SURGICAL TECHNOLOGY PROGRAM HANDBOOK

Revised October 2026

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Laurel Ridge Community College

Associate of Applied Science in Surgical Technology

Student Program Handbook

Application Process:

It is the Surgical Technology applicant's responsibility to ensure that all requirements are met by the established deadline. Surgical Technology deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

1. Meeting with an advisor
2. Complete the general admission process for Laurel Ridge Community College
3. Official high school transcripts / GED on file at Laurel Ridge Community College (if applicable)
4. Request official transcripts from other colleges or universities, transcripts must be transferred to Laurel Ridge Community College
5. Students must meet the minimum requirements for English, Math, and BIO. Official transcripts and/or test scores are required.
6. Weighted GPA of 2.5% or higher. A weighted GPA considers the difficulty of courses when calculating a student's grade point average, giving more weight to classes like BIO 141, HIM 111, and SUR 100. This means that an A in a BIO class might be worth more points than an A in an SDV class, leading to a higher overall GPA for students who take challenging courses.
7. BIO 141 and BIO 142 must have been taken in the last 5 years or will need to be retaken
8. Completion of the TEAS Test (By ATI) and meet the score requirement of 45% or higher. TEAS testing is valid for 2 years. After completing the TEAS you will see a screen, please chose "download" to save your TEAS scores.
9. Complete the online Surgical Technology Application. Attach the TEAS score page to the application. Do not send the TEAS score page to the college. Students who do not correctly complete the application and attach TEAS score page or meet the minimum requirements will receive an email addressing the missing items.
10. Consideration of students living in the service area of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren counties, and the city of Winchester will be given priority.

<u>Selection Process:</u>

The point system was implemented as an objective means for evaluating surgical technology applicants. All documents (including official, up to date transcripts) needed for points must be on file prior to the application deadline (May 15th, 2026). Pre-requisite courses (other than CPR) must be completed prior to the application deadline to receive points. No points will be awarded for documentation received after the application deadline. If students were previously enrolled in other colleges or universities it

their responsibility to ensure the final, official transcripts are received with the surgical technology application and transferred into Laurel Ridge Community College prior to the application deadline. The program will accept 10-12 students on the Middletown campus and 10-12 students on the Fauquier campus annually.

Points are given in the following categories:

- Submission of completed application, TEAS official score document attached, "OFFICIAL" transcripts from other colleges and universities sent with the application
  1 point will be awarded for submission of documents. If documents are not attached no points will be awarded and the student will receive a letter with instructions.

- GPA of 2.5 or greater — point scale — 1-5 based on GPA
  2.5-2.85 1 point
  2.86-3.15 2 points
  3.16-3.45 3 points
  3.46-3.75 4 points
  3.76-4.0 5 points

- Service regions — point scale — 1-3 based on the region
  Out of region (1)
  Surrounding counties (2)
  In service region (3) Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren counties, and the city of Winchester

- TEAS scores — point scale — 5-9 based on score
  40%-45% 5 points
  46%-55% 6 points
  56%-65% 7 points
  66%-75% 8 points
  76%- above 9 points
- Pre-requisite courses — Point scale — completed course grades 1-3
  A= 3 points — B= 2 points — C= 3 points
  BIO 141
  SDV
  HIM 111
  SUR 100
  ENG 111

Surgical technology students who are selected based on their point count will be conditionally accepted into the program pending the submission and review of medical history, and immunizations form provided by the surgical technology program at orientation. Acceptance is also conditional on the results

of background check and drug screening. Information on the background check and drug screening will be given at the program orientation.

Applying to multiple programs:

If accepted into multiple health science programs at Laurel Ridge Community College, students are required to commit to the program of choice by the deadline stated in their program decision email sent by the program. Failure to do so in writing (response form) will result in the loss of the seat.

