Welcome to McLennan Community College Surgical Technology (MCC-ST) Program. The MCC-ST program handbook is intended to be a source of information for the student in regards to faculty and program expectations.

Basic policies for the program can be found in this handbook. This handbook is not a replacement for McLennan Community College (MCC) Student Handbook but is a supplement. All policies and guidelines set forth by MCC will be enforced.

Program Philosophy
The faculty of the McLennan Community College Surgical Technology program is committed to preparing graduates who can function as a competent surgical team member who works with other health professionals towards a common goal; the welfare of the patient. The philosophy of this program reflects the mission statement of McLennan Community College.

The faculty recognizes that each individual has a right to respect and dignity. The faculty also believes that the physical, psychological, and sociological needs of each individual must be considered. Furthermore, we believe that all individuals have the right to be free from any form of harassment including sexual harassment.

Surgical Technologist are vital members of the of the operating room team. They are responsible for providing an optimal surgical environment for the surgical patient. Surgical Technologists (ST) function in the sterile as well as the non-sterile role. A proficient ST shows considerable care and commitment to the patient and their profession by doing the best job possible and continuing their education.

Code of Ethics
► To maintain the highest standards of professional conduct and patient care.
► To hold in confidence, with respect to the patient’s beliefs, all personal matters.
► To respect and protect the patient’s legal and moral rights to quality patient care.
► To not knowingly cause injury or any injustice to those entrusted to our care.
► To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
► To always follow the principles of aseptic technique.
► To maintain a high degree of efficiency through continuing education.
► To maintain and practice surgical technology willingly, with pride and dignity.
► To report any unethical conduct or practice to the proper authority.
► To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

Mission Statement
The purpose of the McLennan Community College Surgical Technology Program (MCC-ST) is to prepare surgical technologist who can function safely and confidently in the perioperative field in an entry-level capacity. It is the mission of the MCC-ST program to supply students with the didactic and clinical experiences according to the Association of Surgical Technology Core Curriculum and McLennan Community College.

The goal of this program is to provide students with the education and opportunity to develop the skills and knowledge needed to become employed as entry level Surgical Technologist and to become contributing members of the health care team. This is accomplished by:

1. Preparing competent graduates in the cognitive, psychomotor, and affective learning domains.
2. Meeting or exceeding the criteria set forth in the current CAAHEP Standard and Guidelines for the Accreditation of Educational Programs in Surgical Technology.
3. Meeting or exceeding the criteria set forth in the current ARC-STSA Standards and Guidelines.

Upon completion of this program the student will be able to:

1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
2. Demonstrate a safe level of practice and knowledge in their role as a Surgical Technologist.
3. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the Operating Room team during the perioperative experience.
4. Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
5. Demonstrate safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
6. Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
7. Apply knowledge and skills as a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
8. Perform as a competent entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
9. Value the professional attributes of the Surgical Technologist.
Accreditation

McLennan Community College Surgical Technology Program is a one year level II program accredited through the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) under the auspices of the Association of Surgical Technologists, INC, Accreditation Review Committee (ARC-ST) for the surgical technologists.

Accidental Injury/Health Coverage
Neither the college nor the clinical affiliates assume responsibility for any injury to the student during clinical hours. The student is encouraged to carry his or her own health coverage and must report any injury to the clinical instructor or program director.

Liability Insurance
Students are provided liability insurance through McLennan Community College program fees.

SECTION 1
ADMISSION CRITERIA

A. Admission Requirements

- Complete the mandatory non-core courses by the June 1st deadline.
  HPRS 1206 Medical Terminology;
  BIOL 2401 Anatomy & Physiology I
  BIOL 2402 Anatomy & Physiology II
  HPRS 2301 Pathophysiology
- Take the TEAS exam and complete with a 59 or better (test grades are good for 1 year)
- Attend a mandatory information session (attendance is good for 1 year)
- Achieve a GPA of 2.50 between the 4 mandatory non-core courses.
- Have a cumulative GPA of 2.25
- Submit a signed application to the program before the deadline.
- Attach a current transcript to the application
- Meet the acceptance criteria for McLennan Community College

Once you are accepted into the Surgical Technology program the following is required:

- Current and up-to-date immunizations uploaded to Complio
- Current CPR. American Heart Association preferred.
- Pass a criminal background check and drug screen
- Attend a mandatory Orientation session
- Sign the program acceptance letter

Typically, students must score higher than the minimum requirements to be accepted into the surgical technology program. Applications are reviewed by the Admissions Committee and are accepted in the order of priority until the enrollment limit has been reached. Meeting the admission criteria does NOT guarantee admission into the surgical technology program. A year-to-year waiting list is NOT maintained. Students must apply each year for admission. The current maximum available slots are 16 in each academic program year. All enrolled students have 2 chances to complete the program.

Students are selected by a point system. Points are based on:

- GPA from the mandatory non-core courses.
- Program information session attendance.
- Military Veteran
• Additional bonus point may be achieved by taking and completing an additional course, HPRS 2300 Pharmacology for the Health Professions before the application deadline of June 1st.
• The cumulative GPA is an additional deciding factor in prioritizing students on the admissions list.

**Once admitted into the program all SRGT courses must be taken in succession. If a student drops out of the program at any point; the uncompleted courses must be taken and completed before advancing through the program.

B. Program Transfer Policy For New Students

New students that are interested in transferring into the Surgical Technology program from another Surgical Technology program must meet all entry requirements. The admissions committee reviews applications on a case-by-case basis. Transfer process consists of:

• Apply to the college
• The student must be TSI complete or exempt. If not, schedule to take the TSI assessment by contacting the testing center.
• Complete all mandatory non-core courses before the application deadline.
• Take the TEAS entry test. Results are good for 1 year.
• Submit a complete and signed application before June 1 to the program along with the following appropriate documents attached:
  - Official Transcript
  - Syllabi for each course that is being requested for credit acceptance
  - Copy of current and updated immunizations
  - Copy of current American Heart Association CPR
  - Copy of 2 current TB test
  - Complete a background and drug screen check
  - An official attestation form of surgical cases scrubbed from the program director. Scrubbed cases are good for 1 year.
• Provide a letter of recommendation from the Program Director of the last program that states you are in good standing with that program.
• Make an appointment with the MCC program director for advisement
• Attend a mandatory information session
• Demonstrate mandatory clinical skills level by performing a clinical practical competency exam.

Upon approval from the admissions committee, transfer students will be permitted to enter the MCC Surgical Technology program only in the Spring semester if there is an available slot. Applications must be submitted no later than 1 week before the first day of the Spring semester. Each request for transfer will be handled on a case-by-case basis by the admission committee. Students have three years to complete all didactic and clinical course requirements once transferred into the program.

• All SRGT courses must be taken in succession.
• Students must meet all entry requirements to be considered for acceptance into the transfer process.
• Students must be in good standing with the program that they are transferring from.
• There must be an open slot for the student to transfer into in order to comply with the ARC/STSA accreditation standards.
• Transferring credits and courses must be approved by McLennan Community College admissions and the SRGT admission committee.
• Transferring students must meet all McLennan Community College transfer requirements.
If the student transfers into the program successfully, the student is required to complete all MCC and the MCC-ST graduation requirements.

If the transfer-in student fails the exit exam, they can enter into the re-entry/transfer process and must sign the agreement for this.

