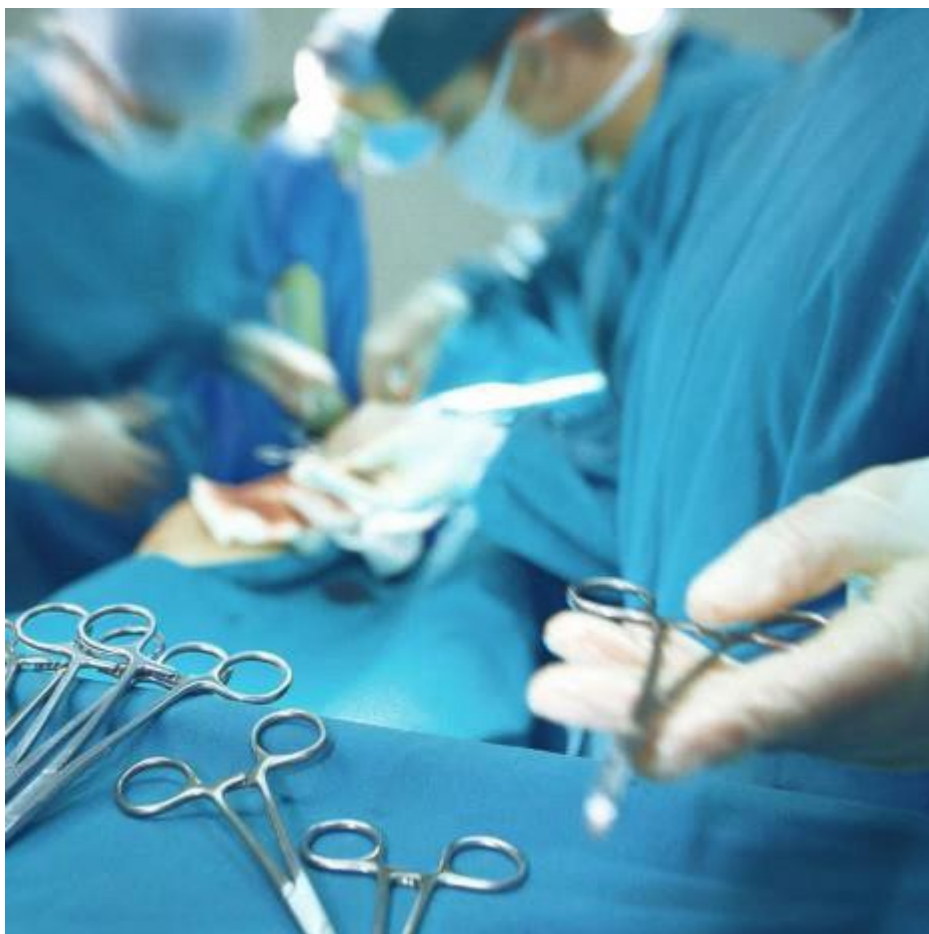




SURGICAL TECHNOLOGY

McLennan Health  
Professions

# PROGRAM HANDBOOK

McLennan Community College  
Surgical Technology Program  
Handbook 2026-2027

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Welcome to the McLennan Community College Surgical Technology (MCC-ST) Program. The MCC-ST program handbook is intended to serve as a source of information for students regarding program and faculty expectations.

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

### **Program Philosophy**

The faculty of the McLennan Community College Surgical Technology program are committed to preparing graduates who can function as competent surgical team members who work 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 Technologists are vital members of the operating room team. They are responsible for providing an optimal surgical environment for the surgical patient. Surgical Technologists (ST) function in both the sterile and non-sterile roles. A proficient ST demonstrates considerable care and commitment to the patient and their profession by doing the best possible job 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.

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## **Mission Statement**

The purpose of the McLennan Community College Surgical Technology Program (MCC-ST) is to prepare surgical technologists who can function safely and confidently in the perioperative field at the entry level. It is the mission of the MCC-ST program to provide students with didactic and clinical experiences in accordance with 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 Technologists 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.
4. Meeting or exceeding the Core Curriculum for Surgical Technology, 7<sup>th</sup> edition.

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 regarding 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.

## **Faculty Contact Information**

### **Surgical Technology- Program Director**

Marcie Rierison, MSHRM, CST

Office: 254-299-8292

E-mail: [mrrierson@mclennan.edu](mailto:mrrierson@mclennan.edu)

Office: Health Professions rm. 112

### **Surgical Technology - Clinical Coordinator**

Felicia Howard, AA, AS, CST

Office: 254-299-8301

E-mail: [fhoward@mclennan.edu](mailto:fhoward@mclennan.edu)

Office: Health Professions, rm. 111

### **Adjunct Faculty**

Christina Miller, CST

E-mail: [cmiller@mclennan.edu](mailto:cmiller@mclennan.edu)

Holly Moreno, CST

E-mail: [hmoreno@mclennan.edu](mailto:hmoreno@mclennan.edu)

## **Accreditation**

McLennan Community College Surgical Technology Program is an associate degree program accredited through 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).

## **Accidental Injury/Health Coverage**

Neither the college nor the clinical affiliates assumes responsibility for any injury to the student during clinical hours. The student is required to carry his or her health coverage and must report all injuries to the clinical instructor or program director.

***All students will be required to provide proof of health insurance for clinical. Students who fail to do so will be removed from the program.***

## **Liability Insurance**

Students are provided with limited liability insurance through the McLennan Community College program fees.



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## SECTION 1

### ADMISSION CRITERIA

#### Admission Requirements

- Meet the acceptance criteria for McLennan Community College
- Complete the mandatory academic courses with a minimum GPA of 2.5 by the May 15<sup>th</sup> deadline.
  - HPRS 1206 Medical Terminology; BIOL 2401 Anatomy & Physiology I; BIOL 2402 Anatomy & Physiology II; HPRS 2301 Pathophysiology; ENGL course, PSYC 2301 or SOCI 1301; MATH course; BIOL 2420 Microbiology; SPCH course
- Attend a mandatory information session (attendance is good for 1 year). The recommendation is to check the program regularly for updates.
- Have a cumulative college GPA of 2.25
- Submit a signed and complete application to the program before the deadline.

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

- Current and up-to-date immunizations uploaded to the Complio compliance tracking system.
- Current CPR for health care providers. American Heart Association-BLS (No online-only courses will be accepted)
- Pass a criminal background check and drug screen
- Attend Orientation sessions
- Sign the program acceptance letter
- <https://www.mclennan.edu/health-professions/index.html>

**Meeting the minimum admission criteria does NOT guarantee admission into the surgical technology program.** Typically, students must score higher than the minimum requirements to be accepted into the program. Applications are reviewed by the Admissions Committee and accepted in order of priority until the enrollment limit is reached. The program currently accepts 16 students each academic year. A year-to-year waiting list is **NOT** maintained. Students must apply each year for admission.

A point system selects students.

Points are based on:

- GPA from the mandatory academic courses.
- Program information session attendance.
- Military Veteran
- Health Profession Certificate (must be current)
- The cumulative GPA is an additional deciding factor in prioritizing students on the admissions list.

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**\*\*Once admitted into the program, all SRGT courses must be taken in succession. If a student drops out of the program at any point, any incomplete courses must be completed before advancing.**

## READMISSION

### **A. Re-entry Policy for Current MCC Students**

This policy applies if a student is enrolled in the Surgical Technology program and drops out for financial or personal reasons.