Notification Procedure:

All Surgical Technology applicants will be notified of their admission status for the upcoming academic year via their Laurel Ridge Community College student email. Up to five applicants may be placed on a waitlist for an open seat if not initially accepted. Every effort will be made to notify students of conditional acceptance, wait-list or declination by June 1st.

Program Orientation:

All applicants will receive an orientation date and time with their conditional acceptance letter. Students will be given information on the following at the program orientation.

- Medical History (physical)
- CPR
- Drug Screening / Background check
  The drug screen is mandatory and must be completed after orientation by the required deadline. Any drug screen completed prior to orientation will not be accepted.
  In addition, certain criminal activity, as evidenced by a criminal background check may also disqualify a student from clinical participation. Please be aware that failure to participate in a clinical assignment based on disqualification due to findings from either drug screening or criminal background check will result in dismissal from the surgical technology program.
- Students must provide a current copy of their health insurance card (front and back) verifying active health insurance coverage. Proof must remain valid throughout enrollment in the Surgical Technology program.
- Transportation- Some clinical sites may be over 50 miles away. Students must provide their own transportation to and/from clinical sies.
- Application notes: students who accept a seat and register for surgical technology classes and then withdraw before classes begin, or exit during the first semester, can reapply to the program only one additional time.
- Pre-requisites must be completed by the application due date.
- BIO 141 & BIO 142 must be completed within the last 5 years prior to the application.

Laurel Ridge Community College provides its website, catalog, handbooks, printed materials, and electronic media for general guidance. The College does not guarantee the information is current, complete, or accurate, and individuals are responsible for verifying details through reliable sources such

as academic advisors. Reliance on these materials, including program-specific catalogs or handbooks, does not constitute a contract with the College. The College reserves the right to modify any provision, requirement, curriculum, or program at any time, including during a student's enrollment. External links or references are provided for informational purposes only and do not imply endorsement. The Surgical Technology Student Handbook is updated annually, and the most recent version applies to all current students in the program.

Technical Standards for Surgical Technologist

The Surgical Technology Program at Laurel Ridge Community College requires students to demonstrate the physical, sensory, cognitive, communication, and professional abilities necessary to safely participate in classroom, laboratory, and clinical experiences. Students must be able to meet essential program requirements, including patient safety, surgical aseptic technique, and effective teamwork. Reasonable accommodations are available to qualified students through the College's Accessibility Services Office.

Occupational Hazards for a Surgical Technologist

Surgical Technology involves potential occupational hazards, including exposure to bloodborne pathogens, infectious diseases, contaminated sharps, chemicals, surgical smoke, radiation, and anesthetic gases. The profession also requires prolonged standing, repetitive movements, lifting, and working in physically demanding, high-stress environments. Students should understand these risks and the importance of following infection prevention practices, using appropriate personal protective equipment (PPE), and adhering to workplace safety protocols.

Welcome

Welcome to the Laurel Ridge Community College Surgical Technology Program

We are pleased to welcome you to the Associate of Applied Science (AAS) Surgical Technology Program at Laurel Ridge Community College, offered at both our Middletown and Fauquier campuses. This student handbook outlines key policies, guidelines, and procedures specific to the program and serves as a supplement to the College Catalog and Student Handbook. You are responsible for reviewing and understanding the contents of this handbook, along with all related programs and college documents. Updates to policies or procedures will be communicated via class announcements, syllabi, or email.

The Surgical Technology Program is designed to prepare you for success in today's dynamic healthcare environment. Our dedicated faculty and staff are committed to supporting you as you work toward becoming a Certified Surgical Technologist. Graduates of this program go on to build successful careers, recognized for their skill, compassion, and professionalism.

We are honored to be part of your journey and are here to support you every step of the way. Welcome to the program—we look forward to your success!

