

Surgical Technology Student Handbook

August 2015



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**Elgin Community College
Elgin, Illinois
Health Professions Division**

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Advocate Good Shepherd Hospital
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Advocate Sherman Hospital
1425 N. Randall road
Elgin, Illinois 60123
(847) 742-9800

Centegra McHenry Hospital
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McHenry, IL 60050
(815)344-5000

Centegra Woodstock Hospital
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Woodstock, Illinois 60098
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Northwest Community Hospital
800 W. Central Road
Arlington Heights, Illinois 60005
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Northwestern Medicine Delnor Hospital
300 Randall Road
Geneva, IL 60134
(630)208-3000

Presence St. Joseph's Hospital
77 N. Airlite Street
Elgin, Illinois 60123
847.695.3200

Accreditation and Surgical Technology Organizations

The Elgin Community College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Contact information for these organizations:

Commission on Accreditation of Allied Health Education Programs
(CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

Accreditation Review Council on Education in Surgical Technology and
Surgical Assisting (ARC/STSA)
6 W. Dry Creek Circle, Suite #110
Littleton, CO 80120
(303) 741-3655
www.arcst.org

Professional Organization for Surgical Technologists:

Association of Surgical Technologist (AST)
6 W. Dry Creek Circle
Littleton, CO 80120
(303) 693-9130
www.ast.org

Certification Examination:

National Board of Surgical Technology and Surgical Assisting
(NBSTSA) 6 West Dry Creek Circle, Suite 100
Littleton, CO 80120
(800)707-0057
www.nbstsa.org

Introduction

Welcome to the Elgin Community College Surgical Technology program and soon you will enter the operating room for the first time. And, as with any new life experience, you are probably feeling both anticipation, as well as, apprehension. This handbook is designed to assist you in meeting the program requirements, thereby making a successful transition from student to professional. Each Surgical Technology student is responsible for meeting the expectations outlined in this handbook that includes policies specific to the Surgical Technology student. A complete listing of college policies is found online and in the college catalog. Take time to carefully read both the handbook and catalog. Bring any questions you might have to the attention of your classroom instructor. The faculty is committed to your success!

Health Professions Division Mission and Vision Statements

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Surgical Technology Program Mission and Goals

The Mission of the Elgin Community College Surgical Technology Program is to prepare its graduates as entry-level Surgical Technologists that are knowledgeable, skilled, and have developed the essential behaviors of the profession. This preparation will occur in the cognitive, psychomotor, and affective learning domains.

To accomplish this mission, the graduate of the Elgin Community College Surgical Technology Program will realize the following program goals:

Maintain a “Surgical Conscience” and accountability for personal actions.
(affective)

Apply their knowledge of the biologic sciences, pharmacology, and biomedical technology to their role in the operating room. (cognitive)

Demonstrate and value the learning and skills that are required for safe practice in the operating room. (psychomotor)

Communicate effectively with team members, patients, and families. (psychomotor)

Assume responsibility as a member of the profession of Surgical Technology through maintenance of established standards of practice, professional ethics, and ongoing self-evaluation. (affective)

Curriculum

The curriculum of the ECC Surgical Technology program is designed to assist the student in accomplishing program goals. Each course is important because it contributes to the knowledge and skills needed in the development of a Surgical Technologist employed in today's operating room. The clinical experiences are assigned according to the 6th edition of the AST Core Curriculum of Surgical Technology. A minimum of 120 cases are required in the first or second scrub role. These cases will be divided among general and specialty procedures as outlined in the 6th edition of the AST Core Curriculum of Surgical Technology: 30 General Surgery cases, 20 of which must be in the First Scrub role
90 Surgical Specialty cases, 60 of which must be in the First Scrub role
10 Diagnostic Endoscopy cases may be applied to Second Scrub role
5 Vaginal Labor & Delivery cases may be applied to Second Scrub role

Students are expected to complete a specific number of cases at established points within the program. Clinical instructors will ensure each student has 25 first and/or second scrubs completed by the end of the first rotation. 70 first and/or second scrubs must be completed by the end of the second rotation. All cases according to the AST requirements must be completed by the end of the 3rd rotation. Failure to accurately record cases in E-value will result in a deficiency notice.

(See SGT111 and SGT120 Syllabi for more detailed information)

The program courses are arranged according to the following schedule:

Spring Semester (1st):

SGT102 Intro to Surgical Technology
SGT105 Concepts of Pharmacology/
Anesthesia
Anatomy & Physiology
HPE112 Intro to Healthcare
Vocabulary

Fall Semester (2nd):

SGT111 Surgical Technology II
(includes clinical experience)
PSY100 Introduction to Psychology

Spring Semester (3rd)

SGT120 Surgical Technology III
(includes clinical experience)

Surgical Technology Courses

Introduction to Surgical Technology (SGT102)

5 Credit hours

This course introduces the student to the role, necessary skills, and working environment of the surgical technologist. Beginning principles of microbiology are explored as they relate to the infectious process, wound healing, and the practice of aseptic technique. Preoperative care of the surgical patient will also be studied.

The student will:

Summarize the role and responsibilities of the surgical technologist as a vital member of the profession.

Identify principles of effective communication and explain its importance to teamwork in the surgical setting.

Understand basic principles of computers and how they are utilized in the operating room department.

Explain ethical, moral, and legal responsibilities as they relate to surgical technology.

Describe the environment of the operating room department and methods that are used to maintain the safety of the patient and staff.

Understand basic principles of electricity, and how it influences the equipment and procedures used in the operating room

Know basic principles of microbiology and how these relate to asepsis, and the infectious process.

Outline preoperative assessments and care of the surgical patient.

Recognize the importance of being a member of The Association of Surgical Technologists.