- A new application must be submitted per the Program Exit Agreement **(See Section 3)**.
- 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 program admission requirements for the year that they are applying
- Student must attend a mandatory information session. Information sessions are good for 1 year.
- Surgical case counts are good for 1 year.
- Students must be in good standing with the program
  - Definition of Good Standing:
    - Must have a GPA of 2.25 or better
    - Must not have any actions that harm or put a patient at risk
    - Must keep required documentation up to date
    - Must exhibit professional behavior in the classroom and clinical settings
    - Must not have active disciplinary action (i.e., probation or suspensions)

### **B. Re-entry Policy for Current Program Students who: Did Not Pass the Clinical Practical Exam, did not pass a didactic course in the Fall Semester, did not pass a didactic course in the Spring Semester, did not pass a clinical course, or did not pass the Exit Exam**

This policy applies if a student did not pass the following:

Clinical Practical Exam in the Fall semester; failed a course in the Fall semester; failed a course in the Spring semester; failed a clinical course; or did not pass the Exit Exam. The student will have one opportunity to complete the program within five years of the original acceptance date for reentry. Students can reenter only once during a 5-year catalog period, provided they remain in good standing with the program.

Clinical Practical Exam – If a student is unsuccessful in both attempts of the clinical practical exam, they will be withdrawn from the surgical technology program and required to complete an Exit Agreement.

In addition to meeting admission requirements, the student will be required to do the

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following:

- The student will be dismissed from the program and must repeat the application process as a new student.

Fall Semester—If a student fails to complete a didactic course in the Fall semester with a grade of 74.5 or higher, the student will be withdrawn from the Surgical Technology program. The student will have one opportunity to complete the program within five years of the original acceptance date.

In addition to meeting admission requirements, the student will be required to do the following:

- The student will be dismissed from the program and must repeat the application process as a new student.

Fall Semester—If a student fails to complete the clinical course in the Fall semester with a grade of 74.5 or higher, the student will be withdrawn from the Surgical Technology program. The student will have one opportunity to complete the program within five years of the original acceptance date.

In addition to meeting admission requirements, the student will be required to do the following:

- The student will be dismissed from the program and must repeat the application process as a new student.

Spring Semester – If a student fails to complete a didactic course in the Spring semester with a grade of 74.5 or higher, they will be withdrawn from the Surgical Technology program. The student will have one opportunity to complete the program within five years of the original acceptance date, provided the student remains in good standing with the program.

In addition to meeting admission requirements, the student will be required to do the following:

- Complete an Exit Agreement – Develop a plan for success
- Make a new application to the Surgical Technology program
- Case count is good for one year

Spring Semester – If a student fails to complete the clinical course in the Spring semester with a grade of 74.5 or higher, they will be withdrawn from the Surgical Technology program and receive a “D” for the SRGT 1391 course. The student will have one opportunity to complete the program within five years of the original acceptance date, provided the student remains in good standing with the program.

In addition to meeting admission requirements, the student will be required to do the following:

- Complete an Exit Agreement – Develop a plan for success
- Make a new application to the Surgical Technology program
- The student who has the return due to unsuccessful completion of a Spring clinical course will return in the Fall semester.
- Surgical case count will not carry over when the student returns

Exit Exam – If a student fails both attempts of the Exit Exam, the student will receive a “D” for the SRGT 1391 course and will not meet graduation requirements. The student will

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have one opportunity to complete the program within five years of the original acceptance date.

In addition to meeting admission requirements, the student will be required to do the following:

- Complete an Exit Agreement – Develop a plan for success
- Make a new application to the Surgical Technology program
- Surgical case counts are good for 1 year

## **SECTION 2**

### **THE SURGICAL TECHNOLOGIST**

#### **Surgical Technologist Task Inventory**

The surgical technologist is responsible for three phases of patient care or surgical case management, with minimal 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

#### **Requirements for a Surgical Technologist – non-academic**

- Honesty, integrity, self-esteem, and dependability
- Responsibility and self-management of own actions
- Ability to respond quickly to directions

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- Ability to collaborate and work well with other healthcare team members
- Prepare for and anticipate the surgeon's needs
- Always display professional and ethical conduct
- Possess manual dexterity as well as visual dexterity
- Ability to lift a minimum of 50 pounds
- Ability to stand for 4-8 hours with little or no breaks
- Ability to stand and reach the sterile field without contamination
- Be able to maintain composure during stressful or emergent situations
- Maintain strict confidentiality of the patient
- Ability to be on call when required by employers (Call is not required while a student in the MCC-ST program)

### 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.
- Hats/bonnets will be donned first and worn at all times in the semi- restricted and restricted areas. Cloth hats are not acceptable.
- Masks/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 or when leaving the department.
- Cover-up will be worn when leaving the surgical department.

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

### Professional Organizations Related to the Profession of Surgical Technology

- Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA)  
19751 East Mainstreet, Suite 339  
Parker, CO 80138  
Phone: 303-694-9262  
[www.arcstsa.org](http://www.arcstsa.org)
- American College of Surgeons (ACS) \_  
[www.facs.org](http://www.facs.org)

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- Association of Surgical Technology  
6 West Dry Creek Circle, Suite 200  
Littleton, CO 80120  
Phone: (800) 637-7433  
[www.ast.org](http://www.ast.org)
- Association of Surgical Assistants (ASA) \_  
[www.surgicalassistant.org](http://www.surgicalassistant.org)
- Commission on Accreditation of Allied Health  
Education Programs (CAAHEP)  
[www.caahep.org](http://www.caahep.org)
- Foundation for Surgical Technology (FST)  
6 West Dry Creek Circle Suite #200  
Littleton, CO 80120  
[www.ffst.org](http://www.ffst.org)
- National Board of Surgical Technology and  
Surgical Assisting (NBSTSA)  
3 West Dry Creek Circle  
Littleton, CO 80120  
Phone: 800-707-0057  
[www.nbstsa.org](http://www.nbstsa.org)
- Association of Operating Room Nurses (AORN) \_  
[www.aorn.org](http://www.aorn.org)
- Centers for Disease Control (CDC) \_  
[www.cdc.gov](http://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 understand the reason for exiting the program.
- The faculty and student will review the option of re-entry 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.

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### The Exit Process

Exiting the Surgical Technology program for academic or program-initiated withdrawal:

- Student will be notified by program faculty regarding the reason for program withdrawal
- Faculty and student will sign the Program Exit Agreement and discuss other options

Exiting the Surgical Technology program for student-initiated withdrawal:

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

## SECTION 4 PROGRAM POLICIES

### Program Courses

#### **Prerequisites:**

##### **Semester One:**

BIOL 2401 Anatomy & Physiology I  
HPRS 1206 Medical Terminology  
ENGL 1301 Comp I or ENGL 2311  
College-Level Speech - 1315 or 1311  
PSYC 2301 or SOCI 1301

##### **Semester Two:**

BIOL 2402 Anatomy & Physiology II  
HPRS 2301 Pathophysiology  
College-Level Math: 1314, 1332, 1342  
BIOL 2420 Microbiology

### **(Program Acceptance required for semesters 3-5)**

#### **Semester Three:**

##### **Summer II semester:**

SRGT 1405 Introduction to Surgical Technology

#### **Semester Four:**

##### **Fall Semester:**

SRGT1409 (1st 8 weeks) Fundamentals of Perioperative Concepts & Technique  
SRGT 1441 (2nd 8-weeks) Surgical Procedures I  
SRGT 1660 (16 weeks) Intermediate Clinical - Surgical Technology