Faculty & Staff

Shannon Corbin, MA, CST-R, CSPT	Director of Surgical Technology
Sarah Steele, CST-R	Professor of Surgical Technology
Ashley Seabolt, CST	Clinical Coordinator FAQ Campus
----	Clinical Instructor MID Campus

Administration

Dr. Scott Vanderkooi	Dean of Health Professions
Dr. Johanna Weiss	Vice President of Academic and Student affairs
Dr. Kim Blosser	College President

Laurel Ridge Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. Laurel Ridge shall promote and maintain equal employment and educational opportunities without regard to race, color, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), status as a veteran, national origin, or other non-merit factors. Laurel Ridge also prohibits sexual misconduct including sexual violence or harassment. Inquiries

may be directed to the Associate Vice President, Human Resources, **eeo@laurelridge.edu**, 173 Skirmisher Lane, Middletown, VA 22645, 540-868-7226.

The academic and professional training you will receive throughout this program is designed to fully prepare students for the NBSTSA Surgical Technology National Certification Exam. Upon successful completion of both the program and the national exam, you will be eligible to begin your career as an entry-level Certified Surgical Technologist.

You have chosen a rigorous and rewarding path—one that will challenge you to grow, develop, and reach your fullest potential in the surgical technology profession. We commend your decision and understand the dedication it takes to succeed in this field. Our faculty, staff, and adjunct instructors are committed to supporting you every step of the way as you work toward your goals.

We recognize that each student comes with unique strengths, experiences, and learning needs. Please seek support early and take full advantage of the resources available to you. We are here to help you succeed.

To stay informed and organized throughout the program, we strongly recommend that you maintain the following documents in your personal file:

- Laurel Ridge Community College Catalog and Student Handbook
- Your semester schedule for each term enrolled
- Surgical Technology Student Handbook
- Course syllabi

This **Surgical Technology Student Handbook** contains essential information that will guide you throughout the program. While our program adheres to the general policies and procedures outlined by Laurel Ridge Community College, there are specific program-level policies developed to address the specialized needs of our curriculum and clinical partnerships. This handbook serves as a vital supplement to the current College Catalog and please read it carefully and refer to it regularly—you are responsible for understanding and following all program and college policies.

We are excited to accompany you on this journey and look forward to your success in the program and beyond.

Wishing you every success

PROGRAM ACCREDITATION

We are pleased to offer a nationally accredited AAS degree Surgical Technology program thought the Commission on Accreditation of Allied Health Education Program (CAAHEP). Campus sites include Middletown and Fauquier in Virginia. Students must attend an accredited school with successful program completion for eligibility to sit for the NBSTSA National Certification Examination for Surgical Technology

Laurel Ridge Community College Surgical Technology Students are required to sit for the National Certifying Examination for Surgical Technologists for program completion.

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709
Seminole, FL 33775

P:727-210-2350

F:727-210-2354
E: mail@caahep.org

ARC/STSA

ARC/STSA
19751 East Mainstreet, Suite #339
Parker, CO 80138

303-694-9262

Serving as a CAAHEP Committee on Accreditation, the ARC/STSA is the largest programmatic accreditor of surgical technology and surgical assisting programs, and the only national recognition for surgical technology and surgical assisting programs sponsored by the American College of Surgeons (ACS) and Association of Surgical Technologists (AST).

Program Outcomes

2024-2026	83% Pass rate- NBSTSA Certification Exam- 10/12 passing on the first try
2023-2025	85% Pass rate- NBSTSA Certification Examination
	87% Retention

2022-2024 90% Pass rate – NBSTSA Certification Examination

91% Retention

100% Graduate Placement

Adult Learning Theory

The Laurel Ridge Community College surgical technology program is using the Adult Learning Theory (ALT) as the educational theory of choice. The Adult Learning Theory emphasizes the role of the adult learner as internally motivated and self-directed, goal oriented, relevancy oriented, and practical. The ALT also stresses students are treated with respect and their ability to bring life experiences and knowledge to learning. Surgical technology courses are taught in an active learning environment that focuses on application and analysis of information. An active learning environment helps students to understand not only the material, but also why surgical technologists interact and perform various skills in the operating room. Examples of active learning include case studies, group discussion, collaborative testing, group projects, and simulation.