C. Transfer Policy for Current MCC Students
This policy applies if a student was enrolled in the Surgical Technology program and drops out of the program for financial or personal reasons.

- A new application must be submitted no later than 1 week before the semester starts.
- Each application will be reviewed on a case-by-case basis by the admission committee.
- **This does not guarantee a position in the program.**
- Student must meet all entry requirements as stated in Section 1-A for the year that they are applying to.
- The student must attend a mandatory information session. Information sessions are good for 1 year.
- Surgical case counts are good for 1 year.

D. Transfer Policy for Current Program Students That Did Not Pass the Fall Semester or the Exit Exam
This policy applies if a student did not pass the Clinical Practical Exam in the fall semester or did not pass the Exit Exam in the summer semester. The student will have 1 chance to complete the program within 3 years of the original acceptance. In addition to meeting the admission requirements in Section 1 – A the student will be required to do the following:

- Make a new application to the program
- Make an appointment with the program director
- Develop a Plan For Success. Transfer-in students must agree to and sign the Plan for Success.

**SECTION 2
THE SURGICAL TECHNOLOGIST**

A. Surgical Technologist Task Inventory
The surgical technologist is responsible for three phases of patient care or surgical case management with a minimum of direction or supervision from team members.

1. **Preoperative Case Management Tasks**
   - Don operating room attire and personal protective equipment.
   - Prepare the operating room
   - Gather necessary equipment and supplies
   - Create and maintain the sterile field
   - “Scrub” and don sterile gown and gloves
   - Organize the sterile field for use
   - Count necessary items
   - Assist team members during entry to the sterile field
   - Expose the operative site with sterile drapes

2. **Intraoperative Case Management Tasks**
   - Maintain the sterile field
   - Pass instrumentation, equipment and supplies to the surgeon and surgical assistant as needed
   - Assess and predict (anticipate) the needs of the patient and surgeon and provide the necessary items in order of need
• Medication preparation and handling
• Count necessary items
• Specimen care
• Dressing application

3. Postoperative Case Management Tasks
• Maintenance of the sterile field until the patient is transported
• Removal of used instruments, equipment and supplies from the operating room
• Care and maintenance of instruments, equipment and supplies following use
• Preparation of the operating room for the next patient

B. Infection Control Policy
During the performance of clinical duties the surgical technology student shall comply with Standard Precautions for preventing the spread of infection to patients, themselves, and others. The following measures will be employed:
• Hands should always be washed before and after any type of patient contact, even when gloves have been worn. Hands will be washed immediately with soap and water if contaminated with blood, body fluids or human waste.
• Gloves should be worn when in patient contact at all times.
• Sterile gowns are worn during surgical procedures. Students may cover their scrubs with unsterile gowns when there is a likelihood of blood or body fluid splatter while circulating or during observation.
• Hat/bonnets will be donned first and worn at all times in the semi-restricted and restricted areas.
• Mask/Goggles are worn in the restricted areas at all times and changed between cases.
• Shoe covers will be worn in the restricted areas at all times and changed when grossly soiled.
• Cover-up will be worn when leaving the surgical department.

**No loose or dangling jewelry is allowed to be worn in the operating room.**

C. Elements for Success in the Workplace - SCANS
The following skills have been identified as essential elements for success in the workplace:

Foundational Skills
• Basic Skills: reading, writing, performing arithmetical and mathematical operations, listening and speaking.
• Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the mind’s eye, knowing how to learn, and reasoning to discover rules or principles underlying relationships and applying that knowledge to solve problems.
• Personal Qualities: displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.

Competencies (SCANS)
• Resources: identifies, plans, organizes and allocates resources including time, money, material, facilities, and human resources.
• Interpersonal: works with others by participating as a member of teams, teaching new skills to others, serving clients and customers in ways that satisfy them, exercising leadership, negotiating and working well with people from diverse backgrounds.
• Information: manages information by acquiring and evaluating information, organizing and maintaining information, interpreting and communicating information, and using computers to process information.
• Systems: understands complex interrelationships, including how social, organizational and technological systems work and how to operate effectively with them, how to monitor and correct performance, and improve on design systems.
• Technology: works with a variety of technologies by selecting technology, applying technology to tasks, and maintaining and troubleshooting technologies.

D. Professional Organizations Related to the Profession of Surgical Technology

• Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA)
  6 W. Dry Creek Circle, Suite #110
  Littleton, CO 80120
  Phone: 303-694-9262
  Fax: 303-741-3655
  www.arcsta.org

• American College of Surgeons (ACS)
  www.facs.org

• Association of Surgical Technology
  6 W. Dry Creek Circle
  Littleton, CO 80120
  Phone: 303-694-9130
  Fax: 303-694-9169
  www.ast.org

• Association of Surgical Assistants (ASA)
  www.surgicalassistant.org

• Commission on Accreditation of allied Health Education Programs (CAAHEP)
  1361 Park Street
  Clearwater, Florida 33756
  Phone: 727-310-2250
  Fax: 727-310-2250
  www.caahep.org

• Foundation for Surgical Technology (FST)
  6 West Dry Creek Circle Suite #200
  Littleton, CO 80120
  www.ffst.org

• National Board of Surgical Technology and Surgical Assisting (NBSTSA)
  6 West Dry Creek Circle Suite #100
  Littleton, CO 80120
  Phone: 800-707-0057
  Fax: 303-325-2536

• Association of Operating Room Nurses (AORN)
  www.aorn.org

• Centers for Disease Control (CDC)
  www.cdc.gov
SECTION 3
EXITING THE PROGRAM

All students who exit the MCC-ST program must sign the Program Exit Agreement. The Exit Agreement is designed to help the student through the exit process from the Surgical Technology program. Objectives of the agreement are:

- Help the student have a clear definition of the exit process.
- The faculty and student will have an understanding of the reasoning for exiting the program.
- The faculty and student will review the option of re-entry back into the program.
- Help the student to understand the expectations of the program if re-entry is an option.
- The student and faculty will both sign the Program Exit Agreement which will become part of the student’s files.

A. The Exit Process
Exiting the Surgical Technology program for academic or program initiated withdrawal:

- The student will make their intent to exit the program known to the faculty, or
- The student will schedule an exit conference with the faculty.
- The student and faculty will sign the Program Exit Agreement and discuss other options.

SECTION 4
PROGRAM POLICIES

A. Classroom Policies
1. Attendance
   - Students are recommended to attend all classes
   - If a student has to be absent for any reason please contact your instructor by phone or email.
   - Due to the content that is discussed in lectures, kids are not allowed in the classroom

2. Assignments
   - All students are required to turn in graded assignments on the date due at the beginning of class. Late assignments will be penalized 10 points per day for being late. No assignments will be accepted past 1 week.
   - Assignments should be neat and legible. Computer generated assignments are preferred.
   - Different colored ink or paper is discouraged. Reports or essays should be enclosed in a folder and labeled. The student must put their name on all work turned in.
   - At times students will be assigned group projects. Each student in the group must participate in some way to get a grade. A list of what each student did to contribute to the project will be turned in along with any paperwork necessary. Individuals will be graded separately.
   - Computer labs are located across the campus for student access.

