

Revised July 2024

# Surgical Technology Program



STUDENT HANDBOOK

**UtahState**University®  
HEALTH PROFESSIONS

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## Accreditation

Utah State University Eastern and Utah State University Blanding Surgical Technology Programs are programmatically accredited by The Accrediting Bureau of Health Education Schools (ABHES). ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provision of Chapter 33, Title 38 of the U.S. Code and subsequent legislation. ABHES provides Utah State University Eastern and Utah State University Blanding programmatic accreditation for the delivery of an Associate of Applied Science level degree.

### Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd. Suite 730

North Bethesda Maryland 20852

(301) 291-7550

[www.abhes.org](http://www.abhes.org)



## **WELCOME**

Welcome to the Utah State University's Surgical Technology (ST) Program. This is an exciting, challenging, and rewarding career.

The ST Program is designed to prepare you for employment as an entry-level surgical technologist. The surgical technologist is an operating room specialist and basic member of the surgical team, who performs specific duties during the entire perioperative surgical period. Surgical technologists must be knowledgeable in preparing the operating room, establishing and maintaining the sterile field, aseptic technique, setting up surgical equipment, supplies and solutions. During surgery the ST passes instruments, fluids, medications, and supplies to the surgeon as well as anticipating the needs of the surgeon for any given surgical procedure.

It is the responsibility of each ST student to review the handbook independently and to refer to it as needed during his/her enrollment. This handbook is designed to provide general information that is appropriate to the ST program.

This ST handbook supplements the policies and procedures adopted by the USU Board of Trustees. In the event of any conflict between a Board of Trustees' policy and any policy or provision of this Handbook, the Board of Trustees' policies shall be construed as setting forth the minimum expectations, rules or procedures applicable. In other words, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the ST Program than are generally applicable to other students. In the event a student has a question or concern regarding inconsistencies in these policies, they should direct them to the program's director. The Program Director may confer with the Department Chair, Division Chair, Vice Chancellor or Chancellor and other administrative officials to resolve any such issue or conflict.

All statements in the ST Student Handbook are announcements of the present Surgery Technology program's policies and are subject to change at any time. While every effort will be made to give advance notice of any change in the Surgery Technology program's policies, such notice is not guaranteed nor required.

If there are questions concerning information in this handbook, the Program Director should be consulted.

Sincerely,

John Redfield BA, CST  
ST Program Director  
USU Health Professions

## Surgery Technology Program Faculty and Staff

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### *The USU ST Program utilizes the following Clinical Affiliates:*

- Blue Mountain Hospital – Blanding, UT
- Castleview Hospital – Price, UT
- Moab Regional Hospital – Moab, UT
- San Juan Hospital – Monticello, UT
- Southwest Memorial Hospital – Cortez, CO
- Mercy Medical Center – Durango, CO
- Intermountain Healthcare: Utah Valley Regional Medical Center – Provo, UT

### *National Board of Surgical Technology and Surgical Assisting:*

<https://www.nbsta.org/about-us> (for latest information and updates)

### *Association of Surgical Technologists:*

[https://www.ast.org/AboutUs/About\\_AST/](https://www.ast.org/AboutUs/About_AST/) (for latest information and updates)

# UtahStateUniversity®

## HEALTH PROFESSIONS

### MISSION STATEMENT

*"With efficiency, innovation, diversity and excellence, Utah State University Health Professions prepare competent and compassionate health professionals which will sustain not only our region, but the State of Utah and the global community."*

### Surgical Technology Program Goals and Outcomes

#### Program Goals

Upon completion of the ST Program, the student will meet the requirements for an Associate of Applied Science Degree in ST and shall, at the entry-level (or Advanced-Beginner), be able to:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to the roles and responsibilities of a surgical technologist.
- Identify commonly-used equipment, supplies, and medications used in the perioperative setting.
- Apply the principles of asepsis to any perioperative event.
- Perform competently and safely the skills of an entry-level surgical technologist.
- Apply the knowledge and skills of a surgical technologist to address the psychosocial needs of the surgical patient.
- Use legal, moral, and ethical principles to evaluate the care of a surgical patient.
- Demonstrate the professional attributes of a surgical technologist.
- Pass the national certification examination of the Association of Surgical Technologist.