Concepts of Pharmacology/Anesthesia (SGT105)

3 Credit hours

This course introduces the Surgical Technology student to the science of drugs and anesthesia. The medications and anesthesia methods utilized in today's operating room are presented. The student will learn the procedures and techniques necessary to safely manage drugs before and during an operative procedure

The student will:

Describe pharmacokinetics and pharmacodynamics.

Relate state and federal laws to the correct handling of drugs.

Distinguish among each of the drug classifications used in the operating room.

Perform conversions between measuring systems.

Discuss the drugs used in the preoperative phase of patient care.

Describe the correct method of drug management in the operating room.

Differentiate the various method of anesthesia.

Differentiate the equipment needed in monitoring an anesthetized patient.

Describe the role of the scrub Surgical Technologist during an operating room emergency

List and define the drugs that are used in emergency situations.

Surgical Technology II (SGT111)

12 Credit hours

This course introduces the Surgical Technology student to principles of asepsis, instrumentation, and operating room equipment. The student participates, with supervision, in the perioperative care of the surgical patient, utilizing beginning skills of aseptic technique, instrumentation, and environmental control. Emergency and resuscitative techniques will be included.

The student will:

Understand the physical, spiritual, psychological needs, and rights of the surgical client.

Demonstrate the understanding and the beginning skills of the surgical technologist in the intraoperative and postoperative care of the surgical client.

Learn principles of asepsis and develop skills in preparing and maintaining a safe environment during the perioperative period.

Identify all the various accessory and specialty equipment utilized in the operating room and demonstrate the appropriate care and management of same.

Apply scientific principles in the utilization of accessory and specialty equipment in the performance of patient care.

Distinguish commonly used surgical instruments/materials and demonstrate the appropriate care and management of same.

Describe the role of the surgical technologist during resuscitation and demonstrate the required skills of CPR.

Demonstrate ability to work quickly and accurately as an operating room team member, integrating a number of activities according to priority.

Surgical Technology III (SGT120)

14 Credit hours

Common surgical procedures will be studied in detail while the student is provided opportunities to reinforce this knowledge and further develop perioperative skills by personally assisting the surgeon in the operating room. Job-seeking skills will also be presented.

The student will:

Describe the common surgical procedures.

Distinguish appropriate instruments, supplies, preps, and draping techniques and/or procedures particular to the following surgical specialties:

- General surgery
- Obstetrics and gynecology
- Ophthalmology
- Otorhinolaryngology
- Plastic surgery
- Urology
- Orthopedic surgery
- Thoracic surgery
- Cardiovascular surgery
- Neurosurgery

Show increased skill while scrubbing/circulating during the following surgical specialties:

- General surgery
- Obstetrics and gynecology
- Ophthalmology

Otorhinolaryngology
Plastic surgery
Urology
Orthopedic surgery
Thoracic surgery

Describe preparation, planning, management, support systems, education, law/ethics governing All-Hazard disasters.

Show increased self-confidence and autonomy in the role of the Surgical Technologist.

Recognize the need for obtaining a professional credential by seeking certification from The Association Surgical Technologists.

Demonstrate the skills necessary for an employment search

Health Professions Division Statement on Safety

Elgin Community College (ECC) students must adhere to the Health Professions Student Code of Conduct Policy found on p. 25 of this handbook. In addition, during on-campus laboratories and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times. These additional requirements are necessary because health professions programs require students to perform procedures on fellow students and patients in the laboratory and clinical setting.

Program directors, faculty and laboratory coordinators/directors may immediately remove a student from a clinical experience on or off campus and recommend to the Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for unsafe behavior or technique, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a

permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

ACADEMIC POLICIES

Class Attendance

Attendance is expected at all class sessions. Students are to be on time for each class period. Classroom demonstrations and discussion are based on the assigned learning objectives and textbook readings. Class content is designed to prepare Surgical Technology students to function safely and effectively in the clinical agency. Penalty for excessive class absences is listed in course syllabus. Students are expected to come to each class prepared to meet unit objectives.

More than 4 class absences in a single course will result in a one letter reduction in the final grade of that course.

If a student is absent when a video is shown in class, he/she is responsible for viewing that video before or after the next class.

Campus Laboratory

Attendance is expected at all campus laboratory sessions. Students are to be on time for each lab period and are expected to come to each campus lab session prepared to meet the objectives. Campus lab content is designed to prepare Surgical Technology students to function safely and effectively at the clinical agency. **Students are to actively participate in campus lab learning activities.** Demonstrations and return demonstrations are based on the assigned learning objectives and textbook readings (See syllabus). ECC Surgical Technology scrub clothing, duty shoes, shoe covers, and cap are to be worn during each lab session. Masks are worn at the direction of the instructor.

Class Behavior

Students are expected to come to class having read the assigned textbook selections. A syllabus is provided to each student at the beginning of the course. The syllabus and other course documents are also posted on Desire to Learn (D2L).

Students are expected to be respectful of the instructor and each other. Behavior that violates this policy will not be tolerated. Examples of unacceptable behavior include: making derogatory comments about other people, falling asleep in class, interrupting someone else who is speaking, monopolizing the discussions, asking questions or volunteering information unrelated to the topic, yelling, physical actions that can cause injury, sexual harassment, racial slurs, etc. If your behavior is

unacceptable, you will be warned once; the second time you will be given a written statement of acceptable behavior and time frame in which to comply.

Cell phones and beepers are to be turned off during class or placed on vibrate mode. Please see the instructor if you have a potential emergency situation that may require you to receive a call or page during class time. Use of cell phones is not allowed in the classroom/laboratory at any time.

No eating or drinking during class or in the classroom is allowed at any time. A break will be scheduled to permit time for these activities.

