).

· Are recommended to take BI216 Human Anatomy & Physiology 1 and BI217 Human Anatomy & Physiology 2 at MVCC.

Students are required to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) national exam in order to be eligible to graduate from the program.

The Surgical Technology degree program is for people interested in performing duties of a surgical technician/technologist. Graduates are prepared as beginning practitioners. Graduates will work in operating room suites assisting in the preparation of supplies (instrumentation, draping, etc.) and delivery of care (skin preparation, positioning, counts, dressing materials, specimen care, etc.) to the surgical patient. Graduates are eligible to take the NBSTSA national certification exam. This program is approved by the New York State Department of Education Office of the Professions, the State University of New York (SUNY), and is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Surgical Technology Degree Course List

First Semester

CF100	College Seminar	1.0
HM100	Medical Terminology for Health Professions **	3.0
ST120	Surgical Instrumentation**	2.0
MA108	Concepts in Math	3.0
EN101	English 1: Composition	3.0
PY101	Introduction to Psychology	3.0

Credits 15.0

Second Semester

ST130	Sterile Processing & Surgical Technology**	3.0
BI216	Human Anatomy & Physiology 1	4.0
ST131	Fundamentals of Surgical Technology	3.0
ST220	Sterile Processing Clinical Practice	6.0

Credits 16.0

Third Semester

BI217	Human Anatomy & Physiology 2	4.0
EN102	English 2: Ideas and Values in Literature	3.0
ST140	Surgical Technology Skills & Surgical Procedures 1	3.0
ST230	Surgical Technology Clinical 1	6.0

Credits 16.0

Fourth Semester

BI209	Basic Pathophysiology	3.0
ST109	Pharmacology for the Surgical Technologist	2.0
ST141	Surgical Technology Skills & Surgical Procedures 2	3.0
ST240	Surgical Technology Clinical Practice 2	7.0

Credits 15.0

Total Credits 62.0

** Online-Only Courses**

Surgical Technology Course Descriptions

ST109 C-2, Cr-2 – Pharmacology for the Surgical Technologist
This course covers general principles of pharmacology related to the surgical technologist in the perioperative environment. Topics include drug sources, classifications, and regulatory issues, indications for use, complications, adverse reactions, and routes of administration, dosage, and medication handling. Emphasis is on the relationship of drugs to the surgical patient. Anesthesia and emergency situations are stressed. Pre-Req: HM100

ST120 C-2, Cr-2 – Surgical Instrumentation
This course introduces students to common surgical instrumentation. Topics include instrument identification, function and grades, and proper instrumentation handling and usage in various surgical services. Suture material and needles by type and function are also covered.

ST130 C-3, Cr-3 – Sterile Processing and Surgical Technology
This course introduces students to the functions and responsibilities of surgical technologists and sterile processing technicians. Topics include supply and equipment preparation for surgery and the safe usage, care, decontamination and sterilization of surgical instruments. Students are familiarized with the structure and design of the operating room as well as operating room safety precautions, infection control standards, healthcare law, and professional ethics. CO-REQ:ST131

ST131 C-2, P-3, Cr-3 – Fundamentals of Surgical Technology
This course introduces students to the procedures used to prepare patients for surgery. Topics include preparation of the surgical site, draping, wound management, vacuums, catheters, drains, and hemostatic agents. Students gain hands-on experience with the various machines and equipment used for surgery and are introduced to the precautions taken during electro surgery and laser surgery. CO-REQ: ST130

ST140 C-2, P-2, Cr-3 – Surgical Technology Skills and Surgical Procedures 1
This course provides an introduction to surgical procedures. Surgical areas include general surgery, laparoscopic surgery, robotic surgery, obstetrics/gynecologic surgery, urologic surgery, otorhinolaryngology surgery, and dental, oral, maxillofacial surgery. Course emphasizes proper surgical procedures for various anatomical regions. Students are provided hands-on experiences preparing surgical trays and performing the steps taken by surgical technologists during surgery. PRE-REQ:ST131