##### **Semester Five:**

##### **Spring Semester:**

SRGT 1442 (1st 8 weeks) Surgical Procedures II  
SRGT1391 (2nd 8-weeks) Special Topics in Surgical/Operating Room Technician  
SRGT 2660 (16 weeks) Clinical Advanced

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## Classroom Policies

### Attendance

- Students are expected to attend all classes
  - If a student must be absent for any reason, please contact your instructor by phone or email.
- Due to the content that is discussed in lectures, children are not allowed in the classroom
- Explanation of Attendance policies may be found in the course syllabi  
<https://www.mclennan.edu/health-professions/index.html>

### Assignments

- All students are required to turn in graded assignments on the date due. Late assignments will be penalized 10 points per day. No assignments will be accepted past 1 week. Eligibility for this option will vary by course.
- Assignments, reports, and essays should be neat and legible. Computer-generated assignments are preferred.
- 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 each student's contributions to the project will be submitted along with any necessary paperwork. Individuals will be graded separately.
- Computer labs are located across the campus for student access.

### 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.
- Be prepared to sit for the entire exam. The only exception will be in case of emergencies. The instructor must be notified before the student leaves the room.
- All books, purses, backpacks, 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, the student must schedule an alternate testing time at the instructor's convenience.

#### **Quizzes cannot be made up!!**

- No smartphones/cell phones or smart watches/watches (Apple, Samsung, Fitbit, etc.) are allowed on the desk or an arm during an exam.
- Watches/Smart Watches & Smart phones/cell phones will be placed in a backpack or purse during the exam & may NOT be taken out until after the student is dismissed from the exam.
- Students may use smartphones/cellphones & smart watches/watches after the class is dismissed from the exam
- No Bluetooth earbuds may be worn during exams or lectures.
- All make-up exams will start with an automatic 10-point deduction unless proper



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documentation is provided.

- Cheating is not acceptable, nor is it allowed on the MCC campus. Any student caught cheating will have their test taken up and receive a zero. Students will be required to confer with the instructor and may face academic discipline and/or dismissal from the MCC-ST program. Academic integrity is always a priority. Please refer to the MCC policy on academic integrity, plagiarism, and cheating.

### 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
3. Student Course Feedback

### Exit Exam & Practice Exam

#### Exit Exam

To fulfill graduation requirements, a comprehensive exit exam must be taken at the end of the Spring Semester and passed with a grade of 75% or better. The Exit Exam is a comprehensive assessment of readiness for the certification exam and helps identify knowledge gaps and strengths prior to sitting for the certification exam.

- The Exit Exam is the capstone experience, and the grade will be factored into SRGT 1391.
- The Exit Exam will include 150 to 200 questions, and the grade will **NOT** be rounded.
- Students must have a 74.5 average or better in SRGT 2660 and SRGT 1391 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.
  - Both exams will be computer-based, teacher-made exams. Students will be given two attempts to take the Exit Exam. Each attempt will have a different exam.
  - 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 National Certification Exam to withdraw the student.

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- Although the Exit Exam will be given 2 times, students must take the exam on the first test date. If the first exam is not passed on the first try, the student will be allowed a second attempt to take the Exit Exam on the second scheduled test date.
- Failure to take the Exit Exam will result in a “D” for SRGT 1391.
- If the student fails the Exit Exam on both attempts, a “D” will be given for SRGT 1391, which means that graduation requirements have not been met for the program, and the student will not graduate.
- If the student fails the exam on both attempts and would like to reapply to the program, the student will enter into the Re-entry process and must sign an exit agreement. See Section 1-B.

**\*\*NOTE:\*\* The first and second Exit Exams are teacher-made tests that will be administered via a computer application provided by our book publisher. Exam A and Exam B are not the same exams.**

### Practice Exam

The practice exam is a 150-question, computer-based test given through the testing company that administers the National Certification Exam.

Testing fees are attached to the appropriate curriculum courses.

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

### NBSTSA – National Certification Exam

Passing the Exit Exam and 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 Government-issued ID in order to sit for the test.
- You must arrive 15 minutes before the test starts to receive testing instructions.
- Failure to show up on time or without proper ID will result in you forfeiting your chance to take the test and losing your testing fees. If you know you will be unable to be there at the designated time, you must contact the MCC-ST faculty at least 72 working hours before the test is scheduled.
- Students who are removed from the testing roster will not be allowed to test on the MCC campus and must make arrangements with NBSTSA for a testing site.
- NBSTSA will give testing instructions at the time your testing date is scheduled.

### Graduation Requirements

For a student to graduate from the MCC-ST program, the following criteria must be met:

- Complete all academic and program courses required in the curriculum with a “C” (74.5) or better.
- Pass the Clinical Competency Practical exam with an 80% or better. Grade is not rounded.
- Complete all required clinical competencies (120 scrubbed cases) as mandated

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by the Association of Surgical Technology Core Curriculum and McLennan Community College Surgical Technology Program.

- Successfully pass the capstone comprehensive MCC-ST exit exam with a 75% or better. Grades are not rounded on the Exit Exam.
- Fulfill all McLennan Community College and Surgical Technology program graduation requirements.

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

### Cell Phones, iPads, Tablets, Computers, and other Electronics

Students may bring iPads, Tablets, or Laptops to class to enhance the learning experience.

- Students who are caught surfing the web or playing games during lecture time will be asked not to bring the device back into the classroom.
- Cell phones are **not allowed** to be used during lecture time unless directed by the instructor for class activities such as Kahoot. Students who are caught talking or texting on their cell phones during lecture or lab will be asked to turn them off and put them 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
  - Bluetooth earbuds are not allowed during exams or lectures.

### Guest Speakers

There will be guest speakers who come to our classroom throughout the year. It is important to always be courteous 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 summary of all guest speakers, which will be graded. All students are required to take notes so that a ½- to 1-page summary can be turned in on the next class day.

### Textbooks

A current book list will be provided to the student upon entering the program.

### Email

Students are expected to use their MCC-issued student email for all communications for this program. Those who 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's email.

### Computer Applications

Students in the college setting are expected to understand and possess basic

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computer skills. Students must submit information and assignments via computer applications such as PeriOpSim, Brightspace, Complio, MindTap, Touch Surgery, and E\*Value. Computer labs are available on campus for students who do not have access to a computer at home. Please notify the program faculty if further assistance is needed.

### Student-Faculty Conferences

Students are encouraged to meet with program faculty when they have questions about their progression in a course. All disciplinary conferences will be held on campus.

### Lab Policies

#### 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 proficiency evaluation.
- Any absence due to a medical condition will require a doctor's note before the student can participate in lab or clinical
- On-campus lab for a clinical course will follow the clinical attendance policy

### Skills Competencies

Specific competencies must be met before the student can scrub in at the clinical site. A faculty member must sign off on each competency. Students will participate in campus clinical during the first 8 weeks of the Fall semester. During this time, students will be evaluated weekly in the lab setting using the Campus Performance Assessment (CPA).

### Lab Practice Time

Independent learning is encouraged in addition to scheduled lab hours.