Adult Learning Theory	Curriculum/Instructional Processes
Adults are internally motivated and self-directed.	Recorded lectures to direct learning needs, flipped classroom approach, reading assignments, clear expectations for assignments, experience in clinical/simulation, seeking out help when needed, seek out learning opportunities.
Adults bring life experiences and knowledge to learning.	Open discussion to allow students to share life experiences and incorporate into lecture and clinical post conference
Adults are goal oriented.	Established due dates and expectations for assignments, grades within one week, review tests and quizzes immediately after taking, daily clinical goals
Adults are relevancy oriented.	Explain rationale for assignments, projects, clinical, and lab experiences; discuss the importance related to real word experiences as well as to the NBSTSA Certification exam; collaboration in the clinical setting, critical thinking
Adults are practical.	Discuss reason and rational (why we do), bring together classroom learning to clinical/simulation
Adult learners like to be respected.	Students are treated like adults and are expected to be responsible for all work/content whether in class/clinical/lab/simulation or not, clear expectations and deadlines, work as a team

Surgical Technology Program Estimate of Fees & Expenses

TEAS entrance exam (***per attempt***) .....$85.

Uniform (per set) .....$50.

Program Patch..... $10

Operating Room Shoes..... $50.

Textbooks and Required Supplemental Materials .....$400.

National Certification Examination ..... $ 330

(Includes review material and AST Membership) ***Must*** **be paid by November 1st (2nd year students)**

Tuition Virginia Residents $174.95 (X 65 credits) $11,372

Out-of-State Residents $392.05 (X 65 credits) $25,483

Student Activity Fee (***per credit hour, per semester***) $2.15

Auxiliary Fee (***per credit hour***, ***per semester***) $4.00

Capital Fee ***(per credit hour, per semester) .....*** $28.50

Course Fees: SUR 145, SUR 150, SUR 240, SUR 245, SUR 260 $50 each course $250.00

Viewpoint Screening (Background check, Drug screen, and Health Portal Access) $95.00

AHA CPR Certification.....Varied

Physical Examination (immunizations, titters if needed.....Varied

ST Supplies Accessories $75.00

Mock Medical Lab supplies.....$160.00

Must be ordered for the fall and spring semester ($320 total for both semesters)

Student is required to submit proof of health insurance..... Varied

ST Insurance (professional liability) Some Facilities may require this. .....Varied

(Example: approximate cost is $40-60 https://www.hpso.com/)

- Transportation to and from Clinical Sites *(Student responsibility)*

- Some clinical sites may require students to pay fees for parking and/or photo identification badges. These fees will not exceed $20.
- Some clinical sites may require student onboarding fees. Students are responsible for any associated costs, not to exceed $50.

- NOTE THAT FEES AND EXPENSES ARE SUBJECT TO CHANGE

Professional Appearance and Dress Code Requirements

All Surgical Technology students are expected to maintain a professional appearance that reflects the highest standards of cleanliness, neatness, safety, and good judgment. Personal grooming and attire must always meet program and clinical site expectations.

Uniform and Grooming Requirements:

1. **Uniform:**
    - Students must wear *designated royal blue scrubs* with the official Surgical Technology patch sewn on the left sleeve, centered three finger-widths below the shoulder seam.
    - Scrubs must be clean, wrinkle-free, and in good condition.
    - Students are encouraged to purchase at least two sets of scrubs.
    - Patches are available for purchase at the Laurel Ridge Bookstore.
2. **Shoes: (Operating room)**
    - Must be fully enclosed, clean, and made entirely of leather or vinyl (no cloth, mesh, or permeable materials).
    - Clog-style shoes must have a heel strap; "Croc"-style shoes must not have holes.
    - Shoes must be designated for operating room use only and not worn outside the clinical facility.
    - Lab Shoes must be **completely closed-toe** for safety—**no sandals, slippers, or flip-flops** are permitted.
3. **Socks and Shoes:**
    - Socks and shoes must always be clean and presentable.
4. **Identification Badge:**
    - Students must obtain a Laurel Ridge student badge prior to the start of the program and ensure it remains valid before the beginning of each semester.
    - The badge must always be worn in the clinical setting for proper identification and to support patient safety. Those who do not wear the badge will be sent home from clinical.
    - Clinical Badges must be returned at the end of each semester.
5. **Personal Hygiene:**
    - Students must be free of all body odors, including those from tobacco, perfumes, colognes, scented lotions, and other fragrances.
6. **Nails and Jewelry:**