ST141 C-2, P-2, Cr-3 – Surgical Technology Skills and Surgical Procedures 2
This course provides students with basic knowledge of surgical procedures. Surgical areas include orthopedic, neurosurgery, plastic surgery, ophthalmic, cardiac, pediatric, thoracic, and vascular surgery. Hands-on student experiences include preparation of surgical trays and running surgical procedures from beginning to end. PRE-REQ:ST140

ST220 P-8, Cr-6 – Sterile Processing Clinical Practice
This course partners students with experienced sterile processing technicians. As students transition to a more active role, they will concentrate in the cleaning and sterilization of surgical instruments and other medical equipment. Students are expected to interact with personnel from all areas of the hospital and be involved in distribution of medical supplies throughout the healthcare facility. PRE-REQ: ST120

ST230 P-8, Cr-6 – Surgical Technology Clinical Practice 1
This course partners students with Surgical Technologists. Primary surgical specialties are general surgery, OB/GYN, orthopedic, otorhinolaryngology, and genitourinary surgical specialties. As students transition to a more active role, surgical interventions include special patient care considerations, room set ups, anesthesia, positioning, skin prep, draping, incision and approach, supplies, equipment instrumentation, procedural steps, counts, dressing materials, specimen care, and postoperative destination and care. PRE-REQ: ST220

ST240 P-8, Cr-7 – Surgical Technology Clinical Practice 2
This course is the continuation of ST230 Surgical Technology Clinical Practice 1. Students are partnered with experienced Surgical Technologists and are expected to take a more active role during surgical procedures. Surgical specialties include General Surgery, OB/GYN, Orthopedic, Otorhinolaryngology, and Genitourinary. Surgical interventions include special patient care considerations, room setups, anesthesia, positioning, skin prep, draping, incision and approach, supplies, equipment instrumentation, procedural steps, counts, dressing materials, specimen care, and postoperative destination and care. PRE-REQ: ST230

Surgical Technology Course Examination Policy

· Students are required to take all scheduled examinations at the scheduled date and time.

· There are no make-ups for missed unit and final exams or quizzes. Extenuating circumstances must be submitted to the Program Coordinator within 24 hours for a full faculty review and consideration. Failure to follow this timeline will result in a zero for that exam.

· No additional time is given on any Surgical Technology course examination unless arrangements are made with the Office of Accessibility Resources (see pg. 4).

· There will be no additional time allowed for a student who arrives late for the examination/quiz.

· The English dictionary is not permitted during any examination or quiz.

· Cheating is never tolerated. (Refer to the MVCC Academic Integrity Policy)

· All examinations/quizzes are the property of the Surgical Technology degree program.

· Students are not permitted to have any electronic devices during examinations or writing instruments at the time examinations are being reviewed.

· Exam grades will be returned to the students within one week following the exam.

· Exams will be reviewed in all courses. Each unit exam will be available for review for up to two weeks after the exam is given. After that time, the exam is no longer available for review and the student is responsible for emailing the instructor to set up a meeting time to review the exam.

· Children are not allowed at exams. Students who bring children will be asked to leave the exam with no opportunity for a makeup.

Surgical Technology Course Grading Policy

Grading policy for ALL Surgical Technology courses:

A = 90-100%

B+= 87-89%

B = 80-86%

C+= 77-79%

C = 70.0-76% **(The minimum passing grade for all Surgical Technology degree program courses)**

D+= 67-69%

D = 65-66%

F = less than 65%

End of Program Goals and Student Learning Outcomes

Career objective is to become a certified surgical technologist and work in a healthcare facility where the medical team performs major and minor surgical procedures

SLO 1 To provide students with the skills they need for employment in a perioperative setting as a surgical technician/technologist
· 1a. Students will demonstrate broad knowledge of integration of theory and practice regarding surgical procedures.
· 1b. Students will demonstrate the concept of medical terminology and aseptic technique.
· 1c. Students will identify concepts of anatomy, physiology, microbiology, microorganisms, and pharmacology relating to surgical technician/ technologist.

SLO 2 To provide students with the skills necessary to interact effectively with members of the surgical team in the perioperative setting
· 2a. Students will demonstrate interpersonal communication skills within the clinical setting.
· 2b. Students will complete the MVCC Diversity and Global View Graduation Requirements.