3. Quizzes, Tests, and Exams
   The following testing policy will be in effect for the MCC-ST program:
• Arrival on time is a must. No student will be allowed into the classroom after the quiz, test, or exam begins.
• Be prepared for test taking. You will need 2 - #2 sharpened pencils.
• Scantrons will be used for tests. The form is SC982-E (blue)
• Be prepared to sit for the entire exam. Students are not allowed to leave the classroom during the exam. The only exception will be in case of emergencies. The instructor must be notified before the student leaves the room. Once a student leaves the room they will not be permitted back into the classroom to complete the test.
• All books, purses, backpack etc, are to be placed in student lockers before the test or exam begins. The only exception being during quizzes.
• Talking, eating, drinking or making excessive noise is discouraged during testing time.
• If a student is late or misses a test or exam it is the student’s responsibility to schedule an alternate testing time at the convenience of the instructor. **Quizzes cannot be made up!!**
• All make-up exams will start with an automatic 10 point deduction
• Cheating is not an acceptable behavior nor is it allowed on the MCC campus. Any student caught cheating will have their tests taken up and may face academic discipline and/or dismissal from the MCC-ST program. Academic integrity is a priority at all times. Please refer to the MCC policy on academic integrity, plagiarism, and cheating.

4. Grading Rubric
   A – 100 – 89.5
   B – 89.4 – 79.5
   C – 79.4 – 74.5
   D – 74.4 – 69.5
   F – 69.4 – 0

   **Evaluation of Students**
   1. Tests, Quizzes
   2. Assignments
   3. Class Participation
   4. Final Comprehensive Exam
   5. Lab Competencies

   **Evaluation of Course**
   1. Results of student competencies
   2. Results of Final Comprehensive Exam
   3. Student Course Feedback

5. Exit Exam & Practice Exam

**Exit Exam**
In order to fulfill graduation requirements a program cumulative exit exam must be taken at the end of the Summer Semester and passed with a 75% or better.
• The Exit Exam is the capstone experience and the grade will be factored into SRGT 2660.
• The Exit Exam consists of 200 questions and the grade will **NOT** be rounded.
• Students must have a 74.5 average or better in SRGT 2660 before they will be allowed to sit for the exit exam.
• Doors will be locked and no one will be able to enter after the designated testing time.
• Students should bring several #2 pencils for the test.
The program must be notified as soon as possible if the student knows they will be absent for the Exit Exam. The student forfeits the first scheduled exam and must pass the second scheduled exam with a 75 or better to graduate. There will not be a third exam.

Passing the Exit Exam allows the student to take the national certification exam. Faculty must have at least 72 hours before the day of the national certification exam to withdraw the student.

Although the Exit Exam will be given 2 times, students are expected to take the exam on the first test date. If the exam is not passed on the first try then the student will be allowed to take it on the second test date.

Failure to take the Exit Exam will result in a “D” for SRGT 2660.

If the student fails the Exit Exam on both tries a “D” will be given for SRGT 2660 which means that graduation requirements have not been met for the program.

If the student fails the exam both times and wants to re-apply to the program the student will enter into the Re-entry process and must sign an exit agreement. See Section 1-C.

**NOTE** Exit Exam A and Exit Exam B will not be the same exam.

Practice Exam

The practice exam is a 175 question computer based test given through the testing company that administers the national certification exam. Testing fees are collected through tuition.

- This exam will be administered on campus.
- A testing date will be given after the test is ordered by the program director.

6. NBSTSA – National Certification Exam

Passing the Exit Exam as well as passing all SRGT courses will allow the student to sit for the National Certification Exam.

- Testing fees are included in the program fees and the students will be registered as a group to take the test on campus at the testing center.
- Students will need to provide 2 forms of ID such as a driver’s license and student ID in order to sit for the test.
- You must be there 15 minutes before the test starts to receive testing instructions.
- Failure to show up on time or without proper ID will result in forfeiting your chance to take the test and you will lose your testing fees. If you know that you cannot be there at the designated time you must contact the MCC-ST faculty no later than 72 working hours before the test is scheduled in order to be withdrawn and to have your money refunded.
- Students that are removed from the testing roster will not be allowed to test on MCC campus and must make arrangements with NBSTSA for a testing site.
- You will be given testing instructions at the time your testing date is scheduled

7. Graduation Requirements

In order for a student to graduate from the MCC-ST program the following criteria must be met:

- Complete all non-core and core courses required in the curriculum with a “C” (75) or better.
- Successfully pass the capstone comprehensive MCC-ST exit exam with a 75% or better as mandated by the McLennan Community College grading system. Grades are not rounded on the Exit Exam.
• Complete all required clinical competencies (120 scrubbed cases) as mandated by the Association of Surgical Technology Core Curriculum and McLennan Community College Surgical Technology Program.
• Pass the Clinical Competency Practical exam with an 80% or better. Grade is not rounded.
• Fulfill all McLennan Community College and Surgical Technology program graduation requirements.

**NOTE** Students that fail to pass the Exit Exam with a 75 or better will not meet the graduation requirements.

7. **Bepers, Cellular Phones, IPads, Tablets, Computers**
Students may bring IPads, Tablets, or Laptops to class to enhance the learning experience.
• Students that are caught surfing the web or playing games during lecture time will be asked not to bring the device back into the classroom.
• Beepers and cell phones are **not allowed** to be used during lecture time. Students who are caught talking or texting on their cell phones during lecture or lab will be asked to turn it off and put it away. If the student is caught a second time the student may be asked to leave for the day.
• Cell phones or personal computers are not allowed in the clinical setting. Hospitals have strict policies about cell phone usage. If you think you may receive an urgent message, please notify the instructor before class/clinical starts.
• Cell phones are to be turned off during testing.
• Students are not allowed to record the instructor without his/her permission.

8. **Guest Speakers**
There will be guest speakers that come to our classroom throughout the year. It is important to be courteous at all times since these speakers take time out of their busy schedule to talk to us. Good listening skills require that the student sit up straight, face the speaker and acknowledge them. You will be required to write a brief summary of all guest speakers that will be graded. All students are required to take notes so that a ½ to 1 page summary can be turned in the next class day.

9. **Textbooks**
A current booklist will be given to the student upon entering into the program.

10. **Email**
Students are expected to use their MCC issued student email for all communications for this program. Those that need help setting-up or accessing their student email should seek help immediately. The student will be held responsible for all communications that are sent to the student email.

11. **Computer Applications**
Students in the college setting are expected to have an understanding of basic computer skills. Students will be required to turn in information and assignments using computer applications such as Blackboard, Compio, and E*Value. If the student does not have
access to a computer at home, there are computer labs available on campus. Please notify the program faculty if further assistance is needed.

12. **Conferences**

   Students are encouraged to meet with program faculty any time there are questions regarding their progression in a course.

   *Disciplinary Conferences – All disciplinary conferences will be held on campus.*

**B. Lab Policies**

1. **Attendance**
   - Attendance is mandatory. Clinical skills will be introduced, demonstrated and practiced in the lab setting. Missing a day may mean missing an important lab skill. Laboratory time is to be spent on demonstration, practice, observation, and evaluation of proficiency.
   - Additional lab time will be assigned.
   - Any absence due to a medical condition will require a doctor’s note before the student can participate in lab or clinical

2. **Skills Competencies**

   Specific competencies must be met before the student is allowed to scrub in the clinical site. Each competency must be signed off by a faculty member. **Failure to complete the required competencies will result in failure of the clinical course**

3. **Lab Practice Time**

   Independent learning is encouraged in addition to scheduled lab hours. In order to insure that all students have the equal opportunity to have extra lab practice; times will be assigned by the program faculty. If the student cannot make it to the scheduled time then it is their responsibility to notify the faculty and their slot will be made available to another student. The student can trade lab times with other students by filling out an agreement form.