### Artificial Nails

Artificial nails of any kind are not allowed in the lab or clinical settings. They harbor bacteria and possible fungi 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. Failure to comply with this request will result in a program-written warning and will follow the program disciplinary process.

### False Eyelashes in Clinical Education Settings

False eyelashes of any kind are not allowed in the lab or clinical settings. They harbor bacteria and compromise aseptic techniques, creating an unnecessary risk of infection. Lashes may dislodge and contaminate sterile fields or equipment. False eyelashes can compromise the proper function of eyewear. Failure to comply with this request will result in a program-written warning and will follow the program disciplinary process.

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### Lab Attire

Proper lab attire, consisting of a clean, wrinkle-free scrub suit designated by the program (2 pairs), is required. Clean socks and shoes with minimal embellishments. These must be solid-toe shoes made of leather or a durable material resistant to liquids and stains. No clogs, sandals, or open-toed shoes are allowed. One clean, wrinkle-free lab coat or cover-up with the MCC-ST program patch and name tag. Lab coats should be cleaned and laundered regularly (weekly is strongly encouraged).

### Lab Participation

All students are expected to be prepared for the lab experience by having the required textbooks, reviewing the required material (e.g., videos), and bringing folders and supplies each day of lab. Lab participation is essential for being prepared to enter the clinical site. Students must demonstrate proficiency in specific skills before entering any clinical site. Lab grades will consist of lab assignments, lab skills evaluation, and lab participation. Students are expected to be at the assigned location and complete the full lab day. Lab attendance will follow the clinical attendance policy.

A final grade for the lab class will be determined by:

- Lab participation (attendance)
- Successful completion of specific skills
- Completion of lab assignments
- Quiz scores
- A final practical performance, which consists of the following:
  - Room preparation and opening supplies: Surgical hand scrub, Gown and glove using closed gloving technique, and Gown and glove a team member. Set up the back table & mayo stand. Pass instruments. Demonstrate surgical counts. Demonstrate Time Out. Identification and passing of basic instruments

### Lab Practical

The clinical/lab competency must be passed with a score of 80% or better to continue in the program. Students who do not pass the practical exam with a score of 80% on the first attempt will be placed in a remediation group in the on-campus lab and retested at the scheduled time. Failure of the second practical test will result in withdrawal from the program. All students eligible for the first attempt must test during that attempt. Failure to do this will forfeit the opportunity for testing and result in a 10-point deduction on the second attempt.

- You will be assigned a testing date and time. This is a 45-minute recorded skills demonstration exam.
  - You will be given testing instructions when your testing date is scheduled.
- Students are expected to be on campus 15 minutes before the scheduled testing time and leave personal belongings in their lockers.
  - Students more than 15 minutes late for their scheduled time will forfeit their opportunity to test that day. No additional time will be given for late students. (I.e., test is scheduled from 10-10:45. Student arrives at 10:15. Student has until 10:45 to complete the test)
- To be eligible to take the Clinical Practical Exam, students must

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maintain a 74.5 or better in SRGT 1660 Campus Clinical Performance Assessment (CPA).

- Students who do not maintain a 74.5 or better on their Campus Performance Assessment (CPA) will not test during the first round of testing. The student will join the remediation group and test at the next testing opportunity. First-time testers will not incur any point deduction.
- Students who were delayed in testing due to CPA grades forfeit the first testing opportunity and will participate in the remediation on campus. Students who are delayed due to CPA grades will have one opportunity to test.
- Failure to show up to the first testing date will result in a forfeiture of the testing time. Failure to appear at the second 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.
- This test is confidential, and students are asked not to discuss their results with other students. This puts undue stress on you and your classmates, which may affect their performance.
- This grade is not rounded.
- Scrub attire must be the official MCC-ST program scrubs.

#### *Lab Practical – Second attempt*

- A student attempting the Lab Practical a second time will start with a 10-point deduction
- Mandatory practice sessions will be assigned for any student required to retest.
- You will be given testing instructions at the time your testing date is scheduled
- Students who do not pass the clinical practical with an 80 % or better on the second attempt will be removed from the program.

#### **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 classmates.
- No eating or drinking in the lab.
- 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 (optional).
- Do not let food or drinks stay in your locker overnight.
- Please keep talking to a minimum while in the lab.
- Other lab rules may be added to course syllabi.

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### Recording in the Lab

- You will be recorded in the lab during your group projects and during testing.
- MCC has the rights to these recordings; therefore, no copies can be made and shared outside the classroom setting.
- No personal device (i.e., cell phone, smart watch, or personal camera) recordings will be allowed in the lab

### Injury in the Lab

- The student is to alert the instructor of the injury immediately
- The student will wash the area with antiseptic soap. If a sharp object causes the injury, the student will gently milk the area and clean it with antiseptic soap and water.
- Once the injury is assessed, the student will provide a written or typed description of the incident, which will include the date, time, 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 written, signed, and given to the faculty.
- All injuries will be reviewed by program faculty, and a doctor's release may be needed in some instances.

## Clinical Policies

### 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% or better before being allowed to scrub in the clinical setting.
- Students who have passed didactic grades but fail the lab practicum will be withdrawn from the program.
- Two (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 on the type of contamination and the reasons for not recognizing it. 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.



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### Clinical Performance Assessment

The Clinical Performance Assessment (CPA) is an evaluation of the student's skills according to workforce education:

Fall - 40% Clinical Practical

40% Campus Performance Assessment/ Clinical Performance Assessment

20% Clinical Journal/ Evaluate/ Assignments/ Quizzes

100%

Spring – 25% Clinical paperwork

75% Clinical Performance Assessment

100%

### Occupational Risks

As a student in the Surgical Technology program, you may be exposed to various levels of workplace hazards. Hazards for potential exposure include, but are not limited to:

- Needle sticks
- Sharp injuries
- Communicable disease
- Biological hazards
- Radioactive material
- Infection
- Blood and body fluids

### Procedure for Sharps 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 and/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.
- The student will wash the area with antiseptic soap. If the injury is from a needle stick, the student will milk the area.
- 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.
- 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 site's policies.
- 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 written, signed, and given to the faculty.

For sharp safety incidents in clinical, the following program disciplinary process will



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be followed:

- First occurrence will result in a meeting with the Clinical Coordinator to assess the sharp safety incident. This meeting will be documented as a program warning.
- Second occurrence will result in a formal conference with written documentation of the incident. If the incident is deemed reckless behavior by the student, it will be escalated and result in program probation.

### Environmental/Latex/Neoprene/Iodine Allergy Policy

Students must inform the program faculty of any environmental allergies to latex or iodine-based products. The medical community is aware of the seriousness of these allergies and has sought to eliminate the use of latex in medical settings. 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, iodine, or chlorhexidine, you must inform the faculty.

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 within 5 minutes of contact and up to several hours later.

Symptoms include:

- |                      |                      |
|----------------------|----------------------|
| • Contact dermatitis | • Eyelid edema       |
| • Rhinitis           | • Dyspnea            |
| • Dizziness          | • Hypotension        |
| • Conjunctivitis     | • Anaphylactic shock |

### Assignments to High-Risk Cases

Students will be assigned to a wide range of surgical cases to meet their graduation requirement 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 using their personal protective equipment, including eye protection and double gloving, at the optimal level. Just because a patient has a history of an infectious disease does not preclude the student from scrubbing in. If a student has an accidental exposure, it must be reported immediately to the operating room personnel and the clinical instructor. The student will then follow the clinical site protocols, and an incident form must be completed. The exception is active TB and known active COVID- 19 cases. Students have not been properly fitted for the masks needed to participate in these cases.