- Nail polish, nail gel, artificial nails, and long nails are not permitted. Nails must not extend beyond the fingertips.
- **Jewelry** of any kind is strictly prohibited in all clinical and campus laboratory settings. Failure to comply may result in dismissal from the clinical or lab setting for that day.
- **Visible body piercings**, including facial piercings and gauges, must be removed before campus lab or clinicals.

7. **Hair and Grooming:**
   - Hair must be clean, neat, and secure if longer than shoulder length. Hairstyles must not pose a risk of contamination.
   - Male students must maintain a clean, trimmed beard and/or mustache.
8. **Scrub Hats/Head Coverings:**
   - Scrub hats or head coverings are required in the operating room. Facility-specific policies regarding head and beard coverings must be followed.
9. **Eyelash Extensions:**
   - Eyelash extensions are not permitted in the campus lab or clinical setting for safety and infection control reasons.
10. **Lab and Clinical Days:**
    - Scrub unforms are required on the first day of the lab and must be worn during all lab and clinical sessions.

11. **Financial Aid Vouchers:**

    - If eligible, students may request a financial aid voucher for uniforms through the Laurel Ridge Bookstore.

12. **Student Conduct in Uniform:**

    - While wearing your Surgical Technology uniform, whether on or off campus you are representing Laurel Ridge Community College and are expected to always adhere to the Student Code of Conduct.
13. **Personal Belongings:**
    - The College and Surgical Technology Program are not responsible for any personal items left in the campus lab or clinical settings.

Uniform Donation Opportunity:

Graduating students are encouraged to donate gently used uniforms to the Surgical Technology Department. These donations will be made available to incoming students in need

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule provides federal protection for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to ensure confidentiality, integrity, and availability of electronic protected health information.

During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patient and facility information obtained as a participant in these activities and will not disclose any personal, medical, or confidential information to third parties, family members or other students and other teachers.

Students are not to remove any confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle.

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to $250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is every provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance. This is discussed at the following website: https://www.hhs.gov/hipaa/index.html

Students who breach patient confidentiality may be dismissed from the program and subject to legal liability.

Financial Aid

Laurel Ridge Community College is committed to using all available funds to help students gain access to a college education. Financial aid is usually awarded based on financial need but can be awarded based on merit or a combination of factors. Assistance is available through a variety of federal, state, and institutional programs. For a complete list of financial aid available see http://www.laurelridge.edu/finaid.

Program of Study

Curriculum

Course #	Course Name	Credits
Prerequisite courses 1st semester		
SDV 100 or SDV 101	College Success Skills	1
BIO 141	Human Anatomy & Physiology I	4
HIM 111	Medical Terminology I	3
ENG 111 or ENG 115	College Composition l	3
HLT 105	Cardiopulmonary Resuscitation	1
SUR 100	Introduction to Surgical Technology	2
	Total	**14**

Second Semester (FALL)

Course #	Course Name	Credits
BIO 142	Human Anatomy & Physiology II	4
SUR 140	Surgical Care l	3
SUR 145	Surgical Care Skills l	3
SUR 150	Surgical Instrumentation	2
	Total	**12**

Third Semester (SPRING)

Course #	Course Name	Credits
CST 100, CST 110, CST 126, or ENG 112	Communications elective or ENG 112	3
SUR 240	Surgical Care ll	3
SUR 245	Surgical Care Skills ll	3
SUR 250	Surgical Pharmacology	2