4. **Artificial Nails**

   Artificial nails of any kind are not allowed into the lab or clinical settings. Artificial nails harbor bacteria and possible fungus that can be transmitted to the patient if there is an accidental tear or hole in the sterile glove. Nails are to be kept short, clean and polish free.

5. **Lab Attire**

   Proper lab attire is required which consists of a clean and pressed scrub suit designated by the program (2 pairs). Clean socks and shoes with little to no emblems on them. These must be solid toe shoes of either leather or a durable material that is resistant to liquids or stains. No clogs, sandals, or open-toed shoes are allowed. One clean and pressed lab coat or cover up with the MCC-ST program patch and name tag.
6. **Lab Participation**
All students are expected to be prepared for the lab experience by having the required textbooks, folders and supplies with them for each day of lab. Lab participation is essential to being prepared for entering the clinical site. Students must be checked-off on specific skills before entering any clinical site. Lab grades will consist of lab assignments, lab skills evaluation and lab participation. A final grade for the lab class will be determined by:

- Lab participation (attendance)
- Successful completion of specific skills
- Completion of lab assignments
- Test scores
- A final practical performance which consists of the following:
  - Room preparation and opening supplies
  - Surgical hand scrub
  - Gown, glove self
  - Gown, glove other
  - Set up back table & mayo stand
  - Pass instruments
  - Demonstrate a correct count
  - Demonstrate open glove technique
  - Identification and passing of basic instruments
  - Problem solve an aseptic technique scenario

7. **Lab Practical**
The clinical/lab competency must be passed with 80% or better in order to continue in the program. Students who do not pass the practical exam after the first attempt will be placed in remediation in the lab and retested. Failure of the second practical test at the end of the semester will result in withdrawal from the program.

- You will be assigned a testing date and time. This is a 1 hour skills demonstration exam that is recorded.
- You will be given testing instructions at the time your testing date is scheduled.
- Students are expected to be on campus 15 minutes before scheduled testing time and leave personal belonging in locker.
- Students that are more than 15 minutes late for their scheduled time will forfeit their opportunity to test for that day. No additional time will be given for late students. (i.e. test is scheduled from 10-11. Student arrives at 10:15. Student has until 11 to complete test)
- In order to be able to take the Clinical Practical Exam students must maintain a 74.5 or better in each course prior to testing.
- Failure to show up to the first testing date will result in a forfeiture of the testing time. Failure to show up to the 2nd testing time will result in dismissal from the program.
- Failure to pass the lab practical the second time will result in the student being withdrawn from the program. See Section 3; Exiting the Program.
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3 or more non-recognized contaminations within the lab skills practical and competency check-offs will result in failure of the clinical/lab portion of the course. The student will be required to retake and pass the introductory clinical course.

This test is confidential and students are asked not to discuss their results with other students. This puts undue stress on you and your team mates that may affect their performance.

This grade is not rounded.

Scrub attire must be the official MCC-ST scrubs.

8. Lab Practical – Second attempt

- Student attempting the Lab Practical a second time will start with a 10 point deduction
- Mandatory practice sessions will be assigned for any student that is required to re-test.
- You will be given testing instructions at the time your testing date is scheduled

9. Lab Rules

The MCC-ST lab is a real simulation of the operating room. Students will be expected to treat the MCC lab as if they are in the real operating room. This means that aseptic technique skills will be used at all times. This will help the student to transition into the perioperative setting.

- Clean up after your practice session.
- Be a team member and help your fellow team mate.
- If you schedule additional time you must have a lab partner
- No eating or drinking in the lab.
- Show up for your scheduled practice time. If you cannot be there on your scheduled time you must notify the faculty.
- Practice times will be scheduled for each student on a posted schedule. If you cannot make your practice time you may trade with another student. You will be required to write the change on the schedule and sign an agreement to change times with the person you are changing with.
- Scrubs, hats, shoe covers, mask are to be worn in the lab.
- You will have a locker assigned to you. You may purchase a lock for your locker. Do not let food or drinks stay in your locker overnight.
- Please keep talking to a minimum level
- Other lab rules may be added.

10. Recording In The Lab

- You will be recorded in the lab during your practice sessions, during group projects and during testing.
- You will be able to pull these recordings up to view them from home. MCC has the rights to these recordings therefore no copies can be made and shared outside the classroom setting.
- No personal cell phone recordings will be allowed in the lab
C. Clinical Policies

1. Competency Policy
   - Competency is defined as the ability or an ability to do something, especially measured against a standard.
   - The surgical technology student is expected to have a competent knowledge base of aseptic technique as well as technical skills that will allow them to work safely and confidently within a perioperative setting.
   - Competencies are measured in skills performance, surgical conscience, aseptic technique, honesty, ethical decision making and professionalism.
   - The student must successfully complete and pass all required competencies and a clinical practicum with an 80% before being allowed to scrub in the clinical setting.
   - Students that have passing didactic grades but fail the lab practicum will be withdrawn from the program.
   - Students have one re-entry chance and the student is required to reapply to the program.
   - 2 non-recognized contaminations and/or multiple high risk maneuvers in the clinical setting will result in program status evaluation. The student will be evaluated for type of contamination and reasons for not recognizing the contamination. If it is determined that the student should have known how to recognize, prevent or correct the contamination then the student may be removed from the clinical setting and either placed in remediation or dismissed from the program. Each incident will be handled on a case-by-case basis.
   - All conferences with students are strictly confidential and will not be discussed outside the student/teacher conference setting.

2. Clinical Performance Assessment
   The Clinical Performance Assessment (CPA) is an evaluation of the student’s skills according to workforce education. Student’s skill levels are assessed according to accreditation, state, program standards and the Secretary’s Commission on Achieving Necessary Skills (SCANS). The clinical grading is as follows:

   Fall – 20% clinical paperwork
   30% practical exam
   50% clinical competencies

   Spring – 25% clinical paperwork
   75% clinical competencies

   *Summer – 25% clinical paperwork
   75% clinical competencies

   *Students that do not complete the Exit Exam with a 75% or better will receive a “D” for SRGT 2660

3. Procedure for Sharp Injury
   The student will follow this policy and procedure if they sustain a sharps injury, such as a cut or stick from a sharp instrument, blade or needle, during the surgical rotation. This does not pertain to injury in the lab setting.
   - The student will recognize the injury and alert their preceptor or circulator that they have a possible sharps injury and a contaminated glove.
   - The student will ask the employee scrubbed with them to take over the case if applicable, so the injury can be attended.
1. The clinical site policy on sharps injury will be followed. This may include being tested at that site or being referred to their personal physician for testing.
2. The student will attend to the sharps injury as taught in the lab setting by backing out of the sterile field removing the gown and gloves and performing the correct protocol per the clinical sites policies.
3. The student is to provide a written or typed description of the incident which will include date, time, clinical site name, witnesses if any and a brief description.