### Accidents/Incidents

Students involved in any accident at a clinical site must immediately contact the clinical instructor, OR supervisor, and Clinical Coordinator. An incident report will be filed out per clinical site policies. It is up to the student to seek medical attention at

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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 clinical coordinator, and a refusal statement signed by the student. An incident form must be completed on any accidents/incidents/refusal of treatment, and the Program Director must be notified immediately.

If an accident/incident is not reported, this will supersede the program warning in the program disciplinary process and escalate the matter to a conference with program faculty.

### Exposure to Radiation

The use of radiation through continuous and intermittent X-rays 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 following basic safety guidelines should be followed during cases that require x-ray to 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 barrier for protection.
- While in the sterile role 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.

### Pregnancy Policy

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks of detectable effects induced by medical diagnostic exposure are very small. While it is strictly voluntary, to ensure that extra protective measures are initiated promptly, it is suggested that the student notify the program director of a documented pregnancy. The program will keep all information related to the pregnancy strictly confidential.

It is the policy of the McLennan Community College Surgical Technology program to provide reasonable radiation protection to students in the clinical setting who occupationally exposed to ionizing radiation. Declared pregnant students are expected to follow the additional protective measures detailed below, which have been developed to restrict fetal radiation dose to not exceed 0.5 rem for the entire pregnancy.

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After declaration, pregnant students in the Surgical Technology program will be given a copy of the United States Nuclear Regulatory Commission Guide 8.13, which addresses prenatal radiation exposure.

The guide may be downloaded from the following website:

[www.nrc.gov/reading-rm/doccollections/reg-guides/occupational-health/active/8-13/index.html](http://www.nrc.gov/reading-rm/doccollections/reg-guides/occupational-health/active/8-13/index.html). The pregnant student must make the final decision as to their acceptance or non-acceptance of this minimal risk.

The following procedure shall be followed:

1. Voluntary disclosure or declaration of pregnancy: To ensure that additional protective measures for the fetus and mother are initiated quickly, the student may wish to inform the program director upon medical verification of pregnancy. This voluntary disclosure may be withdrawn at any time upon written request from the pregnant student.
2. The program director will arrange for the student to discuss protective actions and associated risks to the fetus with the radiation safety officer. The radiation safety officer will provide the student with a copy of NCR Guide 8.13 to the student.

After consultation with the program director, the student may choose from two options:

1. The student may opt to leave the program during her pregnancy. She will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in any courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after the end of the pregnancy leave, she will have to apply for the program under the standard application procedures.
  - a. If the student decides to accept this option and leave the program, she must immediately notify the program director in writing.
  - b. An incomplete grade will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.
2. The student may opt to remain in the program during her pregnancy, accepting full responsibility for her actions and relieving McLennan Community College, its faculty and clinical affiliates of any responsibility. The pregnant student will not be given special assignments or modifications based on her condition and will be expected to follow the established program policies and clinical criteria as they apply to all students.
  - a. The student will be issued a personal and fetal dosimeter that will be worn at the waistline during the gestational period. The fetal dosimeter is used to monitor fetal dose throughout pregnancy.
  - b. The student will be advised to wear a wrap-around lead apron

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during exposures to radiation.

The program director shall document the student's decision in regard to the two options described above. The student is required to complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be kept in the student's personal file.

## 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 during the Spring semester for clinical rotations, including, but not limited to, the following towns: Gatesville, Clifton, and Temple, TX.

### Immunizations

All immunizations must be current and uploaded into the Complio compliance tracking system prior to attending clinical rotations, and compliance must be maintained throughout the program. <https://www.mclennan.edu/health-professions/index.html>

### Health Insurance

All students will be required to provide proof of health insurance. Students who fail to provide proof of insurance will be removed from the program.

### CPR

Current CPR is required before the student can enter the clinical site and must be uploaded to Complio, the clinical compliance tracking system. CPR certification must remain current throughout the program. CPR must be BLS from the American Heart Association.

### Clinical Attire

Proper clinical attire is required, which consists of a clean and wrinkle-free lab coat with the MCC-ST program patch, the program-designated scrub suit with patch, the student ID name tag, clean socks, appropriate clinical shoes, and a hospital badge (if applicable).

### Eye Protection

Students are encouraged to provide their own eye protection during the clinical setting. Some eye protection is provided by the hospitals, but it cannot be taken out of the OR department. Properly 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 are 30 minutes long and will be held in the cafeteria or a designated break area approved by facility management. Students are **NOT** allowed in the Doctor's dressing area, lounge, or break room at any time.

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### Attendance for Clinical Courses

Just as in the workplace, it is professional courtesy to notify your supervisor if you will be tardy or absent. In the SRTG program, your clinical instructor is your supervisor and must be notified about these instances. 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, clinical coordinator, or program director if the student knows they will be late or cannot appear. Texting is **not** an acceptable way to notify the clinical instructor. **If you text or email an instructor instead of calling, this will be viewed as a no-call, no-show.** Students are expected to report their absence as soon as possible and at least 30 minutes before the scheduled clinical time. Students are required to call their clinical instructor for that day; however, if you are unable to contact that instructor, please call the clinical coordinator's office at 254-299-8301 and leave a message.

Students are required to report to clinical at the designated time. Students will be marked tardy at 15 minutes past the assigned clinical time, absent at 30 minutes past the assigned clinical time, and as a "No call, no show" 1 hour after the assigned clinical time.

**Example:** Assigned clinical time is typically 6:30 am.

- After 6:45 am, the student will be marked tardy.
- After 7:00 am, the student will be marked absent
- After 7:30, the student will be marked as a "No call, no show".

Students are required to notify the clinical instructor **by phone** if they know they will be tardy.

Students who request to leave the clinical site early for personal reasons will receive an incomplete for that day. Instructors will relieve the student from the operating room when it is safe for the patient.

"No call, no show" will result in a program written warning and a higher point deduction from the student's overall grade. A "No call, no show" incurs a 5-point deduction from the student's overall grade. Students will need to meet with the program director before being allowed to return to the clinical site.

Points will be deducted from the student's overall grade for excessive tardiness, incompletes, and absences. Attendance may be found in Brightspace.

The point deduction for absences is as follows:

- 1 day of absence = **0-point** deduction from overall clinical grade
- 2 days of absence = **2-point** deduction from overall clinical grade
- 3 days of absence = **4-point** deduction from overall clinical grade
- 4 days of absence = **6-point** deduction from overall clinical grade
- 5 days of absence = **8-point** deduction from overall clinical grade
- 6 days of absence = **10-point** deduction from overall clinical grade
- 7 days of absence = **12-point** deduction from overall clinical grade

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- As each absence increases by 1, the point deduction will increase by 2

The point deduction for tardiness and incompletes is as follows:

- 3 tardies = 1 absence
- 3 incompletes = 1 absence
- Any combination of tardiness and incompletes that equals 3 will result in 1 absence.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member (i.e., grandparent, parent, spouse, child, sibling – three clinical days maximum)
2. Subpoena to be present at a court case. (Jury Duty does not qualify – court-issued work notice required)
3. Activities outside of clinical that are directed by the program faculty (i.e., award ceremony, advisory committee meeting, and inclement weather)
4. Illnesses/Injuries will be reviewed on a case-by-case basis.