#### Program Outcomes

Utah State University's ST Program uses the following criteria as outcome measures of the effectiveness of the program:

- 70% of those entering the ST program will graduate from the program.
- 70% of graduates will find positive placement in employment as a Surgical Technologist or in a related field.
- 100% of all graduates will sit for the CST Certification Examination.
- 70% of all graduates will become credentialed as a Certified Surgical Technologist (CST).
- 70% of graduate survey responders will satisfactorily rate the overall quality of the program and faculty based on a Likert Scale score of 3 or above.
- 70% of employers, when asked "Overall, is this graduate a well-prepared employee?", will rate the graduate students satisfactorily based on a Likert Scale score of 3 or above.
- 70% of graduate students, will satisfactorily rate (based on a Likert Scale score of 3 or above) that the program prepared them to qualify for an entry-level surgical technologist position; indicating that they felt prepared

**Application Packet deadline: 1<sup>st</sup> Friday of August for Fall Cohort.**

The ST Application must be submitted by **the first Friday of August for the Fall Cohort**. Cohorts start annually each Fall semester. Students must have prerequisite courses completed by this time with a **minimum overall GPA of 3.0 or higher to be admitted and maintain a 3.0 GPA throughout the program.**

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>Credit Hours</b>
<b>PREREQUISITES:</b>		
HEAL 1500*	Anatomy & Physiology	3
HEAL 1008*	Medical Terminology	2
MATH 1050*	College Algebra	4 OR
STATS 1080	Foundations of Data Science	3 OR
STATS 1045	Intro to Statistics with elements of Algebra	5
ENGL 1010*	Introduction to Writing	3
		<b>TOTAL: 11-13</b>

\*Courses can be taken in high school for concurrent enrollment

**SEMESTER ONE**

BIOL 2060	Microbiology	4
SURG 1030	ST I Didactic	6
SURG 1035	ST I Laboratory	4
SURG 1600	ST Clinical Competencies I	2
		<b>TOTAL: 16</b>

**SEMESTER TWO**

SURG 1040	ST II Didactic	6
SURG 1045	ST II Laboratory II	2
SURG 1700	ST Clinical Competencies II	4
		<b>TOTAL: 12</b>

**SEMESTER THREE**

SURG 1050	ST III Didactic	6
SURG 1055	ST III Laboratory	2
SURG 1800	ST Clinical Competencies III	4
		<b>TOTAL: 14</b>

**SEMESTER FOUR**

SURG 1060	ST IV Didactic	6
SURG 1065	ST IV Laboratory	2
SURG 1900	ST Clinical Competencies IV	4
		<b>TOTAL: 14</b>

Total minimum credit hours (including pre-reqs.) required for Surgical Technology Associate of Applied Science Degree: 67 Semester Hours. There is a requirement of 120 surgical cases that must be completed as outlined by AST Core Curriculum, 6<sup>th</sup> Edition (AST Core Curriculum 7<sup>th</sup> Edition may be available in Fall Semester, 2024).

## **Surgical Technology Program Information**

### **Program Delivery Method**

The ST Program is offered as a blended delivery method (distance education and face-to-face). Students may choose to sit in the classroom or receive the same education at their distance site via the distance education technology. However, all students must attend labs on the delivering campus. There are no extra fees or extra tuition required for distance students.

The lists of classroom facilitators for your campus are provided in your course syllabus. Should you have any technical issues or questions regarding the distance education delivery system, you may contact one of the facilitators that are onsite in your distance education building. There is always a facilitator on-site when you are attending a course in distance education.

### **Computer Compatibility**

Students will need to check with the ST Program to make sure that their personal computers/devices are compatible with the operating system requirements.

### **Tutoring Services**

Student Services offers tutoring for all subjects. For ST specifically, the students can sign up for appointments with the ST instructor for one-on-one tutoring.

### **Clinical Orientation**

Prior to initiating any clinical or externship experience, students are required to attend an orientation with the appropriate sites that they will be attending for their surgical experience. At times, this may require students completing experience at more than one hospital to attend orientations for each hospital that they will be working under.

### **Clinical Experience: Surgical Clinicals and Externships**

ST students will train in various surgical settings. After students demonstrate proficiency of assigned skills in surgical lab, students may begin practicing skills in the clinical setting under the direct supervision of an experienced surgical technologist or registered nurse. These clinical rotations are an important part of the program. Students must commit to attending all surgical rotations for which they have been scheduled. Students are responsible for travel costs and must have a reliable source of transportation to their clinical rotations.

### **Uniforms**

Applicants are given information and requirements regarding uniforms prior to the beginning of each Cohort.

### **Liability Insurance**

Liability insurance is provided to the ST student through Utah State University.

## **Academic Progression**

- **Sequence of Courses**

Students may not take ST courses out of sequence, and must comply with all departmental policies. All students who successfully complete the required courses and surgical cases will be eligible to graduate with an Associates of Applied Sciences degree in Surgical Technology.

General education courses may be taken prior to enrollment in the ST courses. In order to progress to the next semester's course, the student must successfully complete:

- (1) Each Surgery Technician course with a final grade of B or better
- (2) All of the psychomotor and affective competencies with a B or better
- (3) each general education course with a final letter grade of "B" or better, and
- (4) must maintain a minimum cumulative grade of "B" each semester.