It is at the student's discretion whether they seek medical treatment. If the student chooses not to seek medical treatment a release from medical treatment statement must be done and signed and given to faculty.

Continued concerns with a student's sharp safety are high-risk maneuvers and will lead to a remedial process and possible removal from the program if not corrected.

4. Environmental/Latex/Neoprene/Iodine Allergy Policy

Students must make the program faculty aware of any environmental allergies related to latex or iodine based products. The medical community is aware of the seriousness of these allergies and has tried to eliminate the use of latex in the medical environment. Not all patient contact items are latex-free. In addition Betadine scrub and solutions contain iodine which can cause an allergic reaction. If you have a sensitivity to latex, neoprene, or iodine you must make the faculty aware of this.

Students with a latex or neoprene sensitivity must have written documentation from their physician. This documentation may be required by the clinical site. Repeated exposure to latex or neoprene by someone who is sensitive to it may cause serious health problems. Reactions have been known to occur in 5 minutes after contact up to several hours.

Symptoms include:
- Contact dermatitis
- Rhinitis
- Dizziness
- Conjunctivitis
- Eyelid edema
- Dyspnea
- Hypotension
- Anaphylactic shock

5. Assignments to High Risks Cases

Students will be assigned to a wide assortment of surgical cases in order to meet their graduation requirements of 120 scrubbed cases. As taught in the lab setting, all patients are considered infectious and will be handled using Standard Precautions. Students may possibly be exposed to a variety of infectious diseases. All students will practice the optimum level of using their personal protective equipment, eye protection and double gloving. Just because a patient has a history of an infectious disease will not exclude the student from scrubbing in that case. If a student has an accidental exposure it must be reported immediately to the personal in the operating room and to the clinical instructor. The student will then follow clinical site protocols and an incident form must be filled out. The exception is active TB. Students have not been properly fitted for the masks needed to participate in these cases.
6. **Accidents/Incidents**
   Students who are involved in any type of accident while at a clinical site must contact the clinical instructor, OR supervisor, and program director immediately. An incident report will be filled out as per clinical site policies. It is up to the student to seek medical attention at the clinical site or to see their personal physician. Students will be responsible for all expenses incurred and for any follow-up treatment. The student has the right to refuse treatment. This will be documented by the clinical instructor and program director and a refusal statement signed by the student. An incident form must be filled out.

7. **Exposure to Radiation**
   The use of radiation through continuous and intermittent x-ray will be present in the operating room. There will be times when a student is assigned to a surgical case that requires x-ray. Although precautions are taken to reduce the exposure of radiation by each facility it is the responsibility of all students to protect themselves as well. Accidental exposure can occur at any time.

   The annual radiation exposure limits for adults is 5rem. Following basic safety guidelines during these cases will reduce or eliminate a student’s exposure.

   - All students are required to wear lead aprons and safety glasses/goggles as protection from accidental exposure underneath their sterile attire.
   - Students can, while in the sterile role, step behind a lead lined door for protection.
   - While in the sterile roll the student can step into the sub-sterile room if one is immediately adjacent to the operating room. Aseptic technique must be maintained. If the gown and gloves become contaminated the student will change before re-entering the sterile field.
   - Any student that suspects they are pregnant will not be assigned to a case that has radiation. If the surgery starts and radiation is needed the student will ask for the clinical preceptor/adjunct to be notified. The clinical preceptor/adjunct will excuse the student to leave the room completely; removing their sterile attire before leaving.

8. **Clinical Participation Requirements**
   - **Transportation**
     Students will be responsible for their own transportation to and from clinical. Arriving in plenty of time to find a parking spot, get dressed and be present in a designated meeting area should be taken into consideration. Students will be required to travel to in the Summer semester for clinical including but not limited to Gatesville, Clifton, and Temple, TX.

   - **Immunizations**
     See Section 25C

   - **Health Insurance**
     Students are encouraged to have their own personal health insurance.

   - **CPR**
     Current CPR is required before the student can enter the clinical site.
• **Clinical Attire**
Proper clinical attire is required which consists of a clean and pressed cover-up with the MCC-ST program patch on it. The program designated scrub suit with patch. The student ID name tag. Clean socks and clinical appropriate shoes, and hospital badge.

• **Eye Protection**
Students are encouraged to provide their own eye protection during the clinical setting. Some eye protection is provided by the hospitals but cannot be taken out of the OR department. Proper fitting glasses or goggles with side protection or masks with clear face-shields are required.

• **Lunch**
Students must be able to provide for their own lunch. All lunches will be taken in the cafeteria or a designated break area that is acceptable to the facility management. Students are **NOT** allowed in the Doctor’s dressing area, lounge or break room at any time.

• **Attendance**
Students are required to report to clinical at the designated time. Students will be marked tardy at 15 minutes after the assigned clinical time. Assigned clinical time is typically 6:30 am. After 7:30am, the student will be counted absent. When assigned to a clinical affiliate, the student is considered to be a guest in that facility and can be asked to leave from the clinical affiliate. Clinical is an important part of a student’s education. Failure to show up on time or to appear will put the student behind. It is the student’s responsibility to call the clinical instructor or program director if the student knows they will be late or cannot appear. Texting is **not** an acceptable way to notify the instructor. Students are expected to report the absence as soon as possible at least 30 minutes before scheduled clinical time. “No calls” or “no shows” will result in a program status review and a higher point deduction. Students will need to contact the program director before being allowed back in clinical. Students who request to leave the clinical site early due to personal reasons will result in an incomplete for the day. Instructors will relieve the student when it is safe for the patient. Points will be deducted from the student’s overall grade if there are excessive tardys, incompletes, and absences.

  The point deduction is as follows:
  Three tardys will equal one occurrence = 1 point deduction
  Three incompletes will equal one occurrence = 1 point deduction
  One occurrence = 1 point deduction
  Two occurrences will result in a 2 point deduction per occurrence.
  Three occurrences = 6 point deduction (2 pts per occurrence) and removal from the clinical course
  **NOTE**
  Any combination of tardys and incompletes that equal 3 will result in an occurrence = 1 point deduction
Students that are absent due to medical condition are required to bring a doctor’s release to be allowed back into the clinical setting – **NO EXCEPTIONS**

- **Assignments**
  All students are expected to be prepared for their clinical experience by having the required clinical assignments completed and ready to turn in before clinical begins. The clinical site faculty or preceptor will validate the completed assignment. Late assignments will result in a 10 point deduction per day and will not be accepted after 1 week. Assignments on Blackboard will have specific days and times.

- **Clinical Journal**
  Each student is responsible for keeping a clinical journal for their clinical experience. These clinical journals consist of:
  - surgeries participated in
  - role of the student
  - various assignments

  Each day must be signed by the clinical faculty member or the designated clinical preceptor. A template/outline will be given to each student so that the journal will be consistent for grading purposes. Journals are to be turned in at the beginning of the clinical day or designated time via Blackboard. Failure to do so will result in 10 pts deduction per day and will not be taken after one week (no exceptions). **Please review the syllabus for grading rubric.**

- **Case Assignments**
  Students will be assigned to clinical cases by the clinical instructor or clinical preceptor. Students are not to assign themselves to cases unless approved by the clinical preceptor, clinical instructor, or clinical site OR manager/charge nurse. In the event the case requirements are not met at the end of SRGT 2660 the student will be given an incomplete for a grade and will have to come back in the Fall to complete the case count.