Clinical absences will follow the program's clinical attendance policy, which is typically more stringent than classroom requirements. Any student absent for more than 15% of the clinical class will be withdrawn from the course and may not continue in the program.

Students who are absent due to a medical condition are required to bring a doctor's release to be allowed back into the clinical setting – **NO EXCEPTIONS**

### Assignments for Clinical Courses

All students are expected to be prepared for their clinical experience by completing the required clinical assignments. Late assignments will result in a 10-point deduction per day and will not be accepted after one (1) week. Assignments on Brightspace will have specific days and times. The exception to accepting late assignments will be outlined in specific course syllabi.

### Clinical Journal

Each student is responsible for keeping a clinical journal for their clinical experience. The clinical journals consist of documentation of the student's clinical experience and will vary from semester to semester.

Each surgical case must be listed on a clinical signature sheet and signed by the clinical preceptor and student. Each daily log to track clinical cases for the clinical experience must be signed by the on-site clinical instructor. For students assigned to an off-site clinical where a clinical instructor from the program is not present the entire time, the student's and preceptor's signatures are required, and the clinical coordinator will verify the documentation. Failure to obtain signatures will result in rejection of the case in E\*Value and possible loss of clinical case count.

A template/outline will be provided to each student to ensure the clinical journal is consistent for grading purposes. Journals are to be submitted at the designated time via Brightspace. Failure to do so will result in a 10-point deduction per day and will



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not be taken after one week (no exceptions). *Please review the syllabus for the 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. If the case requirements are not met at the end of SRTG 2660, the student will receive an incomplete grade and will need to return the next semester to complete their case count. Students will have one semester to complete the case count.

### Clinical Site Arrival/Dismissal Process

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 by the clinical coordinator. Failure to follow proper protocol for clinical dismissal will result in a written warning and a 5-point deduction from your overall clinical grade.

#### Hospital:

- Students will meet the Clinical Instructor at the designated area.
- Assignments will be made by the clinical instructor
- Students must be dismissed by the clinical instructor

#### 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.
- Students will share their location via Google Maps.
- Students will contact Mrs. Howard, Clinical Coordinator, before leaving the clinical off-site.

### Confidentiality

Patient confidentiality is **strictly** monitored by the hospital and faculty members. Patient's 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 taken out of the clinical site must not contain any patient identification. ***There are no exceptions to this!!*** Failure to comply with the confidentiality requirement will result in dismissal from the program.

### Removal or Refusal of a Student at 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 must honor the clinical site's wishes. If this occurs,

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the student will be informed of this decision, and other suitable arrangements will be made **if possible**. This does not guarantee that an alternative clinical site will be available to the student, which may result in removal from the program. Additionally, Students may be removed from the clinical setting if the program faculty feels it is not a positive learning environment. All instances will be reviewed on a case-by-case basis.

### Plan for Success/Remediation

If the student passes the first semester and the lab practicum but is not progressing adequately in the clinical setting, the student will be counseled, reevaluated, and given a Plan for Success. Status 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 contamination, this is a concern for patient safety. Once the student enters the Plan for Success, they are not allowed to perform any high-risk maneuvers that could lead to contamination.

### Professionalism and Ethics

*Professionalism* is defined as the skill, good judgment, and polite behavior expected of a person 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 Technologists, the American Hospital Association, and all clinical affiliates. On clinical days, cell phones may be used only during breaks or at lunch. Being a responsible surgical technologist requires honesty and responsibility for one's actions. Students found to be in violation of this policy will be withdrawn from the clinical facility pending further investigation. This may lead to removal from the program.

See Professional Behavior Policy <https://www.mclennan.edu/health-professions/index.html>

### Social Media

At no time is it acceptable to post information about patients or clinical activities on any social media platform, including Facebook, Twitter, or TikTok. Information of this type constitutes a HIPAA violation and can result in dismissal from the program, as well as potential fines and/or jail time.

Employers have been known to search for a potential employee's 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.

### Additional Clinical Opportunities

There may be extra clinical opportunities that arise throughout the year. Students will be asked to sign up for specific clinical days, which will count toward their documented clinical experiences.



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### Evaluation of Student Clinical Performance

The program uses several clinical evaluation tools to monitor and assess the student's progress. The Clinical Performance Assessment (CPA) form is one such tool. During the clinical rotations, clinical performance will be formally evaluated by program faculty on a regular basis. These evaluations show how you are progressing toward the required skills and competencies in the curriculum.

The MCC SRGT Program is responsible for making sure these evaluations are completed. Evaluations are retained for at least 5 years and stored electronically in the E\*Value system.

### How often and how evaluations happen:

Students will be evaluated bi-weekly throughout the clinical experience. Evaluations must occur frequently enough to provide the students and the faculty with clear, timely feedback on the student's progress toward the required competencies.

Each formal clinical evaluation must be **synchronous**, meaning the student and the program faculty member meet in real time (in person) to review the student's performance. This real-time meeting is required to discuss strengths, areas for improvement, and next steps.

The students' evaluation will include, but is not limited to, the following criteria:

- Define skills that the students are expected to master during each semester.
- The name of the procedure
- The student role during the procedure
- Provide a current summary of the individual student's strengths and weaknesses, allowing for identification of areas needing remediation.
- Allows the student the opportunity for self-evaluation and to correlate the self-evaluation with the evaluations of the clinical instructors.
- Provides assessment in the cognitive (thought process), psychomotor (physical manipulation), and affective (attitude and emotional) domains.
- Signature from both the student and program faculty and/or program director

The evaluation will show that faculty have shared the student's clinical progress with the student in relation to the program's established clinical competencies. It will be documented that the student received direct feedback about how they are meeting (or not yet meeting) the required skills.

The Clinical Coordinator will meet with all students each semester to assess their performance in meeting the program requirements. Each student has access to their evaluations in E\*Value. It is the student's responsibility to read and sign the evaluation form. If any part of the evaluation form is unclear, the student should seek clarification from the Clinical Instructor. The clinical evaluation forms will be reviewed by the students and the Clinical Coordinator at the midterm and the end of the semester's clinical

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experience. The Clinical Coordinator will schedule conference appointments. This conference is provided to aid the student in successfully completing the program requirements.

### Role of clinical preceptors at the hospital (Employees of the clinical site)

Clinical preceptors at the clinical site may complete evaluations or feedback forms that help inform program faculty about your progress. However, preceptor evaluations are **not** a substitute for formal clinical evaluations conducted by program faculty. Only program faculty evaluations count as your official clinical evaluations for accreditation purposes.

### Clinical Case Requirements

The following is taken directly from the Association of Surgical Technology Core Curriculum, 7th 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.
- All clinical case experiences should be recorded in the clinical case log, even if the cases do not count toward completion of the clinical case requirement (e.g.: observation cases).
- Student clinical case logs should indicate the number and type of cases completed, the role of the student in each case, as defined in the CCST7e, and the ability to verify each case (student and faculty signatures and dates).
- The students will have a Clinical Breakout Session during the last week of each clinical rotation (Fall and Spring). At this time, all case verification will take place.

\*\* Scrubbed clinical cases are good for 1 year and will be documented in E\*value by the student weekly, then verified by the Clinical Coordinator.