SLO 3 To provide students with the knowledge of the legal and ethical codes pertaining the perioperative setting as a surgical technician/technologist.
· 3a. Students will demonstrate an understanding of appropriate legal and ethical behaviors.
· 3b. Students will demonstrate of HIPAA regulations.
· 3c. Students will demonstrate practice in the clinical setting that follow the HIPAA guidelines.

SLO 4 To prepare students to demonstrate information literacy
· 4a. Students will use traditional and contemporary information technology.
· 4b. Students will identify, access, and appropriately use authoritative sources of information.

SLO 5 To provide students the knowledge for entry level work in a sterile processing environment
· 5a. Students will identify common and complex surgical instruments, supplies and equipment, and proper ways to transport instruments and equipment.
· 5b. Students will identify industry-approved practices for decontamination and sterilization, inventory control, and tracking of medical supplies and equipment.

Graduation Requirements

In order to graduate, the student will (as per College Catalog):

· Be matriculated in the Surgical Technology degree program.
· Complete all required courses listed in the Surgical Technology degree program course curriculum with a grade of C or higher.
· Achieve a minimum of 2.0 cumulative average.
· Fulfill all financial obligations to the College.
· Have on-file at the College a high school transcript or GED.
· Apply to graduate.
· Complete the computerized NBSTSA Comprehensive Certification examination.
· Complete each day of the Surgical Tech Review course (CCED course, taken during summer session, cost $65).

National Certification
Graduation from the Surgical Technology degree program does not guarantee CST certification by the NBSTSA.

The following are the steps for a student to obtain a NBSTSA examination date:

· Gold Bundle Applications Forms will be distributed, and the application process will be reviewed with Surgical Technology degree program students at the start of the Spring semester.
· Students will complete and pay for their Gold Bundle applications and mail them during the Spring semester.
· Gold Bundle includes:
  · Surgical Technology Association membership application and fees
  · Examination application and fees
  · CST exam review book
· Students will receive an email notification that they are signed up to sit for the CST exam.
· All students enrolled in the program will be required to sit for the exam on the same day and time.

Students must meet all MVCC graduation requirements in order to be certified to graduate. After grades are verified, MVCC then certifies students that meet all requirements to graduate.

The Surgical Technology degree program Coordinator or the Dean of the School of Health Sciences notifies the NBSTSA the names of the students certified to graduate.

Students that complete the coursework required to graduate after the Spring certification date cannot be certified to graduate until the next certification date. Certification dates are determined by the MVCC Office of Records and Registration.

2024-2025 Curriculum Contract

Student's Name (Print): _____

Student M Number: _____

Student should initial below on each line.

_____ I understand the academic requirements for successful completion of the Surgical Technology degree program are as follows.

_____ I must maintain a GPA of 2.0 or better throughout the Surgical Technology degree program. If this GPA is not maintained, I will not be able to continue the program. I will have to reapply the next year and acceptance is at the discretion of the Surgical Technology coordinators.

_____ If I am unsuccessful twice in any of the above Surgical Technology degree courses, at MVCC or any other college, as a result of an F – failure, W – withdrawal, or D grade, I will not be able to continue in the program. I will have to reapply the next year and acceptance is at the discretion of the Surgical Technology coordinators.

_____ I take responsibility for meeting all academic requirements to include completing prerequisites and co-requisites.

_____ I understand that the following grading policy for ST109, ST120, ST130, ST131, ST140, ST141, ST220, ST230, and ST240 will be used to determine the final grade of every student in each Surgical Technology course. Passing a Surgical Technology course requires a minimum of 70.0.

A = 90-100% B+= 87-89% B = 80-86% C+=77-79% C = 70-76% D+= 67-69% D = 65-66%

F = less than 65

_____ I have received and understand the Online vs. On-Campus mode of delivery as provided on the MVCC website. https://www.mvcc.edu/academics/online/online-vs-on-campus.php

_____ I will take the designated review sessions.

_____ I have received a copy of the Surgical Technology Student Handbook and accept responsibility to comply with all policies/protocols.

_____ I have access to the online MVCC Student Handbook for the current year and accept responsibility for its contents.

_____ I am aware of the College Academic Complaint Policy as outlined in the online MVCC Student Handbook.

_____ I have received and signed a copy of the Surgical Technology Confidentiality Statement and HIPAA Guidelines and agree to comply. Any failure to comply with the terms of these documents will result in dismissal from the program without the option to reapply.