- **Clinical Site Assignments**
  Students are not allowed in the clinical settings without permission from a clinical instructor or an assigned clinical preceptor. Clinical times will be assigned to all students. The only exception is when assigned to a clinical off-site. Students will report to the clinical manager or designated preceptor for assignments. Students must be dismissed for the day and cannot leave the clinical setting without verbal permission from their designated clinical preceptor, instructor, or clinical manager.

- **Confidentiality**
  Patient confidentiality is **strictly** monitored by the hospital and faculty members. Patients name, procedures, status, diagnosis or any identifiable information is not to be discussed outside the classroom or clinical setting. Any student caught discussing a patient or their surgical procedure in a public area will be subject to removal from the clinical site and possibly the program. Any paperwork that is taken out of the clinical site must not have any patient identification on it. **There are no exceptions to this!!**
• **Removal or Refusal of Student in the Clinical Site**
  Clinical sites have the right to ask that a student be removed from their surgical setting at any time. Clinical sites have the right to refuse a student access to their clinical site if that student was a former employee and was denied or released from employment at that facility. The MCC-ST program is required to honor the wishes of the clinical site. If this occurs the student will be informed of this decision and other suitable arrangements will be made if possible. This in no way assures that an alternate clinical site will be available to the student, which will result in removal from the program.

  Students may be removed from the clinical setting if the program faculty feel it is not a positive learning environment. This will be done on a case-by-case basis.

9. **Plan For Success/Remediation**
   Once the student passes the first semester and the lab practicum but is failing to progress adequately within the clinical setting the student will be counseled and reevaluated and given a Plan for Success. Remaining in the program will be determined on successful completion of this remediation process. If it is determined that the student cannot progress at an acceptable level the student will be withdrawn from the program. If the student is making high-risk errors that lead to contaminations this is a concern for patient safety. Once the student enters the Plan for Success, the student is not allowed to make any high-risk maneuvers that will lead to contaminations.

10. **Professionalism and Ethics**
    *Professionalism* is defined as the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well. *Ethics* is defined as the rules of behavior based on ideas about what is morally good and bad or a consciousness of moral importance.

    All students will be held to professional and ethical standards in the clinical setting as set forth by McLennan Community College, the Surgical Technology program, the Association of Surgical Technologist, the American Hospital Association and all clinical affiliates. Cell phones are not to be used during clinical time or inside the clinical facility. Part of being a responsible surgical technician requires honesty and taking responsibility for one’s own actions. Students found in violation of this policy will be withdrawn from the clinical facility until further investigation. This may lead to removal from the program.

11. **Social Media**
    At no time is it acceptable for information about patients or clinical activities to be placed on any social media such as Facebook, Twitter, etc. Information of this type is considered a violation of HIPAA and can lead to dismissal from the program and possibly a fine and/or jail time.

    Employers have been known to search a potential employees Facebook page. The program encourages you to be mindful of what you put out on social media because once it is out on the web you cannot take it back.

12. **Additional Clinical Opportunities**
    There may be extra clinical opportunities that arise throughout the year. Student’s will be asked to sign-up for specific clinical days and this will count toward documented clinical experiences.
13. **Evaluation of Student Clinical Performance**
There are several clinical evaluation tools, which are utilized by the program to monitor and evaluate the student’s progress. The Clinical Performance Assessment form is one of those tools. The student will be assessed on a bi-weekly schedule. Both the student and the clinical instructor will sign the CPA. The student’s evaluation will include but is not limited to the following criteria:

- Define skills which the students are expected to master during each semester.
- Provide a uniformed mechanism for evaluating all students’ at all clinical sites.
- Provide a current summary of the individual student’s strengths and weaknesses allowing for identification of areas needing remediation.
- Provide a mechanism to correlate strengths and weaknesses of the didactic portion of the program with the clinical education courses.
- Allows the student the opportunity for self-evaluation and to correlate the self-evaluation with the evaluations of the clinical instructors.
- Provide assessment in the cognitive (thought process), psychomotor (physical manipulation), and affective (attitude and emotional) domains.

14. **Clinical Case Requirements**
The following is taken directly from the Association of Surgical Technology Core Curriculum 6th edition and will be used to guide the student to a successful completion of all scrubbed case requirements for graduation. The total number of cases the student must complete is 120. This is divided into the following criteria:

- 30 General cases – 20 first scrub, 10 second scrub or a total of 30 first scrub.
- 90 Surgical Specialty cases – 60 first scrub, 30 additional cases may be first or second scrub (Cardiothoracic, ENT, Eye, GU, Neuro, Ob-Gyn, Oral/Maxillofacial, Orthopedics, Peripheral Vascular, Plastics, Procurement/Transplant)
- Minimum of 60 specialty cases must be performed in the first scrub role and distributed amongst a minimum of four surgical specialties
- A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of four surgical specialties (40 cases)
- The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
- 10 diagnostic/endoscopy cases and 5 vaginal delivery cases may be applied toward the second scrub cases.

** Scrubbed clinical cases are good for 1 year.

15. **First Scrub Role**
The student technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
• Setup the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure.
• Perform counts with the circulator prior to the procedure and before the incision is closed.
• Pass instruments and supplies to the surgical team members during the procedure.
• Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

16. Second Scrub Role
The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:
• Sponging
• Suctioning
• Cutting suture
• Holding retractors
• Manipulating endoscopic cameras

** Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal deliver cases can be counted towards the maximum number of Second Scrub Role cases.

17. Observation Role
The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.
• Observations do not count towards the total counted cases but must be document on the case log.

18. Clinical Rotations
Surgical rotation is a requirement for graduation from the McLennan Community College Surgical Technology Program. The first 8 weeks of the first semester will consist of skill development in the lab and at the clinical site. Upon passing the practical exam the student will be allowed to scrub into cases. The student will be involved in pulling cases, scrubbing, gowning, gloving, setting up the back table, selecting and recognizing needed supplies and instruments, participating in patient care and helping in case management. Second and third semester clinical rotation will allow the student to be involved in more complicated cases and require a higher level of skill performance.

Students will be rotating through several clinical sites. Other sites may be added in the future.
• Students must report to the clinical instructor or designated preceptor upon arrival and before leaving the surgical department for the day.
• Students are not to dismiss themselves without getting permission from the clinical instructor/preceptor.
• Students are to arrive 15 minutes before their scheduled clinical time. Travel and parking time must be considered when arriving to the clinical site on time.
19. **Manipulating Tissue**
Under no circumstances are students allowed to sew, drill, cut, clamp, or cauterize tissue during their clinical rotation. To do so would be considered assault to the patient. Students are not allowed to take Dr.s orders or to administer medications of any type. To do so would be considered practicing medicine without a license and subject to legal actions. Students are not allowed to assist the surgeon by manipulating any tissue or extremity joints.

20. **Medication and Specimen Handling**
Due to legality issues students are to be assisted by an employee when handling medications and specimen on the back table. Correct labeling for medications are applied after the scrub and circulator verifies the name, strength and expiration date of the medication. Students will label syringes, aseptos, basins, pitchers, and specimen containers.