\*\* Students are required to enter their clinical cases into the E\*Value database. E\*Value is a Healthcare Education Management online system that provides the program with oversight of the students' clinical case count. The student will log all cases from their clinical rotation to include observation, first scrub, and second scrub cases in E\*Value by the assigned due date – see course syllabus.

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### First Scrub Role

The student technologist shall perform the following duties during any given surgical procedure with proficiency. The following list identifies the items that must be completed 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.

### 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.

### 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 documented on the case log.

### Clinical Rotations

Surgical rotation is a requirement for graduation from the McLennan Community College Surgical Technology Program. The Fall semester will consist of lab-based skill development before the clinical practical exam. 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 identifying necessary supplies and instruments, participating in patient care, and assisting with case management. In the Spring semester, the clinical rotation will allow the student to be involved in more complex cases and will require a higher level of skill.

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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.
- Travel and parking time must be considered when arriving at the clinical site on time.

Ascension Providence Hospital  
6901 Medical Parkway  
Waco, Texas 76712  
254-751-4000

Baylor, Scott & White Hillcrest  
100 Hillcrest Medical Blvd.  
Waco, Texas 76712  
254-202-2000

McLane's Children's –Scott &White  
1901 SW HK Dodgen Loop  
Temple, TX 76502  
254-724-5437

Goodall Witcher  
101 S. Avenue T  
Clifton, TX 76634  
254-675-8322

Coryell Memorial Hospital  
1507 West Main Street  
Gatesville, TX 76528  
254-865-8251

Baylor Scott& White Temple  
2401 South 31<sup>st</sup> street  
Temple, TX 76508  
254-724-2111

## Manipulating Tissue

Under no circumstances are students allowed to sew, drill, cut, clamp, use a mallet to tap with an osteotome, or cauterize tissue during their clinical rotation. To do so would be considered an assault on the patient. Students are not allowed to take orders from the physician or practitioner or to administer any medications. To do so would be considered practicing medicine without a license and would be subject to legal action. Students are not allowed to assist the surgeon by manipulating any tissue or joint of an extremity.

## Medication and Specimen Handling

Due to legal issues, students are to be assisted by an employee when handling medications and specimens 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.

## Counting

Due to legal 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 surgical counts is essential 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 instances of

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incorrect counts are considered high risk in the operating room and will result in a program-written warning and possible dismissal from the program.

#### 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 is correct and signed
  - Necessary implants and or equipment in the room
  - Correct Surgeon
- \*Note:** The Surgical Time Out should include, but is not limited to, the above information. Facilities may vary in the information they require.

#### Patient Care

Students are required to meet the workforce standard for providing care to all patients assigned to their care by a clinical instructor. Students **CANNOT** refuse to provide care to a patient unless the patient is a personal friend or relative. When assigned to a clinical affiliate, the student is considered a guest at that facility and may be asked to leave; they may also be dismissed from the program. Students are to treat every patient with dignity, respect, and quality care, and to abide by the clinical sites' and MCC-ST's policies and procedures, as well as the Patient's Bill of Rights.

#### Immunizations

Studies have shown that health care providers are at a higher risk in the surgical setting of contracting Hepatitis B than contracting HIV. Health care providers are also at risk of contracting other contagious diseases. Therefore, the student must show proof of the following:

- Flu vaccine (during the flu season October 1 – March 31)
- TB test – IGRA Serum Blood test (T-Spot or QuantiFEROM). If the student has a positive TB test, they must show proof of a negative chest x-ray within 90 days of the clinical start date.
- Current TDaP
- Current MMR (series of 2 shots – childhood vaccine or titer)
- Current Varicella (childhood 2 shots or titer)
- Hepatitis B series (series of 3 shots, 2 shots series, or titer)
- <https://www.mclennan.edu/health-professions/index.html>

#### Background Check and Drug Screen

Successful completion of a criminal background check is required for admission and continuation in all Health Professions programs at McLennan. Specific criminal histories will disqualify an individual from admission, while others may delay enrollment. Prospective and current students are encouraged to see the program director for any concerns regarding the background check process or a previous life

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issue.

- 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 are turned in to the program director and meet all the McLennan Community College criteria for acceptance into a clinical setting. If the student's criminal history status changes after admission, it is the student's responsibility to notify faculty immediately, and the change will be reviewed on a case-by-case basis.
- Background checks will be done through Castle Branch. Details will be sent only to students who 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 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> 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 a 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, the student will be withdrawn from the program entry process.
- Final acceptance into the program will be based on these results.
- <https://www.mclennan.edu/health-professions/index.html>

### 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

### Arrests

Each student must report to the Program Director and the Dean of Health Professions within three business days of any arrests and/or criminal charges or convictions filed after the completion of the criminal background check. Failure to report will result in administrative withdrawal from the program.

### Inclement Weather Days

A decision regarding campus closure or delayed start is a complex process that involves conversations with campus administrators and police, administrators at other institutions, and weather experts at local and state agencies. The decision is based upon actual weather conditions and forecasts. Our concern is always your safety.



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Students are required to attend class or clinical classes unless the college has canceled classes due to inclement weather. You will be expected to watch local news stations, visit the MCC website, and check Brightspace. Students are also encouraged to sign up for the college's RAVE Alert system. Every effort must be made to attend clinical. Students will also be notified by faculty as soon as possible if clinical is canceled or if there are changes in the clinical schedule.

### Dress Code

The MCC-ST student will wear the Caribbean blue scrubs with the MCC-ST insignia on it and a white cover-up (lab coat) 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. A cotton short-sleeve t-shirt 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. Failure to comply with this request will result in a written warning.
- Eyelashes should be natural without extensions of any kind. Failure to comply with this request will result in a written warning.
- 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. Failure to comply with this request will result in a program write-up.
- Beards and mustaches are permitted, as long as they are neatly trimmed. All beards and mustaches must be covered while in the clinical sites using appropriate PPE. Failure to comply with this request will result in a written warning.
- Eye protection is required for all students. Clinical sites do provide masks with attached face shields, which is acceptable to the student. Failure to comply with this request will result in a verbal warning.
- A maximum of 1 set of earrings is allowed. Earrings are to be stud-type only and should not "dangle". No necklaces or bracelets are to be worn in the operating room. Jewelry is not to be worn on the nose, eyebrow, tongue, or other non-traditional locations. Body piercings and tattoos must be concealed at all times. Failure to comply with this request will result in a written warning.
- 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 outside the hospital. Failure to comply with this request will result in a written warning.
- Students should not wear their program scrubs in public. The scrubs are considered a uniform and not recreational attire. Failure to comply with this request will result in a written warning.
- 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. Failure to comply with this request will result in a verbal warning.

### Student Program Status Evaluation

The following circumstances will result in a verbal or written warning, placement of

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the student on probationary or withdrawal status during the program:

- Failure to maintain attendance during the program in the classroom and clinical settings.
- Failure to be prepared for the classroom or clinical setting.
- Failure to provide proper documentation of immunizations, drug screens, or background checks.
- Failure of the drug screen and background check
- 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 either the classroom, lab, 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 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\*\***

The faculty is committed to supporting student success in the program. To afford students due process and an opportunity for remediation, Surgical Technology students who are not meeting course objectives in class, clinical/practicum, or lab will be apprised of their performance status using the following recommended steps. The progression of these steps is not required. A student's academic or disciplinary misconduct or performance can be addressed, beginning with probation or, if warranted, dismissal. 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

### Program Disciplinary Process

#### **STEP 1: WARNING**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student on the criteria for successful course



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completion and makes recommendations for improvement. *At the instructor's discretion and depending on the situation, this step may be bypassed and a conference initiated.* If the situation warrants probation or dismissal, the instructor will consult with the Program Director to determine the appropriate disciplinary measure.