- **Non-Progressions**

### **Withdrawal**

If a student, for any reason, desires to withdraw from the program, he/she is required to follow the procedure outlined below in order to maintain a complete academic record:

1. Confer with both his/her faculty advisor and course instructor;
2. Write a letter of resignation to the Program Director stating the reason(s) for withdrawal;
3. Complete the necessary withdrawal forms available in Enrollment Management
4. Confer with Director of Financial Aid, if applicable, in his/her case.
5. Any student who exits the ST program for any reason should complete an exit interview with the ST Program Director.

## **Circumstances that may adversely impact completion of the ST Program**

This is a list of circumstances that may adversely impact the student's ability to successfully complete the program or gain employment in the ST field. Please see below:

- **Dismissal**

The ST faculty reserves the right to recommend the dismissal of a student from the ST Program. The ST Program Director has the right, authority, and responsibility to decide on such a recommendation.

**Causes for Dismissal:** The following reasons, though not intended to be all-inclusive, constitute due-cause for a student to be dismissed from the ST Program:

1. Failure to meet the academic standards as set forth in the University Catalog and the ST Student Handbook.
2. Health problems: A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems, which result in excessive absences or non-completion of practicum competencies, may be grounds for dismissal from the program. It is the philosophy of the Surgery Technician faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.
3. Excessive absences or habitual tardiness as defined in the attendance policy found in this handbook.
4. Student performance behavior in the clinical setting that (1) indicates difficulty in making appropriate judgments in the clinical setting or (2) conflicts with patient safety essential to safe ST practice leading to unsatisfactory clinical performance and failure. Such behavior is defined as a failure to assess or act appropriately on information that another or a majority of students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of instructor's time in the practicum setting because of poor judgment, poor decision-making skills, or safety violations will be subject to dismissal from the program.

5. Falsification of information in any form – verbal or written: Any student who submits false, incorrect, and/or incomplete information as part of the ST Program Admission Process or while enrolled in the program may be dismissed from the program.
6. **\*Cheating:** It is expected that all ST students will be honest in their dealing with fellow students, faculty and staff at USU, as well as with staff members and patients at all clinical facilities. Students are expected to report any observed instances of dishonesty to the instructor in charge. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will investigate the matter fully according to USU policy. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Director who will meet with all parties involved.
7. **Plagiarism is the use of someone else’s words, writings, thoughts, or ideas without giving proper credit.** Taking a section of a book, Internet, or magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The instructor who detects plagiarism will review with the student the circumstances that constitute plagiarism. The student will be required to re-submit the work to receive credit and the student’s grade will be adjusted accordingly. A second instance of plagiarism during any period of the ST program will be considered cheating and treated as such. Refer to the University Catalog on Plagiarism.
8. **Infraction of health agency policies while on affiliation in that agency.** Each student is entitled to review a copy of the Contractual Agreement between USU and the practicum agency as well as the policy regulations of the affiliating practicum agency at the start of the course. It is the student’s responsibility to understand and follow the policies.
9. **Violation of the patient’s right to confidentiality.** The ST student is legally (privileged health information and HIPAA regulations) and ethically obligated to maintain confidentiality regarding any information concerning a patient’s illness or treatment that is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient’s permission. It is appropriate to discuss patient condition/surgical care in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting.
10. **Negligent acts resulting in harm to patient.**
11. **Drug/Alcohol Use:**
  - a. The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden at campus sponsored functions, at clinical laboratory experiences or any time while in the USU Surgery Technician Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action including immediate dismissal from the Program with a grade of “E/F” and removal from all Program courses.
  - b. Any student who diverts any controlled substance from a practicum facility will be dismissed from the Surgery Technician program.
  - c. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. ST faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for dismissal from the program. A positive test indicating use of controlled substances, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the program. The student will be responsible for the cost of testing.

## **12. Felonies**

## **13. Moving out of service area**

**\*If the Program Director concurs that cheating has occurred, the student will be dismissed from the program and will receive a grade of “F” for the course grade. Refer to the University Catalog on Academic Integrity.**

### **The Dismissal Process**

Any student who is recommended for dismissal from the USU ST Program will have a conference with the instructor to discuss the reason(s) for the dismissal. Then the student, the instructor, and the Program Director will discuss the reasons(s) for the dismissal and the appropriate actions will be taken according to the infractions. The student will receive a letter stating the reason(s) for dismissal.

### **Appeals Process**

The Grade Appeal policy set forth in the USU Catalog shall apply to all students in the ST program. Students dismissed from the program related to items 1, 2, 3, and 4 shall have the right to appeal his/her grade and dismissal from the program as provided in the Grade Appeal procedure set forth in the USU Policy on Grading, Grade reporting, and Grade Appeal.

The student disciplinary procedure set forth in the USU Catalog shall apply to all students in the ST program. Students dismissed from the program related to items 5,6,7,8,9,10, and 11 shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the USU Policy on Student Code of Conduct.