Academic Honesty

Academic honesty is expected of each Surgical Technology student. Abuse will result in failure of the course. (Please see the Health Professions Division Academic Integrity Policy on page 31 of this handbook).

Testing/Grading

Grades are computed using the total points earned from exams and quizzes and then divided by the total possible points for a percent (%) grade. This percent grade is converted to a letter grade according to the following scale:

92-100%	A
85-91%	B
75-84%	C
74-70%	D
Below 70%	F

Students must receive a minimum grade of “C” in each of the required courses in the curriculum. Students must meet clinical expectations and objectives.

A student’s ongoing average, which is computed from exam and quiz scores, will be provided when each exam is returned. Grades will be posted on D2L within a reasonable length of time following the exam or quiz.

Multiple-choice examinations will occur according to the schedule in the course syllabus. There will be no prior announcement of quizzes.

If a student misses an unannounced quiz, he will be given a zero for that quiz grade. The lowest quiz grade will be dropped at the end of the semester. Students are expected to be in class for each scheduled exam. If a student is absent for a scheduled exam he/she may take a late exam at the Testing Center on the first day that the student returns to campus. Only two late exams will be

allowed in a semester. A zero will be given for any subsequent late exams.

Retention and Promotion

Students must obtain a minimum grade of “C” in each of the required courses in the Surgical Technology curriculum in order to progress/graduate. These include Intro to Surgical Technology (SGT102), Concepts of Pharmacology/Anesthesia (SGT105), Surgical Technology II (SGT111), Surgical Technology III (SGT120), Intro to Healthcare Vocabulary (HPE112), Anatomy & Physiology (BIO240 or 245/246), and Intro to Psychology (PSY100).

Students must obtain a minimum grade of “C” in Intro to Surgical Technology (SGT102), Concepts of Pharmacology/Anesthesia (SGT105), Anatomy & Physiology (BIO 240 or 245/246), and Intro to Healthcare Vocabulary (HPE112) in order to enter Surgical Technology II (SGT111).

Students must obtain a minimum grade of “C” in Surgical Technology II (SGT111) and Introduction to Psychology (PSY100) in order to enter Surgical Technology III (SGT120).

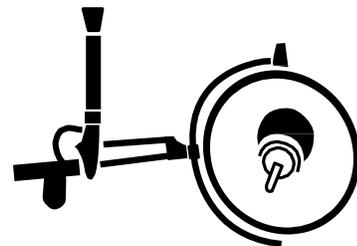
Students must meet all clinical expectations in laboratory portions of Surgical Technology courses. A Deficient rating in the final evaluation of a clinical course will result in failure of the course regardless of the level of classroom achievement.

Graduation

It is the responsibility of the student to know and fulfill all certificate academic requirements and graduation procedures. Information regarding requirements is found in the ECC catalog.

In order to qualify for the Vocational Specialist Certificate, the Surgical Technology student must complete each required course with a minimum of a “C” grade and meet clinical expectations in each clinical laboratory course. These courses include:

Intro to Surgical Technology (SGT102)
Concepts of Pharmacology/Anesthesia (SGT105)
Surgical Technology II (SGT111)
Surgical Technology III (SGT 120)
Anatomy & Physiology (BIO 240 or 245/246)
Intro to Healthcare Vocabulary (HPE112)
Introduction to Psychology (PSY 100)



Graduation candidates must complete a formal “Notice of Intent to Graduate” in the Office of Registration and Records by February 1.

Students are encouraged to participate in the graduation ceremony held each year in May. This is an especially important day for you and your family.

National Certification Examination

The National Certification Examination will be scheduled at ECC two weeks following graduation. This exam is required.

Withdrawal from Courses

Students must follow the college withdrawal policy as outlined in the ECC catalog.

Student Grievance Policy

The grievance must be submitted in writing, dated, and signed no later than 30 days after the occurrence of the contested event. Refer to the ECC catalog for specific information.

CLINICAL LABORATORY POLICIES

Discrimination

Students may not refuse case assignments for any reason as outlined in the Health Professions Division Statement on Discrimination found on p. 24 of this handbook.

Professional Conduct and Behavior



All students are expected to follow Standards of Professional Conduct and adhere to the Surgical Technologist's Code of Ethics, the Patient's Bill of Rights, HIPAA regulations, and individual health care agency policies & procedures/dress code. Failure to comply will result in clinical deficiency or failure.

Behavior that is considered professional dictates that we treat all patients, staff, clinical instructors, clinical preceptors, classroom instructors, and fellow students with the utmost respect. Displaying attitudes of cooperation, eagerness to learn, caring, and high regard for your staff preceptor will be helpful to you in your relationships with the staff. If you are having difficulties, you are to discuss them with your clinical or classroom instructor. It is never acceptable to lose your temper or exhibit aggressive behaviors toward anyone. These actions may

result in clinical failure.

The clinical instructors in the Surgical Technology program are well-educated professionals who have many years of operating room experience. Their roles are those of a teacher, student advocate, and evaluator. They are responsible to you, but they are also responsible to the staff, hospital administration, and most importantly to the patient. If you have concerns regarding the impact of their roles on you, please talk directly to the instructor in conference. Again, complaining to classmates is unacceptable.

Ethics and Confidentiality

All client records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation.

Clients and hospital staff members must not be identified by name in assignments or other exercises used for learning purposes.

Patients, hospital staff members, and care issues are not to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public places, and are not topics of discussion with friends, classmates, or family.

Surgical cases may only be discussed as part of a classroom activity. But, even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school lounge, or in any other setting.

Personal integrity is expected of all Surgical Technology students that includes maintaining a “Surgical Conscience” and adhering to the Code of Ethics of the Association of Surgical Technologists.