SUR 135	Infection Control	2
	Total	**13**

Fourth Semester (Fall)

Course #	Course Name	Credits
PHI 220 or PHI 227	Ethics Elective	3
SUR 210	Surgical Procedures	3
SUR 260	Surgical Technology Clinical Practicum	8
	TOTAL	**14**

Fifth Semester (SPRING)

Course #	Course Name	Credits
SUR 296	On-Site Training	5
SUR 298	Seminar and Project	3
SUR 254	Professional Issues in Surgical Technology	2
SOC/PSY	Sociology or Psychology Elective	3
PSY 200, PSY 230, SOC 200, OR SOC 266		
	TOTAL	**13**
	Program Total	**66**

- SDV 101 may be substituted for SDV 100
- Applicants with current BLS certification for health care providers through the AHA will be awarded credit for HLT 105- Students must submit their card to advising for credit
- ENG 115 may be substituted for ENG 111
- CST 100, CST 110 or CST 126
- PHI 220 or PHI 227
- PSY 200, PSY 230, SOC 200, OR SOC 266
- SUR 135 is a required course
- Courses must be taken in order to advance to the next semester

Surgical Technology Program Philosophy

The surgical technology program at Laurel Ridge Community College is dedicated to the belief that qualified individuals should be given the opportunity to pursue an AAS degree in surgical technology. The administration of Laurel Ridge Community College and surgical technology faculty believes the field of surgical technology is a continuous process of learning throughout the lifespan. The faculty believes that the surgical technology profession is an art and science which promotes health, wellness, and prevention of illness in individuals, families, groups, and communities. Surgical technology is a specialized profession encompassing the physical needs of the patient.

The **surgical technology** program is a comprehensive education program in which the student is prepared in the theory and application of sterile aseptic technique, combining the knowledge of human anatomy, surgical procedures, and the implementation tools and techniques to administer patient care of the highest quality.

Surgical Technology Goal Expectations

"To prepare competent entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

- Be competent (cognitive) (affective) in communications, and professional relations.
- Be prepared to function in association with operating room team members (nurses, surgeons, X-Ray Technicians.) to help provide the best possible care for the surgical patient.
- Function as part of the operating room team, responsible for cleanliness, safety, and efficiency of the operating room that leads to safe and quality patient care.

Laurel Ridge Community College Mission	Surgical Technology Program
Provide a positive, caring, and dynamic learning environment that inspires student success, values diversity and promotes community vitality	The surgical technology program at Laurel Ridge College prepares qualified students of all ages and backgrounds the opportunity to earn a certificate in surgical technology, take the surgical technology national certification examination, and to seek employment as entry-level certified surgical technologist upon satisfactory passing of the certification examination.
Enrich Communities providing exemplary educational opportunities based on core values.	The surgical technology program strives to help students achieve their professional goals, enhance lifelong learning, promote excellence in surgical

	technology to advance healthcare in their work setting, and contribute as citizens to the vitality and quality of life in their community.
Core values: • Learning- we promote an environment that ignites and sustains a passion for lifelong learning • High performance: we are focused, responsive, and collaborative and accountable. • Integrity- we exemplify honesty, character, and respect for our communities	The college offers an affordable AAS Degree in surgical technology. All students who meet the admission requirements for the surgical technology program are eligible for admission.
• Positive Spirit- we value creativity, enthusiasm, and a "can-do" attitude • Diversity-We honor the uniqueness of individuals and communities.	Ongoing education Is necessary to keep current with practice and grow professionally and personally.