## **Student Activities/Responsibilities**

### **Student Responsibilities**

ST students are subject to the same student responsibilities, regulations, and conduct as stated in the USU catalog.

### **ST Student’s Professional Behavior: General Guidelines**

The following guidelines for professional behavior are required of ST students. Failure to follow these guidelines may result in an unsatisfactory grade in classroom, lab, and/or clinical evaluation and consequently in dismissal from the ST program.

Each ST student must comply with:

- Policies of the clinical facility as stated in current Policies and Procedures Manual;
- Patient’s Bill of Rights;
- ABHES Standards of Practice
- ABHES Code of Ethics

The Code of Ethics of the Association of Surgical Technologists shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of surgical technology.

### **Program Professional Behavior Expectations**

- Report patient situations accurately, regardless of reflection upon self or others. If situation requires agency occurrence report or the equivalent, student will complete report according to the agency policy
- Ask for supervision and assistance when needed

- Interact professionally, courteously, and respectfully with faculty, peers, health team members, patients, and family members
- Address patients, family members, health team members, instructors and staff by Dr., Mr., Mrs., Ms. and Miss and the surname unless otherwise directed.
- Demonstrate self-confidence in administering patient care
- Utilize time efficiently and constructively
- Display initiative and self-motivation
- Perform self-evaluation regarding attainment of course objectives
- Complete all work on time
- Demonstrate punctuality for class, lab, and clinical
- Maintain a reliable means of communication, valid telephone and email address via the USU Banner and Canvas account.
- Be responsible for reliable transportation to and from the college, clinical site, and field trip assignments. Hospital sites can range from a few blocks to 80 miles away from your home depending on the availability. Requests for specific clinical placement will be taken into consideration; however, there is no guarantee this will be possible.
- Check their USU email account regularly Monday-Friday during each semester enrolled.
- Refrain from using social networking, text messaging or other electronic media for posting insulting, disparaging or inflammatory comments regarding USU, the ST program, any member of the USU campus community or affiliated clinical sites and their employees. Criticisms of or concerns regarding these issues should be expressed in a way in which they may be addressed, as opposed to in a manner which could disrupt the program or operations at practicum sites. Students are also prohibited disclosing confidential information through such media or in any other manner.
- Students should be constantly aware that they represent the health professions program and the University to the public when dressed in the USU program uniform/badge and that they will be viewed by the University, by other professionals, and by the public in general as representatives of USU. Therefore, students are charged with portraying a positive image of health science and wellness occupations and the University. The USU health professions program and the University reserve the right to dismiss any student whose on or off campus behavior violates any of USU's rules or policies governing expected conduct of students including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by USU policy; or any other conduct or behavior particularly while dressed in uniform or otherwise while representing USU that tends to portray the student, the program or USU in a negative fashion or otherwise tends to cause harm to the reputation of the program or USU.

#### **Classroom/Laboratory/Clinical Behaviors**

- Each ST student will demonstrate appropriate behavior in regard to faculty and fellow students in the classroom/laboratory/clinical setting.
- Students are expected to be on time and appropriately prepared for class/laboratory/clinical setting. Unexcused absenteeism and tardiness may result in removal from the program.
- Any information learned about a patient is considered confidential. There will be no discussion of clinical or classroom experiences in public places (elevators, stairs, hallways, etc.).
- Discussion should occur only in clinical conferences or in private conversations with instructor and/or fellow students. Students are not to make copies of any part of patients' records nor be in possession of copies of any part of patients' records. Violation of this confidentiality policy will

result in a grade of unsatisfactory in practicum, consequently an “E/F” in the Surgery Technician course, and dismissal from the Program.