Social Media Conduct

Students are expected to comply with the Health Professions Social Media Conduct policy found on p. 28 of this handbook.

Health Professions Dismissal Policy

Students must comply with all expectations regarding professional behaviors while in the Surgical Technology program. The Health Professions Dismissal Policy is found on p. 29 of this handbook

Clinical Laboratory Attendance

Surgical Technology students are expected to attend **all** clinical laboratory sessions as scheduled. Students must arrive at the agency before the assigned time so there will be an adequate interval for you to change into scrubs and report to the clinical instructor. Students are to log onto E-value at the start of the clinical day and log off at the end of the clinical day. Students are expected to be ready to participate as an operating room team member for all of the scheduled clinical hours as assigned. Therefore, you should be well rested and in good health. Personal difficulties, family obligations, outside job responsibilities, PMS, a late night out, etc. cannot interfere with your assigned duties for the day.

Information regarding tardiness, clinical and class absences will be included in any letter of recommendation requested by prospective employers. Students are required to make up any missed clinical hours at the convenience of the clinical facility and the clinical instructor. A student will be given a clinical deficiency contract after the 2nd clinical absence in the semester. **Excessive absences may lead to a clinical failure.** Students are not to carry personal or work-related beepers/cell phones in the operating room. Students should contact their clinical instructor if they must be notified of a family emergency.

Sometimes it is impossible for students to leave the clinical agency at the scheduled time. Whenever this occurs, those “passed-scheduled-time” minutes will be returned to you by being permitted to leave early on another day at the discretion of the instructor.

Students must always report to their clinical instructor or her designee **before** leaving the operating room department at the end of each clinical day.

Student Work Policy

Students are never utilized for hospital service or as substitution for agency personnel. Students shall not be paid by the clinical affiliation site during the clinical component of the program.

Clinical Assignments

The clinical instructor will personally determine or approve student surgical case assignments. These assignments will be based on student learning needs and the cases available. There are to be no complaints or refusal to accept the assigned case. Each day, students are to utilize E-value to keep track of the types of cases they are assigned to scrub. This procedure permits students to

be accountable for their learning needs. Tracking cases on E-value may be done at home.

Students are to complete written case preps on all cases they are assigned with sufficient notice or as directed by the instructor. These preps are to be completed according to the clinical instructor expectations. Your clinical instructor may also expect you to submit a hard copy to them on the morning of the clinical experience.

Physical and Health Requirements

A baseline eye exam, evidence of immunity/current immunization status (Rubella, Rubeola, Varicella, Tetanus, Pertussis), yearly TB test, and written permission from your healthcare provider are required prior to the first clinical experience. It is strongly suggested that all Surgical Technology students receive the complete series of Hepatitis B immunizations. If students choose not to receive this vaccine, he/she must sign a declination statement prior to attending their first clinical experience.

A student who has any change in her/his physical and/or psychological condition (**including pregnancy and post partum period**) that requires medical attention and/or effects her/his physical or emotional endurance must have written permission signed by a physician to continue in the Surgical Technology program.

Criminal Background Check / Drug Testing

The Illinois Department of Public Health (IDPH) and the Joint Commission (TJC) has laws and regulations that require Elgin Community College to mandate Criminal Background Checks (CBC) and Drug Testing (DT) of all students in the ECC Health Professions Division. The College will comply fully with IDPH and TJC regulations and requirements governing criminal background checks and drug testing. Those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks (no more than 90 days before the first day of class) and drug testing (no more than 30 days before the first day of class) are required of all Health Professions students after being accepted into the program and are based on the Illinois Healthcare Worker Background Check Code and IDPH and TJC requirements. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division. Students with a positive drug test will be referred to the Student Assistance

Program at ECC.

In addition, students:

- Will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests);
- Will be responsible for completing criminal background checks and drug tests from a source recommended by the Health Professions Division;
- Who refuse to be tested will be considered positive for criminal background check and/or drug test and will be denied admission to the Health Professions Division;
- With a positive drug test may not reapply to a Health Professions program for a period of one year, and must supply a letter from a professional source documenting successful rehabilitation;
- With two positive drug tests will be permanently dismissed from the Health Professions Division;
- Whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification or it will be considered a positive result;
- Must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause;
- Who leave the Health Professions Division for one or more semesters will be required to repeat the drug test upon re-admission;
- Who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification. Students who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division.

Transportation and Parking

Students are to provide their own transportation to and from all clinical agencies. Students are to follow parking regulations of the agency and park only in those areas designated for students.

CPR Certification

Current CPR healthcare provider level certification is required of all Surgical Technology students in clinical courses. Certification must be up-to-date for the entire length of the clinical laboratory experience. A copy of the student's CPR card will be kept on file.

Dress Code

The clinical site will supply scrub clothing. **(ECC scrub clothing may not be worn while working at the clinical site)** These garments are not to be taken from the agency. This policy is mandated by OSHA and supported by professional honesty. Students are to supply their own shoes that must not be

worn outside the agency. The shoes should allow for adequate support since Surgical Technologists stand the entire day. Canvas shoes are considered to be unsafe. **Jewelry is not to be worn with scrub clothing.** It is prudent to leave all jewelry at home. **All objects used in body piercings that can be seen must be removed.** These include facial and ear piercings. Depending on the agency, you may be required to cover all tattoos.

Each student must have a white knee-length lab coat, large enough so that it can be worn over scrubs and buttoned completely down the front. This lab coat is to be purchased at the ECC bookstore and worn whenever you leave the operating room department in scrubs. Remember to launder the lab coat regularly.

A picture ID and badge holder is to be purchased at ECC and worn on scrub top/lab coat. Students are responsible for replacing any lost ID badges.

Gum chewing is **not** a professional behavior and is **not** allowed in clinical laboratory.