_____ I take responsibility for meeting the MVCC Surgical Technology degree program Essential Functions. If for any reason I am not able to fulfill the Essential Functions, I am responsible for notifying the Coordinator within 24 hours of the circumstance that prevents me from meeting the program essential functions.

_____ I am aware that there are no make-ups for missed unit and final exams. Any exam missed will result in an exam grade of zero. Extenuating circumstances must be submitted to the Coordinator within 24 hours for a full faculty review and consideration. Failure to follow this timeline will result in a zero for the exam.

_____ I am aware that the MVCC Surgical Technology degree program has many resources available to students. These include, but are not limited to, faculty, financial aid, health career advisors, Counseling Center, retention specialist, technical lab assistant, and the Learning Commons. I take responsibility for seeking resources if necessary.

_____ I am aware of the Surgical Technology Health Professions Health Requirement Form (in the Admissions packet) and take responsibility for compliance. Failure to complete the form in its entirety by the first clinical day will result in dismissal from the program with no option to reapply.

_____ I understand that clinical facilities may have other shot, physical, or immunization requirements above and beyond those of MVCC. It is my responsibility to obtain those required items and provide proof to the clinical coordinator in order to start clinical.

_____ I take responsibility in having my high school diploma or a GED on file in order to be certified to graduate.

_____ I take responsibility for official transcripts to be sent to MVCC and evaluated for equivalency in order to be certified to graduate. Final grades of C-minus are not transferable into the MVCC Surgical Technology degree program.

_____ I grant permission to MVCC/Surgical Technology degree program upon request to release my medical information to the healthcare affiliation agency where I am assigned to attend clinical.

_____ I grant permission to MVCC/Surgical Technology degree program upon request to release my date of birth and or Social Security Number required to the healthcare affiliation agency where I am assigned to attend clinical.

_____ I grant permission to the MVCC's Office of Records and Registration to send all necessary personal information including, but not limited to, date of birth and Social Security Number to the NBSTSA after I have been certified to graduate.

_____ I am aware that the Surgical Technology degree faculty will inform students of the possible requirement of a criminal background check and/or drug screening. Students who fail a criminal background check or drug screening test may be unable to fulfill the academic requirements necessary to obtain their degree. It is the student's obligation, at his/her expense, to obtain his/her background check and/or drug screening as required by the applicable agency. The student must maintain his/her results and present them upon appropriate request.

_____ I am aware that the Dean of the School of Health Sciences will inform the student that has charges pending or a felony and/or misdemeanor conviction that his/her license may be delayed or denied.

_____ I am aware that students unable to complete Surgical Technology degree coursework at MVCC they may face barriers to completion, credentialing, or employment; therefore, it is highly recommended for these students to meet with the Dean of the School of Health Sciences to discuss implications.

_____ If a student relocates to a state in which the institution does not have approval to operate prior to program completion, it may adversely impact the student's ability to complete the program or gain in-field employment.

_____ I have received and understand the Enrollment Agreement for the Surgical Technology degree program and agree to comply.

_____ Any failure to comply with the terms of these documents will result in dismissal from the program without the option to reapply.

Student's Name (Print): _____

Student Signature: _____

M#:_____   Date: _____

Street:_____   City: _____

State:_____   Zip Code: _____

Phone number: _____

The signed document will be placed in the student's file.

Safety

Sharps Incident Policy

The following procedure is to be followed if a faculty/staff member or a student receives a contaminated sharps/needle stick exposure incident in the clinical facility, college laboratory, or during any clinical rotation:

· The incident is to be reported immediately to the Clinical Coordinator

· Any sharps/needle stick exposure incident is to be reported by the Clinical Coordinator to the Dean of the School of Health Sciences within 24 hours.

· The individual must be treated according to the CDC Guidelines.

· A clinical agency incident report is to be completed by the student at the time of injury and a copy is to be sent to the Clinical Coordinator to be placed in the student's file. The student is to coordinate with the charge nurse to inform the hospital supervisor of the incident.