- If a violation of confidentiality becomes evident after completion of a course, the student is subject to dismissal from the Program.
- A student who is responsible for an act of negligence or deviation from expected performance in the clinical area will complete an agency report per agency policy. At the discretion of the faculty member, the student will meet with the Instructor and the Program’s Director to discuss this area of concern and the student’s retention in the program. The ST faculty member is to submit a written descriptive memo regarding such an incident to the Program Director, Department Chair, and Division Chair and Vice Chancellor of Academic Affairs.
- When at all possible, a student will not be assigned to the same clinical site where he/she is or has been an employee and/or volunteer; however, this is not guaranteed and the student must attend assigned clinical site.
- Students shall not visit units in assigned or unassigned health care agencies in a visitor role while wearing the ST scrub suit.
- Students shall not make or receive any personal phone calls while on duty in a clinical facility unless it is an absolute emergency and the instructor has given permission. Use of cell phones or electronic devices (such as tape recorders, pagers, smartphones, etc.) is not allowed in the classroom during testing or test reviews or at the clinical site during business hours with the exception of lunchtime and/or breaks.
- Students should refrain from wearing perfume or heavily scented products, after shave, cologne, hair spray while in uniform and/or on duty in practicum facility.
- Outside visitors are not to visit with students during scheduled clinical experiences.
- Students are not to leave the facility unless the instructor has been notified and consent has been given.
- Students are expected to adhere to the University’s Drug-Free and Smoke-Free Environment Policies and Student Code of Conduct. No smoking, use of tobacco, use or purchase of alcohol, drug consumption, or other violations of the University Student Code of Conduct are allowed in University vans, campus buildings, campus parking lots, or in or on the grounds of clinical facilities or any time while in a USU health professions program uniform.
- Students may not buy, sell or consume alcoholic beverages or illicit drugs while in a USU Program uniform (including street clothes while in facilities) or lab coat. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in clinical, consequently an “E/F” in the course, and immediate dismissal from the Program and all program courses.
- Students may not smoke while in a USU Program uniform (including street clothes while in facilities) or lab coat. The smell of smoke on a student uniform will be considered unprofessional in the clinical setting and a “noxious odor”. The student will be removed from the clinical setting until they are able to return without the odor as determined by the clinical instructor. Any missed time will count under the attendance policy as absent clinical time for the course. Repeated violations of this policy may result in disciplinary action up to and including clinical failure and dismissal from the clinical site, and/or consequently dismissal from the program.
- Clinical days for students will be assigned each semester based on course requirements. Clinical days are Monday through Friday during typical dayshift hours for the facility/site. At no time during clinical rotation is the student allowed to be paid for clinical time, come in “on call” after hours, or be included in staffing productivity numbers.

### **Personal Appearance/Dress Code**

Students are expected to appear neat and professional at all times in class as well as at the clinical sites. Each clinical site could be a future site of employment or a source for a letter of reference. As representatives of the university and ST program, students are advised to dress accordingly.

- In the clinical site, the student shall wear hospital-provided scrubs according to the policy of the institution. A personal lock may be required to lock personal belongings in the clinical facilities' surgical locker room.
- The student must wear the USU ID badge on the scrub suit while on the hospital premises.
- Students should not wear hospital-provided scrubs outside of the clinical facility or site. The student should wear USU scrubs with ID to and from clinical sites.
- Contact lenses may be worn. For surgical procedures where, hazardous fumes may affect contact lenses, regular glasses must be worn.
- Protective eyewear must be worn while the student is scrubbed in addition to eyeglasses.
- Any scented lotions and strong perfumes should be avoided due to sensitivity and allergies of other patients and staff.
- The University Student Code of Conduct applies to students at all times they are in a USU uniform – whether on or off campus; and whether or not they are actively engaged in a USU sponsored event.
- Note: The student's dress code may vary only with permission of the Program Director.

### **While at the clinical site the student will:**

- Have his/her hair clean and pulled back away from the face and styled in such a manner that will prevent hair from falling forward. Beards, mustaches, and sideburns are to be neatly trimmed and groomed
- Walking shoes shall be worn in the OR. Clogs, sandals, and backless shoes are considered unsafe and should not be worn.
- No nail polish or artificial nails shall be worn.
- For the safety of the student, all jewelry and valuables are to be left at home. No jewelry is to be worn in the operating room (OR).
- No ear gauges are allowed.
- Have clean, short, manicured fingernails; artificial nails are prohibited.
- Wear photo identification badge issued by USU. ID badge must be worn conspicuously with picture facing out so that it may be easily read.
- Refrain from chewing gum.

### **Student Injury in Clinical Area**

Students will be assigned to an on-site preceptor for clinical rotations. Students MUST follow agency protocol for patient care and fire & safety regulations. Should a ST student sustain personal injury while participating in a clinical assignment, he/she should report immediately to the preceptor and the ST instructor. An agency incident report with specific details of the injury must be completed. A USU incident report is to be completed and directed to the ST Program Director to be filed in the student's record.

### **Exposure Control Plan**

If ST students find themselves in a situation where there is a suspected infection exposure, they must immediately report to their supervisor/ clinical instructor for implementation of the Exposure Incident Evaluation and Follow-up as noted in the Health Professions Program's Exposure Control Plan for Blood borne Pathogens.

### Clinical Practice

Students will be expected to care for patients with infectious diseases in the clinical setting. Students who have open lesions or weeping dermatitis **MUST** refrain from all direct patient contact. Students with any known transmissible infection will not be assigned to immune-compromised patients. Experiential assignments for the immune-compromised students will be made on a case-by-case basis. Students who are pregnant will not be assigned to patients with a known infectious disease or cases utilizing ionizing radiation.