It is expected that each student will follow basic rules of hygiene: daily bath/shower, shampoo, clean underclothing, and use of deodorant. Fingernails should be well cared for, must be unpolished, trimmed, and be no longer than the distal end of the digit.

Snow Days

Students are not expected to attend clinical laboratory if the college is closed due to inclement weather. If Elgin Community College is closed due to weather the student must notify the clinical agency of the snow day absence. Since this rarely occurs, it is important that students plan accordingly by considering weather conditions and their impact on travel time to the clinical agency.

Medical Insurance

Students must carry personal medical insurance. A copy of the student insurance card is to be kept on file at the college. If a student injury occurs in clinical laboratory, the cost of medical care is the student's responsibility.

HEALTH PROFESSIONS DIVISION BLOODBORNE PATHOGEN EXPOSURE POLICY

In the event that a student or instructor is exposed to blood or body fluids, either in a Health Professions on-campus lab or while at a clinical facility, the policy outlined below must be followed.

1. Immediately report exposure to instructor/clinical coordinator/preceptor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
3. The student/instructor who is exposed should report to the nearest emergency room for first aid and baseline testing. **Note: All health care services provided to a student as a result of an exposure will be at the students own expense.**

*Student/instructor - must be tested for Anti-HBs and HIV Antibody. Consent is required.

*Source - should be tested for HBsAg and HIV Antibody.

*If the source tests positive for HBsAg and the student/instructor tests negative for Anti-HBs it is recommended that the student/instructor receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure).

*If the source is not tested, the student/instructor should be encouraged to receive Hepatitis B immune globulin immediately.

*Follow up HIV antibody testing is recommended for the student/instructor at 6 weeks, 3 months, and 6 months.

*Extended HIV follow-up for up to 12 months is recommended for exposed student/instructors who become infected with HCV following exposure to a source co-infected with HIV and HCV.

4. Complete a **Post Exposure Incident Report** (available in the Health Professions Office, A106).



Morale

The clinical schedule includes 81 days of operating room experience. During this time students may witness some of the human behaviors and responses that result from working in a stressful, fast-paced environment. It is important for the student to understand that these behaviors also occur in the student's absence and should not be taken personally.

If you need someone to talk with about your concerns, it is imperative that you seek out your clinical instructor. She is your advocate and can assist you in adjusting to the many personalities in the operating room. Complaining to your classmates only results in lowering morale for the entire group and does not make the situation better for you.

Your personal stress may be reduced by diligently preparing for your assigned cases. Get a good night's sleep before each clinical lab day and plan time for a nutritious breakfast that morning. Look upon the clinical day as a marvelous time of discovery and learning. Don't get caught up in any of the difficulties the staff may be having with each other. Remember you are a guest in the agency and are not there permanently.

Clinical Evaluation

A formal evaluation will be scheduled three times during SGT111 and four times during SGT120. A copy of the evaluation form is posted in the CONTENT section of D2L. These scheduled evaluations will occur in a conference between the student and clinical instructor. The student should complete a self-evaluation form before the scheduled evaluation conference where the student's progress and methods for improvement will be discussed. To demonstrate degree of performance, the following descriptors will be used when judging each parameter on the evaluation form:

E-Exceeds Expectations: The student exceeds expectations by demonstrating behaviors that are independent, safe, comprehensive, and beyond those expected for student's current placement in

the program. The student requires minimal direction from the clinical instructor.

M-Meets Expectations: The student demonstrates behaviors which meet expectations for student's current placement in the program. Expectations include preparing for case assignments, working safely, applying previously learned knowledge, skills, and behaviors; completing all clinical and written assignments; communicating effectively and utilizing clinical instructor supervision appropriately.

D-Deficient: The student demonstrates inconsistent and/or questionable performance that may jeopardize patient safety. The student requires more frequent or constant supervision in applying knowledge and/or skills expected for the student's current placement in the program.

To meet clinical performance expectations, the student must be making satisfactory progress toward meeting objectives by demonstrating knowledge, skills, and behaviors appropriate for the student's current placement in the program. Any deficiencies identified must be corrected in the time period decided by the instructor. If there are deficiencies, the student will receive **written** notification in which the deficient skill, behavior, etc. will be outlined and the due date by which correction must occur.

Clinical Failure Policy

Students must perform at a safe level, demonstrating evidence of transfer of theory to practice, attentiveness to asepsis, and client safety. Satisfactory progress toward meeting clinical objectives and competencies must be evident. A behavior pattern that demonstrates poor preparation for the clinical day or inconsistent application of theory is considered unsafe for patient care. Clinical failure is defined as clinical behaviors that fail to demonstrate a consistent level of competency and safety commensurate with current placement in the program. A clinical failure occurs if the instructor observes a continued pattern of deficient performance and/or unsafe behavior that continues to be uncorrected after the student is notified of deficiencies.

The student will be advised of deficiencies at the regularly scheduled instructor/student evaluation conference **or, if necessary**, at a time earlier than the regularly scheduled evaluation conference. Identified deficiencies must be immediately corrected and the student's performance must demonstrate a consistent level of competency appropriate for the student's current placement in

the program. The student will be provided a written copy of the identified deficiencies.

If a student fails to correct deficiencies in the expected time period or is deficient in the final evaluation, his/her performance will be considered unsafe/unsatisfactory and will result in a clinical failure for the course, regardless of the theory grade.

Clinical failure may occur prior to the scheduled conclusion of the semester if the identified deficiencies are not corrected and/or clinical performance remains inconsistent or unsafe.