21. **Counting**
Due to legality issues students are to be assisted by an employee when performing the surgical count. Scrubbing in early to set up the case is strongly encouraged so that the first count can be performed before the patient enters the room. If the final count is incorrect the student should assist the clinical site employees in making every attempt to locate missing items. Performing accurate and consistent correct surgical counts is the goal to a safe surgical experience for the patient. Students are to be active during each count and to help resolve any discrepancies. If the count is not correct by the end of the case the student will comply with hospital policies for an incorrect count, notify the clinical adjunct and write a brief statement of the occurrence. Multiple issues of incorrect counts is viewed as high risk in the operating room and will result in program status evaluation and possible dismissal from the program.

22. **Time Out**
Students are required to participate in the Surgical Time Out. The time out consists of:
- Proper patient identification
- Correct procedure
- Correct incision site
- Correct side
- Pre-op antibiotics given
- X-rays in the room
- Surgical consent correct and signed
23. **Patient Care**
Students are required to meet the workforce standard of providing care to any and all patients assigned to their care by a clinical instructor. Students **CANNOT** refuse to provide care for a patient unless they are a personal friend or relative. When assigned to a clinical affiliate, the student is considered to be a guest in that facility and can be asked to leave from the clinical affiliate, they may also be dismissed from the program. Students are to treat every patient with dignity, respect and quality care, abiding with the clinical sites policies and procedures, the MCC-ST policies and procedures and the Patient’s Bill of Rights.

24. **Immunizations**
Studies have shown that health care providers are at higher risk in the surgical setting of contacting Hepatitis B than contacting HIV. Health care providers are also at risk of coming into contact with other contagious diseases. Therefore; the student must show proof of the following:
- Flu vaccine (during the flu season October 1 – March 31)
- 2 TB skin test (both tests must have been within the past year)
- Current TDaP
- Current MMR (series of 2 shots – childhood vaccine)
- Current Varicella (childhood 2 shots or titer)
- Hepatitis B series (series of 3 shots)
Immunizations will be tracked using the Complio program. Each student will be required to register and upload documents throughout the program.

25. **Background Check and Drug Screen**
All health career students that may enter a clinical setting are required to pass a criminal background check and have a clear drug screen before being admitted into the program.
- Drug screens and background checks must be done no earlier than 30 days before entering the clinical site.
- Acceptance into the program is **conditional** until the results of a clear criminal background check and drug screen is turned in to the program director and meets all the McLennan Community College criteria for acceptance into a clinical setting. If the students status concerning their criminal history changes after admittance it is the students responsibility to notify faculty of this change immediately and be reviewed on a case-by-case basis.
- Background checks will be done through Castle Branch at [https://www.castlebranch.com](https://www.castlebranch.com). Details will be sent only to students that have been conditionally accepted into the program. The student will log on to the website and create an account to start the process. The student is responsible for all fees.
- At this time MCC contracts with LabCorp through Castle Branch. Appointment dates and directions to the testing site will be given to the student through Certified Background.
- The student will log onto [https://www.castlebranch.com](https://www.castlebranch.com) and create an account to start the process.
• An on-site urine sample will be required and the results will be emailed to the program director.
• Students who fail the drug screen or have specific criminal history will not be allowed to participate in clinical courses.
• Students who have any concerns regarding the drug screen and/or background check must speak to the program director before applying to the program and/or before testing.
• If the student fails to disclose pertinent information before entry into the program, it will cause the student to be withdrawn from the program entry process.
• Final acceptance into the program will be based on these results.

G. Just Cause
If at any time during the program the faculty or clinical site has just cause and feels that the student is impaired, we reserve the right to send the student for another drug screen at the student’s expense. Status in the program will be determined upon the results of the drug screen. Failure to comply with the drug screen policy will result in the student being dismissed from the Surgical Technology program

H. Inclement Weather Days
Students are required to show up to class/clinical unless the college has canceled classes due to inclement weather. You will be expected to watch the local news stations, the MCC website, and blackboard. Every effort must be made to attend clinical. Students will be notified by faculty as soon as possible if clinical is cancelled or if there are changes in the clinical schedule. Just because the MCC campus closes does not mean that clinical is over. The instructor/preceptor in charge of the students for that clinical site will release the students as soon as it is safe for them to travel.

College delay does not include clinical time. It is expected that students assigned to the clinical site arrive at the designated start time unless contacted by the program.

I. Dress Code
• The MCC-ST student will wear the fir green scrubs with the MCC-ST insignia on it and a white cover-up with the MCC-ST patch on it. These scrubs will be worn in the classroom, lab, and clinical setting. Personal scrubs with emblems from other hospitals or school affiliations are prohibited. White cotton short sleeve t-shirts can be worn and must be concealed under the scrub suit.
• Fully enclosed shoes with little to no emblems must be worn. No clogs or sandals are allowed.
• Nails should be short, clean and without acrylic polish of any kind. Nails should be no longer than the fingertip. Artificial nails of any kind are not allowed.
• Hair should be well-kept, clean and neat. No unusual or unnatural hair colors are allowed. At no time are cloth hats or cloth scrub bonnets allowed in the clinical setting.
• Eye protection is required for all students. Clinical sites do provide masks with face shields attached and that is acceptable for the student.
• A maximum of 1 set of earrings are allowed. Earrings are to be stud-type only and should not “dangle”. Heavy necklaces or bracelets are not to be worn in the operating room. Body piercings and tattoos must be concealed at all times.
• Clinical sites require that their own scrub attire be worn in the surgical setting. Students are not allowed to wear any hospital owned surgical attire out of the hospital.
• Students should not wear their program scrubs in public. The scrubs are considered a uniform and not recreational attire.
Perfume or cologne is prohibited in the medical setting because some patients may be sensitive or have an allergy to them. Students are encouraged to refrain from wearing perfume, cologne or body lotions that have heavy fragrances.

**J. Student Program Status Evaluation**

The following circumstances include but are not limited to the result in placement of the student on probationary or withdrawal status during the program:

- Failure to maintain attendance during the program; classroom and clinical settings.
- Failure to be prepared for classroom or clinical setting.
- Failure to provide proper documentation of immunizations, drug screen or background checks.
- Failure of the drug screen and background check or failure to disclose.
- Failure to maintain a grade of C (74.5) or better in each class throughout the program.
- Failure to pass the clinical practical with an 80% or better (grade is not rounded).
- Failure to maintain acceptable aseptic technique standards as taught in the lab settings.
- Continued disruptive behavior in the classroom, lab, and or clinical settings.
- Failure to progress within the clinical setting.
- Violation of patient confidentiality.
- Participating in any activity that is outside their scope of practice as a surgical technology student in the clinical setting.
- Participating in any type of disruptive or non-professional behavior such as gossip, foul language, improper touch or comments or any other action that instigates a hostile environment within the classroom, lab or clinical setting.
- Coming to class, lab or the clinical setting impaired or under the influence of a controlled substance.
- The student is deemed by faculty or clinical site to be a danger to the patient.
- Failure of the student to complete a Plan for Success if placed on probation.
- Failure to meet the mandatory minimum of 120 scrubbed cases as stated by the core curriculum.
- Dishonesty or cheating.

**NOTE**

Faculty reserves the right to make changes to these requirements at any time during the program. Students will be notified within a reasonable amount of time. Each incident will be handled on a case-by-case basis.