- <u>Teamwork and collaboration</u>
  - ❖ Function effectively within surgeon, physician, nursing, and multidisciplinary health care teams; fostering open communication, and mutual respect to achieve quality patient care.
- <u>Respect</u>
  - ❖ Individual autonomy and respect for human beings. People have a right to be treated with respect. They have a right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.
- <u>Quality Improvement (QI)</u>
  - ❖ Use data to monitor the outcomes of clinical rotations and use improvement methods to design and test changes to continuously improve the quality and safety of patients and the surgical team.
- <u>Safety</u>
  - ❖ Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- <u>Informatics</u>
  - ❖ Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
- <u>Confidentiality</u>
  - ❖ We respect the confidentiality of patient information and relationships as a demonstration of the value we place on autonomy.

- Veracity
    - ❖ We accept our obligations to tell the truth and assume that others will do the same. We value self-knowledge and seek truth and honesty in relationships.

Surgical Technology faculty recognizes students entering the surgical technology program from diverse backgrounds, with a variety of education and life experiences. Learning is a teacher / student partnership in which the teacher's responsibility is to structure and facilitate optimal conditions for learning through clearly defined educational objectives. The student brings to this partnership the willingness to learn and assumes accountability for his or her educational outcomes. The Surgical Technology faculty believes that surgical technology education is an autonomous and collaborative effort between student and instructor.

The Laurel Ridge Surgical Technology faculty believes Surgical Technology education is a process that prepares the student to pass the National Certification examination and to practice in a variety of settings. The educational process provides a variety of instructional strategies to meet differing learning needs and styles including classroom, lab, and clinical settings. The educational journey offers students appropriate access to faculty for instruction, academic advisement, and feedback.

The primary goal of surgical technology education is the student's acquisition of knowledge and abilities commensurate with entry-level professional practice as surgical technologists.

Surgical Technology:

- Is a dynamic, cognitive, behavioral, technical process with distinct functions and desired outcomes so that national standards of practice are maintained
- Promotes enhancement of the safety and protection of personnel and patients
- Promotes, restores, and maintains health for patients
- Requires observation of a code of ethics
- Supports the dignity and rights of the patient
- Assesses and meets the needs of the patient
- Promotes life-long learning.

The motto of the Association of Surgical Technologists (AST) is
"AEGER PRIMO-
The Patient First." This is facilitated through caring, critical thinking, and effective communication. The educational goal of AST is "Enhancing the Profession to Ensure Quality Patient Care."

Surgical Technologists are allied health professionals who are an integral part of the surgical team, providing surgical care to patients in a variety of settings, integrating science with specialized knowledge, skills, and technology.

STUDENT CODE OF ETHICS

Professionals should exemplify high moral and ethical standards; surgical technology students will uphold the honor code relating to Laurel Ridge Students Standards of Conduct in addition to the Laurel Ridge Student Code of Ethics. Violations of the honor code, the Laurel Ridge Student Standards of Conduct, or the Student Code of Ethics will not be tolerated and will be considered grounds for dismissal from the program. Detailed descriptions can be found in the Laurel Ridge catalog and student handbook.

The following Student Code of Ethics shall be followed throughout the Surgical Technology Program.

The Student Shall:

1. The student shall use their knowledge and skills to complete examinations without referring to others' answers, old examination, class notes, text messages, e-mail, social media, or other references, unless specifically permitted by the instructor. Students shall not cheat.
2. The students shall use their knowledge and skills to write papers or compile research information. Students will not plagiarize, quote, or copy other people's work without giving proper recognition. Students will not use AI for assignments, or projects without citing the source.
3. The student will respect the opinions of instructors, preceptors, and learners. The student shall not insult, slur, or degrade instructors, other health professionals, or students.
4. The student will assist in maintaining the class and laboratory rooms in good order. Students shall not leave rooms dirty or in disarray or disorder.
5. The student shall oversee all safety procedures when working with patients, staff, instructors, and equipment whether in the operating room, class, or laboratory.
6. The student shall NOT attend class, laboratory, or clinical sites under the influence of alcohol or drugs, and/or exhibit signs of alcohol or drug abuse.
7. The students shall observe all policies and procedures established by the Surgical Technology Program and all clinical sites.
8. The student shall respect the confidentiality of patient information regardless of source (patient/physician records, hospital records, charts). Students shall not make written reports outside the clinic or facility in which any part of the patient's name appears.