Readmission Policy

SGT102 and SGT105

First semester admission is based on scores of the PSB/HOA exam and a ranking of A&P or Biology grades. Students who withdraw from, or fail SGT 102 and/or SGT105, and wish to be readmitted must reapply and their application will be included in the pool of applicants that are seeking admission the following year. (PSB-HOA scores are only valid for 2 years)

SGT111 and SGT120

Students who withdraw from or fail the 2nd or 3rd semester courses may be readmitted on a space available basis only. Students are to notify the Surgical Technology instructional coordinator for information regarding available space.

Time Limitations for Completion of the Surgical Technology Program

There is a 2.5 year time limit, from entry into the Surgical Technology Program (SGT102) to completion of SGT120. Students who do not complete the program within 2.5 years will be required to start over from the beginning.

Students With Disabilities

If you have a disability (physical, mental, emotional, or learning), you may be entitled to some accommodations, services, or support. While the law that is in effect at the college level says that you do not have to reveal any disability, if you require special services, you do have to provide documentation to the college through the Disabilities Center (B115). It is often in the student's best interest to notify the instructor and the Disabilities Center of a disability, so that support can be arranged, if it is needed. If a student does not inform the college, we are not required to make any exceptions to any standard procedure.

Please Note: Elgin Community College will not compromise on any essential skill or requirement in a course or degree. All students are expected to meet essential requirements.

Typical essential functions for working as a Surgical Technologist

Student is:

- Able to bend, stoop, and stand/or sit for long periods of time in one location with minimum/no breaks.
- Able to lift a minimum of 20 pounds.
- Able to refrain from nourishment or restroom breaks for periods up to 6 hours. Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needleholders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet.
- Hear activation/warning signals on equipment.
- Able to detect odors sufficient to maintain environmental safety and patient needs.
- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.
- Ambulate/move around without assistive devices.
- Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
- Communicate and understand fluent English both verbally and in writing. Possess short and long term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.
- Able to make appropriate judgment decisions. Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially in emergency situations.

Students with disabilities must also meet these requirements, either with or without accommodations.



Elgin
Community
College

Health Professions

Policy/Procedure Name	Health Professions Discrimination Statement
Developed By	HP Program Directors
Adopted/Revised	August 2008
<p>Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.</p>	



Health Professions

Policy/Procedure Name	4.402-Student Code of Conduct [with HP interpretations]
Developed By	Code of Conduct Committee (Plate, Letizio, Miller)
Adopted/Revised	March 2012, Revised February 2015

1. Definitions

Elgin Community College herein referred to as “College”.

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.

[In Health Professions this also includes off-campus instructional sites.]

College Official includes any person employed by the College, performing assigned administrative or professional duties.

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges of membership in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

a. Acts of dishonesty, including but not limited to the following:

- 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)

[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]

- 2) Providing false information to any College official, faculty member or office

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]



Health Professions

- 3) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]
 - 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:
- 1) Interfering with the educational opportunities of other students through classroom disruption or inappropriate behavior
[In Health Professions this also includes off-campus instructional sites.]
 - 2) Intentionally obstructing or denying access to facilities or services by those entitled to use such services or facilities
 - 3) Intentionally interfering with the lawful rights of other persons on campus
[In Health Professions this also includes the rights of other persons at off-campus instructional sites.]
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures.
[In Health Professions this also includes off-campus instructional sites.]
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities.
[In Health Professions this also includes off-campus instructional sites.]
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault or sexual abuse on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information. .
[In Health Professions this also includes off-campus instructional sites.]
- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
[In Health Professions this also includes off-campus instructional sites.]



Health Professions

- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.
[In Health Professions this also includes off-campus instructional sites.]
- l. Violation of published College policies, administrative procedures, rules or regulations.
[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
[In Health Professions this also includes off-campus instructional sites.]
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
[In Health Professions this also includes off-campus instructional sites.]
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
[In Health Professions this also includes off-campus instructional sites.]
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
[In Health Professions this also includes off-campus instructional sites.]
- q. Possession or use of firearms, explosives or other weapons except as authorized by the College.
- r. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
[In Health Professions this also includes off-campus instructional sites.]
- s. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
[In Health Professions this also includes off-campus instructional sites.]



Health Professions

- t. Theft or other abuse of computer time or services, including any violation of the Acceptable -Usage Guidelines for Electronic Student Services, which can be found in all computer labs.
- 1) Use of computing facilities to view pornography or send obscene or abusive messages
[In Health Professions this also includes illegally accessing protected or prohibited information at off-campus instructional sites.]
- u. Abuse of the Disciplinary Hearing Process, including but not limited to:
- 1) Failure to obey the summons of a judicial hearing committee or College official
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
 - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
 - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - 4) Request of a disciplinary proceeding knowingly without cause
 - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
 - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
 - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
 - 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
 - 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. *Disciplinary Procedures*

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. *Appeal*

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the appropriate vice president using Administrative Procedure 4.408 (Appeal).

5. *Record of Complaint and/or Appeal*

After the Complaint and/or Appeal Processes have been concluded, all records of that processes will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

- 2) Intentionally obstructing or denying access to facilities or services by those entitled to use such services or facilities
 - 3) Intentionally interfering with the lawful rights of other persons on campus [In Health Professions this includes the rights of other persons at off-campus instructional sites.]
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. [In Health Professions this includes off-campus instructional sites.]
 - d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. [In Health Professions this includes off-campus instructional sites.]
 - e. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of self or others.
 - f. Sexual assault or sexual abuse on College premises or at College sponsored or supervised activities. [In Health Professions this includes off-campus instructional sites.]
 - g. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property. [In Health Professions this includes off-campus instructional sites.]
 - h. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
 - i. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so. [In Health Professions this includes off-campus supervisors, clinical instructors, and preceptors.]
 - j. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises. [In Health Professions this includes off-campus instructional sites.]
 - k. Violation of published College policies, rules or regulations. [In Health Professions this includes published policies, rules or regulations at off-campus instructional sites.]
 - l. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities. [In Health Professions this includes off-campus instructional sites.]
 - m. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
 - n. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
 - o. Smoking in areas other than designated smoking areas.
 - p. Possession or use of firearms, explosives or other weapons except as authorized by the College.