**K. Student Employment**

The program director and faculty of the program neither endorses nor discourages student employment. If the student is employed by a clinical facility in a scrub or perioperative assistant capacity, the student will not act as an employee during class, lab or clinical hours. All MCC-ST rules and stipulations will apply to the student and the employment **will not supersede** the student’s scope of practice while they are acting in the student role.

- The student will not be found on the clinical site after their assigned clinical time in the MCC Surgical Technology program scrubs.
- At no time is the student allowed to act in the student roll or identify themselves as a student while clocked in as an employee without the express permission of the MCC-ST program director and faculty. This is considered a conflict of interest and the student will be placed on status review.
- At no time will paid hours be allowed as clinical hours without direct permission from the program faculty.
Students that are currently employed in the scrub setting by a clinical affiliate must have program approval before any scrubbed in cases can be used towards the 120 mandatory cases.

Hospital owned scrubs will not be worn out of the hospital setting.

All students whether employed or not by a clinical site will be required to sign an acknowledgement of this policy. Students must also be aware that the classroom discussion is not to be taken into the workplace and discussed in front of employees. Violation of this policy will result in immediate disciplinary actions with removal from the program. All students should feel free to discuss incidents or circumstances that happen in the clinical site inside the classroom without fear of repercussions. These discussions will be done in a constructive and learning environment and are in no way meant as a derogatory or demeaning statement about specific individuals or the clinical site.

If a student is hired by one of the clinical affiliates at any time during the program the student will be allowed to attend the employer’s orientation. Students must give advance notice before attending the orientation. Failure to notify program faculty within a reasonable time will result in an absence and counted against them.

SECTION 5

MCLENNAN COMMUNITY COLLEGE POLICIES

A. Students Rights to Due Process

It is the intention of this program to effect policies that reflect the goals and objectives of the McLennan Community College Surgical Technology program and McLennan Community College. These policies and processes reflect an appropriate level of due process that will guide academic and disciplinary decisions related to each program. Policies will vary from program to program due to the nature of each program. The following process is a guideline to a student's right of due process.

- The student subject to sanction or discipline will be advised of the specific behavior and the basis of which is grounds for the disciplinary action and/or academic sanction.
- The student will be advised as to the possible outcomes including but not limited to, program specific actions and/or college specific actions.
- The student will be provided an opportunity to address and be heard for each sanction.
- Once a decision is made the student will be informed of that decision and advised of the appeal process.

B. Academic Honesty and Ethical Conduct

- Academic honesty and professional conduct is expected and will be enforced by the instructor. Individuals who cannot conduct themselves in a respectful manner will be asked to leave the classroom on the first occurrence. If continued behavioral incidents occur, the student will be removed from the classroom and referred to the Disciplinary Officer in the Career Development Office. If this occurs, the student may be expelled from the program and possibly the college. Likewise, if a student copies someone else’s work, (plagiarism), cheats, or lies about assignments, the student will be required to attend a conference with the instructor, and will receive a grade of zero for the assignment in question. If a student is caught cheating in any form, the student will receive a grade of “F” for the course and may risk being expelled from the college.
C. Non-discrimination Policy

- McLennan Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and the Title II of the ADA. McLennan Community College does retain the right to withhold acceptance into this program if all of the admission criteria are not met.

- All students who have a disability, either physical or learning, who need specialized attention must notify faculty before beginning the program so that necessary accommodations might be made.

D. ADA Statement

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC’s designated ADA co-coordinators, the Vice President-Finance and Administration and Vice President Student Services; shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact the Accommodations Specialist at the Completion Center in the Student Services Center, Room 211 or at 299-8122 or disabilities@mclennan.edu.

E. Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 MCC’s designated Title IX Coordinator, Drew Canham – Vice President, Student Success and Deputy Coordinator, Melissa (Missy) Kittner – Director, Human Resources shall be responsible for coordinating the College’s effort to comply with and carry out its responsibilities under Title IX.

Contact information

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Melissa (Missy) Kittner, Title IX Deputy Coordinator
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mkittner@mclennan.edu

F. MCC Attendance Policy

- Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of
online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

- **Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W.** The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student’s 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

- Each absence will count toward attendance requirements in each course.
- Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student’s responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

G. **Student Absences on Religious Holy Days**
- McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

H. **Post-Graduation Employment**
- Completion of the MCC Surgical Technology program is not a guarantee of job placement. Students are encouraged to apply to local health care facilities as well as the outlying facilities.

**General Services Available at MCC:** [http://www.mclennan.edu/students/services/](http://www.mclennan.edu/students/services/)

Ancillary services that are available at MCC include the following:

- Academic Advising
- Dining Services
- Full and part-time Job Listings
- Interest and Personality Assessments
- MAC Card Office - Highlander OneCard
- MCC Community Clinic
- MCC Bookstore
- MCC Math Lab
- MCC Connections - New Student Orientation
**THESE POLICIES ARE SUBJECT TO CHANGE**

The policies, regulations, procedures, and fees associated with this program are subject to change if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program’s accrediting agency. The program faculty will notify the students in a reasonable amount of time when such changes occur.

The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.
**Student Signatures**

This is to certify that I have read and understand the information found in the McLennan Community College Surgical Technology Program Student Policy Handbook. I agree to abide by all rules and regulations contained therein. I also understand that failure to abide by these rules and regulations may serve as grounds for my withdrawal from the Surgical Technology Program.

_______________________________  __________________________
Signature                                      Date

I understand that McLennan Community College, its staff and/or the clinical faculty and staff are not financially liable for any illness, injury, or medical expense I may incur while a student. I have the responsibility to provide for my own care by medical insurance or other means of my choice.

_______________________________  __________________________
Signature                                      Date

I agree to grant permission for the faculty of the Surgical Technology Program to post my grades pertinent to my academic and clinical progress throughout my enrollment on blackboard and that I have 24/7 access to my academic progress.

_______________________________  __________________________
Signature                                      Date

I hereby authorize the Surgical Technology Program Director and/or program faculty to release information concerning any performance while enrolled in the program to prospective employers of which I have listed program faculty as references. This information may be given out by letter or by phone conversation. I also understand that completing the program does not guarantee job placement.

_______________________________  __________________________
Signature                                      Date

I understand that all immunizations must be kept current. I will provide the Surgical Technology Program a current copy of my immunizations, CPR, and TB test via Complio before being allowed in the clinical setting. Failure to do so will prevent me from attending clinical.

_______________________________  __________________________
Signature                                      Date

I understand that all conferences, counseling, and classroom discussions are confidential and will not be brought out in a public forum or discussed with others in the clinical or work settings. Failure to comply with this will result in disciplinary actions and removal from the program.

_______________________________  __________________________
Signature                                      Date
I understand that I will be recorded in the lab setting and that this recording will be placed on the MCC digital media system and that no copies will be made and or distributed.

__________________________________________  _______________________
Signature                                          Date

I understand that my successful completion of this program depends on regular and punctual attendance to class and clinical, maintaining a professional and productive attitude, maintaining strict aseptic technique within the clinical setting; complying with all clinical site policies, MCC-ST policies, HIPAA, OSHA and The Joint Commission standards; maintaining a 75 or higher in each course; passing the lab practical with an 80% or better; passing the exit exam with a 75%.

__________________________________________  _______________________
Signature                                          Date

My initials acknowledge that I have read each page of this handbook:

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