### Surgical Case Rotation Requirements

Students must complete the required number of surgical cases as set forth by the AST's Core Curriculum, 6<sup>th</sup> Edition (AST Core Curriculum 7th Edition will be available in Fall Semester, 2024). Failure to complete surgical case requirements will result in the student not receiving his/her Associates of Applied Sciences degree in ST. Successful completion of the following surgical case rotation requirements is **MANDATORY**:

Surgical Specialty	Total # Cases Required	Minimum # of 1 <sup>st</sup> Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases
General	30	20	10
Surgical Specialties <ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• GU</li> <li>• Neuro</li> <li>• OB-GYN</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedics</li> <li>• Peripheral Vascular</li> <li>• Plastics/Reconstructive</li> <li>• Transplant</li> </ul>	90	60	30
Diagnostic Endoscopy <ul style="list-style-type: none"> <li>• Bronchoscopy</li> <li>• Colonoscopy</li> <li>• Cystoscopy</li> <li>• EGD</li> <li>• ERCP</li> <li>• Esophagoscopy</li> <li>• Laryngoscopy</li> <li>• Panendoscopy</li> <li>• Sinoscopy</li> <li>• Ureteroscopy</li> </ul>			10 diagnostic endoscopy cases may be applied toward the 2 <sup>nd</sup> scrub cases
Labor & Delivery			5 vaginal delivery cases may be applied toward the 2 <sup>nd</sup> scrub cases
<b>Totals</b>	<b>120</b>	<b>80</b>	<b>40</b>

### Laboratory Practice

Due to the nature of the ST Program, it will be necessary for students to practice skills before actually being assigned perform skill in surgical practice. Generally, a fellow student is chosen as a lab partner.

All practice should be done with the same care and responsibility as if it were being performed on a real patient. Instructors will be available to supervise lab experience.

Supplies and equipment used in the lab process are the property of USU and must not be removed from the lab without written permission. Following each lab experience, equipment must be cleaned and returned to the proper storage. Students should report any damaged or faulty equipment or supplies to the lab instructor immediately. Any injury must be reported on a USU ST incident report and given to the ST Program director.

### **Clinical Performance Evaluations**

A student will be provided with a clinical portfolio journal that contains preceptor evaluations, journaling formats, case logs and checklists for instructors and clinical preceptors. During clinical sessions, students must initiate conferences with their preceptors or instructor to determine evaluation of procedures done and procedures that are yet to be done. Grades will be determined by a combination of clinical preceptor evaluations, clinical coordinator evaluation, student journal/portfolio and any other assignments. Students who are performing less than satisfactorily (i.e., consistently not meeting objectives, delivering care that is unsafe, showing unprofessional conduct) may be terminated. Students receiving a grade less than 80% in a clinical competency course will need to repeat the course.

## **SURGICAL TECHNOLOGY POLICIES:**

### **Attendance Policy**

The ST program is a rigorous program and attendance is mandatory for success. The general attendance policy for Utah State University as stated in the University catalog will apply to all courses. ST students are expected to meet all scheduled classes, labs, and clinical learning experiences. Excessive absences are defined as in excess of ten percent (10%) of total class hours, ten percent (10%) of total lab hours, or ten percent (10%) of total clinical hours.

Excessive absences in one course or across multiple ST courses may result in disenrollment from the program. These ST requirements will be strictly enforced.

Tardy is defined as not being on-site at the beginning but entering within the time of any hour of instructional time. Three (3) tardiness episodes = 1 hour of absence. Not being present during any time of an instructional hour is counted as an hour of absence. Excessive absences or habitual tardiness may be cause for dismissal.

If a student knows in advance that he/she will be absent, especially for any type of testing, the instructor is to be notified prior to the absence. Whenever a student is ill and/or absent from class, lab, or clinical, it is the student's responsibility to obtain assignments and materials missed. When a student is unable to attend a clinical session, he/she is to notify the assigned affiliating agency and the instructor per the clinical instructor's guidelines. If a student is absent for any testing, no makeup exam will be offered unless the absence is excused or the instructor is notified prior to the exam. Make up exams may or may not be the same format as the original exam.

When inclement weather occurs (snow, storms, etc.), students should check the local radio stations, area TV stations, or text, email and phone for CODE BLUE alerts regarding information about the closing of the University. Students are encouraged to enroll in the USU CODE BLUE Alert system for updates about changes to the normal University operating schedule. Individual instructors will discuss with students the procedure to follow when trying to ascertain road conditions for safe travel.

### **Complaint Policy**

Students have rights and responsibilities to express concerns regarding faculty-student matters and perceived problems. Students are encouraged to follow the chain of command and seek assistance from faculty members and academic advisors to resolve issues at the lowest level of authority. If the matter cannot be resolved at the level of occurrence, the student is to use the established policies for grievances and complaints in the University catalog. Complaints are defined as any written appeal that has been filed by a student in accordance with the student grievance procedures for Disciplinary, Sexual Harassment, or Non-disciplinary issues as noted in the University catalog of the current year or any written complaints filed with agencies that have governance over the ST program. A record of the student complaint and its resolution will be placed in the program's student file and a copy kept in a Complaint file located in the locked file cabinet that serves the ST program.