- q. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
- r. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
- s. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services
 - 1) Use of computing facilities to view pornography or send obscene or abusive messages
- t. Abuse of the Disciplinary Hearing Process, including but not limited to:
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 - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
 - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - 4) Request of a disciplinary proceeding knowingly without cause
 - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
 - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
 - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee prior to, during, and/or after a judicial proceeding.
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Health Professions

Policy/Procedure Name	Health Professions Dismissal Policy
Developed By	HP Program Directors
Adopted/Revised	February 2013

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Surgical Technology program regulations and meet professional standards as outlined in the Surgical Technology program and the Association of Surgical Technologists code of ethics.

A written warning may be issued for infractions of program regulations or professional standards. A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from the Surgical Technology program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Surgical Technology program without a written warning.

Students who have been permanently dismissed from the Surgical Technology program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Surgical Technology program will not be permitted to attend any further Surgical Technology classes/clinical and will receive failing grades in the Surgical Technology courses in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.



Health Professions

Policy/Procedure Name	Academic Integrity [with HP edits]
Developed By	Academic Integrity Committee (Bohne, Plate, Woyach, Miller)
Adopted/Revised	March 2012

I. Statement on Academic Integrity

Elgin Community College strives to foster an environment of respect for and achievement of the highest levels of academic integrity for all members of its academic community. Academic integrity and honesty are essential hallmarks of the institution's contributions to the greater society and cannot be abridged without considerable harm to those who must rely upon the intellectual pursuits of the institution.

The college community has responsibilities to all those within its sphere of influence, both within the academic community itself and to the greater society which supports its work. **[In Health Professions this is interpreted to include all clinical sites that provide educational experiences.]** Institutional integrity can only be achieved through honesty, conscientiousness, and credibility of the members of the ECC community itself. **[In Health Professions this includes the professional code of ethics for each discipline.]** To that end, all members of the ECC community are expected to comply with the college's shared values, which emphasize excellence, freedom of inquiry, equity, ethical practices, accountability, respect for diversity, and community engagement; and with its codes of conduct, which expressly forbid cheating and plagiarism in all their possible manifestations.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student looks at and/or copies another student's work.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- part or all of a written assignment copied from another person's manuscript, notes, or computer code
- part or all of an assignment copied or paraphrased from a source, such as a book, magazine, pamphlet or electronic document, without giving proper documentation
- a paper purchased from any vendor
- reusing or modifying a previously submitted paper for a present assignment without obtaining prior permission from the instructors involved
- the sequence of ideas, arrangement of material, pattern of thought of someone else, even

though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to a paper without the processes of digestion, integration and reorganization in the writer's mind, and without acknowledgement in the paper.

Students are guilty of being accomplices to plagiarism if they:

- allow their paper (in outline or finished form), computer code, art, or other independent work to be copied and submitted as the work of another
- prepare a written assignment for another student and allow it to be submitted as that student's own work
- keep or contribute to a file of papers with the clear intent that those papers will be copied or submitted as work of anyone other than the author; students who know their work is being copied are presumed to consent to its being copied

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. [In Health Professions this includes patient data.]

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Complicity includes allowing other students to copy one's own work, assisting in cheating, sharing test questions/answers, selling a paper to a paper mill/paper vendor, and any other act that would assist another student in engaging in academic dishonesty. [In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]

E. Multiple Submission

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval.

Multiple submission does not include coursework in learning community or linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, to include college standards and codes of conduct.

III. Resolution—Instructor

When an instructor identifies an act of academic dishonesty, the instructor shall inform the student of the act by filling out the Notification of Violation of Academic Integrity Policy form. The instructor shall determine the appropriate sanctions for the particular offense. Sanctions may include a general warning, rewriting the paper/redone the assignment, failing the assignment, failing the course, and/or participating in the non-credit *Writing with Integrity* course. [In Health Professions this may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.] The student must also be informed of his or her right to appeal the

instructor's determination to the appropriate Academic Dean.

If the student acknowledges his or her actions and accepts the penalty, the matter shall be at an end. Documentation (the notification form) of the incident shall be forwarded to the Dean of Students for recording.

If the student chooses to appeal the instructor's determination, the student shall follow the procedures outlined in the Student Appeal Process (Part IV). A student must appeal within ten days of receiving the instructor's determination.

Note: A second violation recorded with the Dean of Students shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include suspension and/or expulsion.

IV. Student Appeal Process

A student charged with an act of academic dishonesty may appeal the instructor's determination.