· The individual is to be sent immediately to the Emergency Department if a contaminated sharps/needle stick exposure incident occurred in a healthcare facility.

· If the incident occurred in the MVCC lab, the student/faculty member must report to the MVCC Student Health and Wellness Center or appropriate medical facility immediately. In the event the Student Health and Wellness Center is closed, the individual must report on the next day of business. If the incident is with a contaminated sharp/needle stick, the student must immediately report to the Emergency Department.

· A copy of the incident report and the Emergency Department report, if applicable, must be on file in the MVCC Student Health and Wellness Center.

· The student will be required to report to their Clinical Coordinator for clinical counselling in regard to the incident.

Infection Control Policy

STUDENT INJURY – EXPOSURE TO BLOOD OR BODY FLUID

Infectious Diseases

Each clinical facility is expected to practice universal precaution procedures in the care of patients with infectious diseases. The Surgical Technology degree program student is educated in, and is expected to be knowledgeable in, the practice of these precautions and care for these patients. Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner which follows the clinical facilities guidelines may result in dismissal from the program.

Procedures for Accidental Exposure to Blood or Body Fluid

All contaminated needle sticks or spray or splash bloody body fluid to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If a student sustains a puncture wound:
   - Withdraw the needle or other object immediately.
   - Immediately wash hands/area of puncture wound using soap and water.
   - Apply povidone iodine and/or alcohol.
   - Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
   - Wipe away any blood.

2. If a student receives a spray or splash of body fluids:
   - To eyes, nose, or mouth: irrigate with a large amount of water.
   - To a break in the skin: follow the procedure for puncture wound (above).

3. The student will report the incident immediately to the Clinical Coordinator. The student must complete an exposure form according to the policy of the clinical facility.

4. The student will follow the clinical facilities procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility. A copy of completed report is to be submitted to the Clinical Coordinator.

5. The student will seek a risk assessment and determination of recommended screening, treatment, and/or follow up from the Infection Control Practitioner or Clinical Coordinator.

HEPATITIS B VACCINE INFORMATION

The Disease

The Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illness caused by or related to Hepatitis B is serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6-10% become chronic carriers and can continue to transmit the virus to others. There may be as many as 500,000-1 million carriers in the United States.

Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Hospital staff, therefore, are at increased risk of acquiring the disease. The risk for hospital personnel can vary, both among hospitals and within hospitals. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

The Vaccine

Various pharmaceutical companies have developed vaccines, which provide protection from Hepatitis B. Field trials have shown 80-95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of vaccine. The second and third doses are given at one and six months respectively, after the first.

Waiver Format

· Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Radiography at certain institutions has been designated in this group.

· Perhaps one in 50 employees may have an acquired immunity to Hepatitis B through previous illness or exposure and would not need the vaccine. This can be determined by a laboratory-screening test.

· The Hepatitis B viral vaccine is available through local health departments, personal physicians, or any hospital.

· As with any immunization, there are disadvantages and risks. If you wish further advice, please contact your personal physician.

Infection Control Program Statement of Understanding Universal Precautions/ Hepatitis B Vaccine Agreement

Student Name:_____   M #: _____

_____ I have read and understand the Hepatitis B Vaccine information.

_____ I understand that due to my clinical exposure to blood or other potentially infectious materials during my training program, I may be at risk of acquiring Hepatitis B Virus (HBV) infection.

_____ I have been informed that Mohawk Valley Community College recommends that I take the Hepatitis B vaccination prior to entering clinical training.

_____ I understand that by declining this recommendation to take the vaccine, it will be at risk of acquiring a serious disease, Hepatitis B.

_____ I understand that if, in the future, I want to be vaccinated, I can take the vaccine series at any time. If I choose to do this, I will furnish Mohawk Valley Community College with proof of vaccination within 10 days of taking the vaccination. OR I had the Hepatitis B vaccination on _____ and have submitted proof of vaccination to Mohawk Valley Community College.

Student's Signature:_____   Date: _____

TO BE SIGNED BY LEGAL GUARDIAN IF STUDENT IS A MINOR.
As the legal guardian of the above-named student, I understand and agree to the above conditions for enrollment.