**STEP 2: CONFERENCE**

A meeting will occur between the student and the program faculty to review the performance deficit(s). The student will receive a written Conference Report identifying specific course/program objectives that are not being met. If applicable, to address relevant performance deficits, the student may be issued a remediation plan/Plan for Success that includes deadlines for completion steps to assist the student in correcting the deficit, enabling the student to remain in the program, and enhancing the opportunity for success. If at any time the student does not comply with any or all of the remediation or correction terms outlined in the conference report, the student may be placed on probation or dismissed from the program

**STEP 3: PROBATION**

A student may be placed on probation for any violation of the policies, standards, or provisions outlined in this handbook or the College's Code of Conduct. Probation is a specified period during which the student must improve or will be dismissed from the program. Once a student is placed on probation, they will meet with the Clinical Coordinator and the Program Director. The student and faculty will review and sign a Surgical Technology Probation Report that explicitly states expectations to be followed during the probationary period and the consequences for noncompliance or unsatisfactory completion of these expectations.

**STEP 4: DISMISSAL FROM THE PROGRAM**

If at any time during the probation period the student fails to meet any condition of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student may be dismissed from the program. A student can be placed on probation only once while in a Surgical Technology program. If a student engages in behavior or conduct that would result in probation a second time, the student will be dismissed from the program. If the student is dismissed from the program, the notice of dismissal should state whether they are eligible to reapply for readmission. The notice must also inform the student of the appeals process available to them.

**Student Employment**

The program director and faculty of the program neither endorse nor discourage 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 employment will not supersede the student's scope of practice while acting in the student role.

- The student will not be found on the clinical site after their assigned clinical

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time in the MCC Surgical Technology program scrubs.

- At no time is the student allowed to act in the student role 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 probation.
- At no time will paid hours be allowed as clinical hours.
- Hospital-owned scrubs will not be worn outside the hospital setting.

Whether employed by a clinical site or not, students will be required to sign an acknowledgment 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 and possible removal from the program. All students should feel free to discuss incidents or circumstances that occur at the clinical site in the classroom without fear of repercussions or retaliation. These discussions will be conducted in a constructive, learning environment and are in no way intended to be derogatory or demeaning toward specific individuals or the clinical site.

If a student is hired by a clinical affiliate at any time during the program, the student may 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 will be counted against them. If a student needs to attend an interview for a CST position, the student will be allowed to receive proper notification without deduction.

## SECTION 5

### MCLENNAN COMMUNITY COLLEGE POLICIES

#### Grievance Policy for Surgical Technology Program

While in the program, if a student has an issue with a faculty member, another student, or program policy, the student is encouraged to bring it to light. A major component of the program is developing professional behavior and communication skills, including the professional and ethical handling of grievance procedures.

The first step in the process is to address the issue directly with the individual faculty member (or, if it is a student-student issue, with the student) and see if a resolution can be reached.

To initiate the grievance process with a faculty member:

- The issue must be written up in a concise but thorough manner and include possible solutions or resolutions to the issue.
- The written grievance must be presented to the faculty within a 1- week (7 calendar days) timeframe of the occurrence that initiated the issue.
- The faculty will then schedule a meeting within a 2-week timeframe (14 calendar days - extended time frame to allow for schedule conflicts due to class times and administrative obligations) from the date the written grievance is presented to the faculty member, to discuss with the student the grievance and attempt to find a resolution.

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If the student does not feel that the issue is satisfactorily resolved after meeting with the faculty member, the next step is:

- The student to contact the Surgical Technology Program Director (PD) and present the director with the written grievance and subsequent actions taken to find a solution or resolution.
- The written grievance must be presented to the PD within a 1- week (7 calendar days) timeframe of meeting with the faculty member.
- The Program Director will then review the grievance and schedule a meeting to occur within a 2-week time-frame from the time the PD receives the grievance notification (14 calendar days - extended time frame to allow for schedule conflicts due to class times and administrative obligations) with the student to discuss potential solutions or resolution.

If the matter cannot be resolved at the Program Director level, the student may contact the Dean of Health Professions within a 1-week time frame (7 calendar days) from the date of the meeting with the PD, with the original written grievance as well as written documentation of the subsequent steps and results of the grievance process undertaken up to that point.

If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure at McLennan Community College. The Formal MCC Student Grievance Procedure is outlined in the Highlander Guide: MCC Student Handbook.

### 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 and will guide academic and disciplinary decisions for each program. Policies will vary from program to program due to each program's nature. The following process outlines the guidelines for a student's right to 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 with 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.

### 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

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occur, the student will be removed from the classroom, and the incident will be reported through Insight Early Alert for conduct review. Repeated incidents of unprofessional or disrespectful behavior in the classroom or clinical setting are grounds for dismissal from the program.

Cheating, plagiarism, or other forms of academic dishonesty are taken very seriously. Students found cheating in the program will be required to attend a conference with the instructor, and will receive a grade of zero for the assignment in question. Lapses in academic integrity will be reported to Student Discipline. Repeated incidents of academic dishonesty in the course are grounds for failure of the course and dismissal from the program.

Each student's responsibilities and college expectations may be found here: [Academic Integrity](#)

### Non-discrimination Policy

McLennan Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following has been designated to handle inquiries regarding the nondiscrimination policies: Accommodations and Title IX, 1400 College Drive, 254-299-8645, [titleix@mclennan.edu](mailto:titleix@mclennan.edu). A lack of English language skills will not be a barrier to admission to and participation in career and technical education programs.

### Disabilities/ ADA Statement

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)  
254-299-8122  
Room 319, Student Services Center

### Title IX

We care about your safety and value an environment where students and instructors can teach and learn together successfully. If you or someone you know experiences unwelcome behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to contact the Title IX Coordinator immediately at [titleix@mclennan.edu](mailto:titleix@mclennan.edu). Individuals may also contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if

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you or someone you know is a victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

## MCC Attendance Policy

Regular and punctual attendance is expected of all students. 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 determining course grades. For in-person, online, and hybrid courses, attendance will be defined in terms of participation, as outlined in the course syllabus. **Absence from 15 percent of scheduled lectures 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. The clinical courses will follow the point deduction listed in the clinical attendance policy.

Each absence will be counted toward the 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 with documentation. Additionally, the instructor has the prerogative of determining whether a student may make up work missed due to absences for reasons other than illness. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

## 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. A 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 that may interfere with patient care.

## 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.

A vaccine exemption granted at the college level may not transfer to the facility for

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employment post-graduation.

### General Services Available at MCC

As a Highlander and a Surgical Technology student, you have access to a wide variety of resources to help you find success. Click here to explore: [Student Resources](#)

### Subject to Change

The policies, regulations, procedures, and fees associated with this program are subject to change, as necessary, to keep College and program policies in compliance with State and Federal laws and/or rules of 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 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.

All forms mentioned in the Program Handbook may be obtained from the program faculty.

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**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 the learning management system 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, for whom 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 with 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



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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 74.5 or higher in each course; passing the lab practical with an 80% or better; passing the exit exam with a 75%.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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