### **Drug Administration Policy**

Before handling/passing drugs in the operating room during clinical, students must verify correct drug, dosage, expiration date, as well as labeling or containers with the preceptor and circulating RN.

### **Ethics Policy**

The ST students at Utah State University are expected to conduct themselves as a professional at all times. ST students are expected to adhere to the Code of Conduct established for all USU students. The University reserves the right to dismiss any student who demonstrates behavior which conflicts with safe and ethical ST practice.

- Patient confidentiality **MUST** be maintained at all times. There will be no discussion of practicum experiences in public places (elevators, stairs, etc.). This will occur only in practicum conferences. Violation of this policy must result in dismissal from the program.
- Students are not allowed visitors during practicum experiences.
- Only phone calls of an emergency nature may be received by students during practicum. These calls are to be directed to the practicum supervisor who will relay the message to the student. The supervisor will delegate patient care responsibilities to allow the student to take appropriate action of these calls.
- Students must adhere to all policies of each practicum facility to which he/she is assigned.

### **Health Insurance Policy**

Due to the student being in a medical environment where infectious diseases may be transmitted, it is highly recommended for all students to have health insurance.

### **Malpractice Insurance Policy**

All ST students are covered during on-site labs and clinical externships through Utah State University.

### **Sexual Harassment Policy**

Refer to current USU Unlawful Harassment Policy and Procedures.

<https://www.usu.edu/policies/339/>

### **Student Employment Policy**

Students will be placed in a clinical site and a clinical preceptor will be assigned by the site. USU instructors will supervise all clinical rotations. Students will work directly under the supervision of an experienced surgical technologist or registered nurse. **Students assigned in clinical rotation are not to be substituted for regular surgical staff that are employed by the hospital, nor are they to be paid for their clinical experience.**

### **Transportation Policy**

**Reliable** transportation to and from the college and clinical site, is mandatory. Students are responsible for personal travel costs to and from the clinical sites. Hospital sites can range from a few blocks to 80 miles (one-way) away from your home depending on the availability. Requests for specific clinical placement will be taken into consideration; however, there is no guarantee this will be possible.

## **GRADUATION**

### **Graduation Requirements**

A student is subject to the graduation requirements of the University. In addition, students must:

- Progress satisfactorily through the ST curriculum as defined in the Progression Policy.
- Maintain a minimum grade point average of 3.0 in the required courses of the curriculum.
- Demonstrate physical and emotional health which underscores their ability to provide safe patient care to surgical patients.
- Participate in an exit interview with the Program Director and/or advisor.
- Must take the AST National Certification Exam after the successful completion of all the program coursework and prior to graduation.

### **Gainful Employment**

**Graduation from the Surgical Technology Program does not guarantee employment.**

## **CREDENTIALING**

Credentialing in Surgical Technology is required by an increasing number of states, in order to work in the field and is often required by employers. Although in the state of Utah, a Surgical Technologist can work without certification, the program feels that students are more marketable and can work in more states with the Credential and therefore require our students to sit for the exam.

### **Credential Examination**

Successful candidates who meet all of the Surgical Technology Program requirements of graduation will be administered the National Credential Examination upon completion of program curricula and prior to their graduation. Successful candidates will then be awarded the Certified Surgical Technologist Credential from the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

### **Application for Certification**

In order to take the Surgical Technologist Credential Exam, the student must complete the application and apply for the NBSTSA National Credential exam. The NBSTSA exam serves as the final exam for SURG 1060. Applications and certification exam fees must be paid when registering for the final semester of the Surgical Technology curriculum.

# **SURGICAL TECHNOLOGY PROGRAM FORMS**

**Handbook and Code Policy Agreement**

**Confidentiality and Non-Disclosure Agreement**

**Blood-borne Pathogens Training**

**Laboratory Procedures Agreement**

**Venipuncture/Micro-Collection Exemption**

**Hepatitis B Status**

**Student Contractual Agreement**

**Student Signed Waiver for Background Check & Drug Screen**

**Surgical Technology Program  
Handbook and Code Policy  
AGREEMENT OF UNDERSTANDING**

**Please sign and return this portion to the Health Professions Department or your instructor.**

I, the undersigned, have read and understand the writings in this handbook. I realize that failure on my part to comply with the policies and expectations of USU Health Profession Department, and my role as a ST student could result in disciplinary action.

I understand that failure to attend scheduled lectures and lab could result in my being dropped from the course.

I understand that my national certification exam mandates that specific lecture, lab and clinical hours/cases must be completed successfully in order to be allowed to take the national written exam and skills tests.