Guardian's Signature:_____   Date: _____

Enrollment Agreement

Revised July 2023
MVCC Surgical Technology Degree Program
Mohawk Valley Community College
1101 Floyd Ave
Rome, N.Y. 13440
315-339-3470
60-week course/62 credit hours

_____ I agree to pay the agreed tuition for the program. Tuition costs are as follows: (tuition maybe changed and is out of the control of the instructor)

The mandatory minimal costs for a full-time Surgical Technology student per semester is:

Tuition	$2,581
Technology Fee	$265
Activity Fee	$145
Health Services Fee	$21
Student Support Fee	$66
Nursing LiabilityFee	$15

Total: $3,093

_____ I understand that added costs of program outside tuition include: scrubs, travel to clinical sites, parking at clinical sites, books, Platinum Planner (clinical management system), physical and shots needed for clinical, and certification exam bundle. Added costs are around (but can exceed) $700 excluding the travel costs as they vary per hospital/facility.

_____ I am aware this program begins in September and ends after the certification exam, which is given the end of the spring semester (during the second year).

_____ Upon graduation from this program I will have earned an MVCC Associates Degree AAS. I understand that graduation from this program does not guarantee employment. Students do have access to the Career service department during and after the program to help with job placement, preparations (resume writing, interview skills), and access to job listings.

I acknowledge that I have received and read this agreement.

Student (or Guardian) Signature: _____

School Official Signature: _____

Surgical Technology Program Corrective Action Definitions

Corrective Actions are remedial tools intended to identify and address occurrences that take place within the learning environment. These occurrences include, but are not limited to, student actions that are not congruent with:

· The standards set forth by the professional Association of Surgical Technologists.

· defined policies, protocols, and/or guidelines set forth by this Student Handbook.

· requirements and expectations set forth by the Surgical Technology degree program.

· requirements and expectations set forth by specific course syllabi.

· principles of client safety, caring, and asepsis.

Any violation regarding HIPAA, social media violations, or actions that place a patient's safety at risk will be grounds for immediate dismissal from the program.

An Academic Counseling form (see below) will be completed for violations of policies, unsafe practice, missing assignments, attendance, etc.

A student will be dismissed from the program if they incur any three Academic Counseling forms during the program.

If a student refuses to sign the Academic Counseling form, it still counts towards the three-write-up rule and is filed.

Student Feedback

Students are encouraged to bring any concerns/suggestions to full-time faculty for discussion. Results provide input into the Surgical Technology degree program. This is accomplished through student surveys after each Surgical Technology course.

Academic Counseling Form

Student Name: _____ Date: _____ Site (if applicable): _____

Event Descriptor:

· Absenteeism

· Health Form Requirements

· Missing/Incomplete/Late Assignments

· Academic Integrity/Progress **

· Cumulative Average

· Social Media Violation **

· Unsafe Practice **

· Unprofessional Conduct **

· Breach of Confidentiality **

· Other: _____

** OFFENSES MAY RESULT IN IMMEDIATE DISMISSAL FROM PROGRAM

Instructor's name: _____

Event Details: _____

_____

Recommended Plan of Action: _____

_____

Student Comments: _____

_____

Instructor Comments: _____

_____

Student Signature: _____ Instructor Signature: _____

Dismissal from the Surgical Technology degree program will occur for any combination of three counseling forms while enrolled in the Surgical Technology Degree Program.

Counseling #   1   2   3

General Information

· The Surgical Technology degree is a program in the School of Health Sciences.

· All Surgical Technology faculty offices are located on the Rome Campus in the Plumley Complex.

· The office of the Dean and College Services Associate for the School of Health Sciences is located on the Utica Campus, AB113.

· The School of Health Sciences office phone number is 315-792-5375.

· The School of Health Sciences office fax number is 315-731-5855.

· There are open computer labs on the Utica Campus in the Learning Commons, Wilcox Hall room 129 and in the Library, Payne Hall room 200, and on the Rome Campus in the Library, Plumley Complex room 101.

· The Surgical Technology degree program is accredited by the Accrediting Bureau of Health Education Schools **(ABHES): Accrediting Bureau of Health Education Schools (ABHES) 6116 Executive Blvd. Suite 730 North Bethesda, MD 20852**
301-291-7550
www.abhes.org