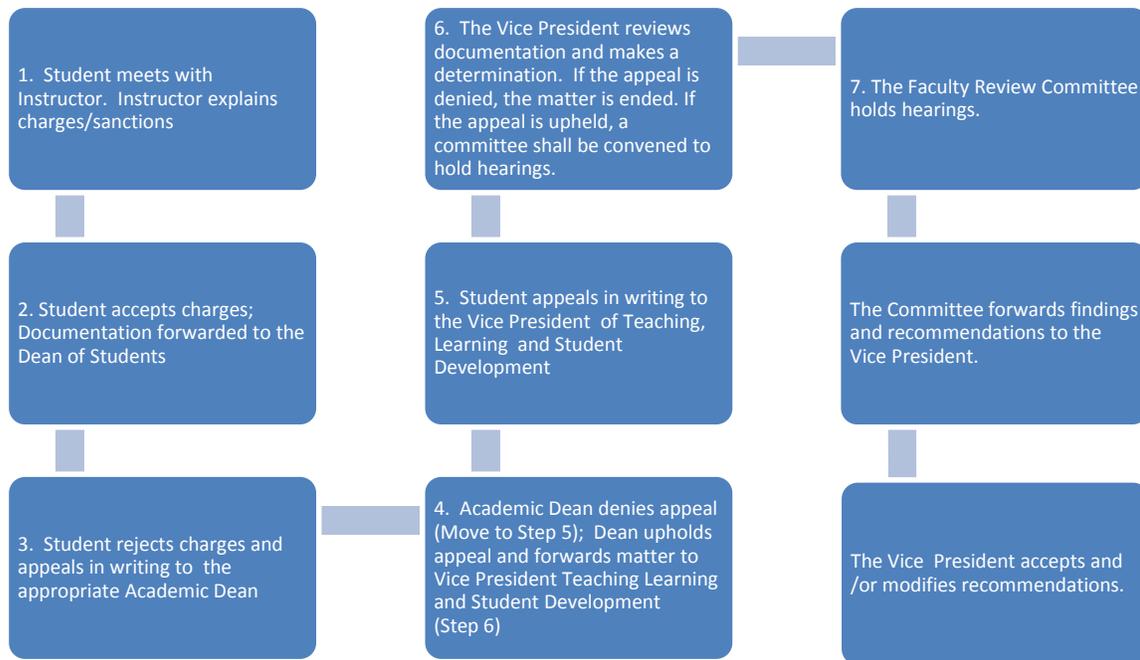
Within ten days of receiving the instructor's determination, a student must submit a letter outlining his or her appeal to the appropriate Academic Dean. The Dean shall review the student's documentation and make a determination within ten days of receiving the student's request for review.

The Dean may find there is sufficient evidence to merit further review, and the matter shall be forwarded to the Vice President of Teaching, Learning and Student Development. If the Dean determines there is not sufficient evidence to merit further review, the appeal shall be denied. If the appeal is denied, the student may appeal in writing within ten days to the Vice President.

The Vice President of Teaching, Learning and Student Development shall review any recommendation from the Academic Dean and/or the student letter of appeal within ten days. The Vice President may find there is not sufficient evidence for review, and the appeal shall be denied. If the appeal is denied, the matter shall be at an end.

If the Vice President agrees that there is sufficient cause for further review, the Vice President shall convene a Faculty Review Committee for a hearing within ten days. The Vice President will notify ECCFA of the need to appoint and convene a Faculty Review Committee. The committee will be comprised of three faculty members, one of whom must represent the department or division in which the offense occurred. ECCFA will consult with the Vice President and will select these members within ten days of receipt of the request. After ten days, if ECCFA is unable to fulfill the request, the Vice President shall appoint, in consultation with ECCFA, the faculty representatives for the committee. The faculty members will elect the chair of the committee. The student shall be notified of the members of the committee. Should the student have a good faith objection to a committee member, the student should request an alternate appointment from the Vice President. The Vice President shall determine if a replacement is warranted.

The committee will hold formal hearing(s) at which the student may provide documentation (See Guidelines for Adjudication). The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). All committee hearings shall be confidential.



V. Guidelines for Adjudication by Faculty Review Committee

Upon the creation of the committee and the selection of a chairperson, the committee shall set a date and time for a hearing. The date and time shall be in consideration of the schedules of the student and the faculty members.

At the hearing, the student and complainant (the faculty member who brought the charges) shall present evidence to the committee. Evidence may include, but is not limited to, course syllabi, assignment sheets, and witness testimony. After the presentation of evidence, the committee may question the interested parties. At the conclusion of the hearing, the student and complainant (and any witnesses) shall be excused, and the committee shall review the evidence. Once a decision has been reached, the committee will summarize its finding and provide a written recommendation to the Vice President of Teaching, Learning and Student Development within three days of the hearing. The Vice President may accept or modify the Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary.

VI. Sanctions

A. Instructor Initiated Sanctions

1. Warning
2. Rewrite/Redo assignment
3. Failure on assignment or failure in course
4. Participation in non-credit *Writing with Integrity* tutorial

B. Administrative Sanctions

1. Disciplinary warning or probation
2. Participation in non-credit *Writing with Integrity* tutorial
3. Suspension
4. Expulsion

Students will receive the following document for their signature and the signed document will be maintained in their file:

HEALTH PROFESSIONS STUDENT HANDBOOK AGREEMENT

Elgin Community College’s Surgical Technology Student Handbook provides information regarding the policies and procedures in effect for the Surgical Technology program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

_____ I have received a copy of the Surgical Technology student handbook.

_____ I am aware that it is my responsibility to ask questions about the contents of the Surgical Technology student handbook and have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies in the Surgical Technology student handbook may result in my dismissal from the Surgical Technology program.

_____ I agree to fully participate in the lab portion of the Surgical Technology program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

_____ I agree that while enrolled in the Surgical Technology I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Surgical Technology, but also strive to develop professional behaviors and attitudes.

_____ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Surgical Technology program.

Student (signature)

Date

Student (print name)

CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Surgical Technology Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable

accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Surgical Technology Program Director.

Student (signature)

Date

Student (print name)

PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Surgical Technology program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Surgical Technology program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Student (signature)

Date

Student (print name)

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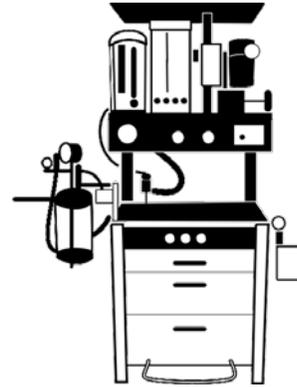
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