Only if the above criteria are met will I be allowed to apply for and take the national written and skills test for certification.

I understand that a background check will be performed prior to admittance into the Health Professions Program. Upon the examination of a background check, if any criminal offenses are found, this could result in a student not being able to enter clinical rotations, which would prohibit my admission to the program.

I further understand that this signed handbook and code policy agreement of understanding must be on file in the Health Professions Department at the USU before I will be allowed to participate in this course.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_  
(Required for students under the age of 18)

**Surgical Technology Program  
Confidentiality and Non-Disclosure Agreement**

I hereby certify that I have been granted access to patient and facility Protected Health and Financial information.

This access is dependent on the following:

- HIPAA initial and on-going training
- Understanding of Policy/Procedure
- Understanding the need for confidentiality
- Understanding my role in the sharing/usage/disclosure of information
- Understanding my responsibility regarding the security of confidential information
- Understanding that failure to comply with these conditions may result in the denial of access to patient or facility information

Understanding that if the terms of this agreement are violated, they may lead to:

- Grounds for disciplinary action, including:
  - Termination of clinical access
  - Loss of privileges
  - Legal action for monetary damages, injunctions or both
  - Any other remedy available to the facility

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Student Name (Print)

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Date

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Student Signature

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Approval Signature, Title/Position

*Original of this signed agreement to be filed in the student's file and a copy will be provided to the student.*

**Surgical Technology Program  
Blood-borne Pathogens Training**

Student Name: \_\_\_\_\_ Training Date: \_\_\_\_\_

I, \_\_\_\_\_ (student), have successfully completed  
blood-borne pathogen training and understand my role in the prevention, prophylaxis and  
treatment for exposure in the clinical or laboratory setting.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

### Laboratory Procedures Agreement

I, the undersigned, volunteer for venipuncture and micro-collection procedures to be performed on me as part of the MLT Program procedures.

I am aware that these are invasive procedures and there are risks such as Hepatitis, HIV, and other diseases. I have no knowledge of having any communicable disease such as Hepatitis, HIV, or other diseases such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and micro-collections within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s).

I do not hold Utah State University, faculty, or classmates responsible for any untoward effect from these procedures.

If applicable, I will obtain a physician's excuse which will exempt me from either (or both) venipuncture and/or micro-collection procedures to be performed on me before the beginning of any of the MLT courses. The physician will need to specify which technique(s) I will be exempt from.

My grade will not be jeopardized by an exemption from these procedures.

I agree to follow all lab rules and procedures as explained in the MLT Handbook and the additional rules and procedures listed below for my protection and safety of others:

- Wear Personal Protective Equipment (PPE) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof (Sharps) container, must be used for disposal of any objective that would puncture a garbage bag, ie. needles and lancets
- Wear safety goggles when working with chemicals or what splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Report any accident to your instructor
- Report any broken or frayed electrical cord(s) or other safety hazards to your instructor

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

**Venipuncture/Micro-Collection Exemption Form**

TO WHOM IT MAY CONCERN:

The following student, \_\_\_\_\_, is exempt from  
venipuncture procedures to be performed on him/her

\_\_\_\_\_  
Primary Health Provider Signature

\_\_\_\_\_  
Date

The following student \_\_\_\_\_, is exempt from  
collection procedures to be performed on him/her.

\_\_\_\_\_  
Primary Health Provider Signature

\_\_\_\_\_  
Date

**Hepatitis B Vaccine Status Form**  
(To be completed by student's personal care physician)

I have provided my patient \_\_\_\_\_, with the opportunity to be  
Vaccinated with the Hepatitis B Vaccine.

**The patient has declined the vaccine.**

\_\_\_\_\_  
Primary Health Provider's Signature

\_\_\_\_\_  
Primary Health Provider's printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**Surgical Technology Program  
Student Contractual Agreement**

I, the undersigned, have

1. Received a copy of;
2. Read
3. Received an explanation of;
4. And, have had the opportunity to have my questions answered regarding the policies and guidelines as stated in the Medical Laboratory Technician Student's Handbook and USU's Health Professions Programs Exposure Control Plan for Blood-borne Pathogens.

I understand that I must comply with and follow these guidelines and policies during my enrollment as a Medical Laboratory Technician student at USU.

I also understand that this signed agreement will be filed in my student file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student A#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ST Program Director

\_\_\_\_\_  
Date

**Student Waiver for Background check & Drug Screen**

I \_\_\_\_\_ give consent to release my Background Check and Drug Screening results to the following Clinical Affiliates that I am assigned to within the Surgical Technology Program:

\_\_\_\_\_  
Clinical Affiliate

\_\_\_\_\_  
Clinical Affiliate

\_\_\_\_\_  
Clinical Affiliate

\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date