9. The student shall work in cooperation with and with respect for other health care professionals. Students shall not interfere with or obstruct the rendering of the treatment and/or services provided by other health care professionals.
10. The student shall protect the property and property rights of the facility, laboratory, and patient. Students shall not remove or borrow property without permission and shall not damage or misuse property while in the facility or clinic.
11. The student will also adhere to the AST code of ethics

Students who do not adhere to the above items are subject to dismissal.

AST 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, and 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 asepsis
- 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 always adhere to the code of ethics in relationship to all members of the healthcare team

Clinical Case Requirements

- Students must complete 120 surgical cases in specific roles and specialties
- All missed clinical absences must be made up at the discretion of the instructor and facility availability, within the semester. Students must complete the required number of surgical cases as stated previously to successfully complete the program.

- Students are required to complete
  - ✓ 30 cases in General Surgery
  - ✓ 20 of the cases **MUST** be in the **first scrub role**

- Students are required to complete
  - ✓ 90 cases in various surgical specialties
  - ✓ 60 of the cases **MUST** be in the **first scrub role**
    i. Minimum of 10 surgical specialty cases in the first scrub role must be completed in the required minimum of 4 surgical specialties.
    ii. Additional 20 surgical specialty cases in first scrub role can be distributed amongst any one or multiple surgical specialties
  - ✓ Surgical Specialties include:
    i. Genitourinary
    ii. Obstetrics and Gynecology
    iii. Neurosurgery
    iv. Orthopedic
    v. Ophthalmic
    vi. Plastic and Reconstructive
    vii. Cardiothoracic
    viii. Peripheral Vascular
    ix. Oral & Maxillofacial
    x. Otorhinolaryngology

- The surgical technology faculty will verify through surgical rotation documentation each student's progression in the **First and second scrub role**s with increasing complexity as he/she moves toward entry level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory; up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases may count toward the maximum number for the **second scrub role.**

- Observation cases must be documented but will not count towards the 120 required cases. 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.

- Counting cases
  - ✓ Cases will be counted according to surgical specialty. EXAMPLE:
    i. Trauma patients require a splenectomy and repair of LeFort I fracture. Two cases can be counted and documented since the Oral-Maxillofacial surgical specialty is also included.
    ii. Patient requires a breast biopsy followed by a mastectomy. This is one pathology case, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure-one case.

First Scrub Role:

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed 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
- Set up the sterile filed with instruments, supplies, equipment, medication (s) and solution 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 sterile 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 Camera

Observation Role:

The observation role is defined as the student who is in the operating room performing roles that do not meet 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.

Clinical Case Requirement Policy

- Students must complete a minimum of 120 surgical cases by April 15 of each academic year.
- Students must demonstrate consistent progression in surgical case numbers, skills, and clinical competencies each semester.
- All missed clinical days must be made up within the same semester, based on instructor and clinical facility availability. Students are responsible for completing all required clinical days and surgical cases.
- Meeting the minimum surgical case requirement does not fulfill all required clinical hours. Students must complete their scheduled clinical rotation through the end of each semester.
- Students who do not meet expected case number targets or demonstrate appropriate clinical progression may be required to attend additional clinical days each week until requirements are met.
- Students must meet the designated surgical case targets by the end of each clinical course.

Example: Students enrolled in Surgical Technology Clinical Practicum (8 credits) must achieve a target of 75 surgical cases by the end of the fall semester. Students who do not meet this target will be required to attend additional clinical days, based on availability, to meet requirements.

Failure to meet required clinical case numbers, clinical hours, or competency expectations may affect progression and successful completion of the Surgical Technology Program.

Surgical cases will be completed at affiliate clinical facilities. The following list may be updated as needed. Students will be informed via CANVAS and / or email of any necessary changes.

Fauquier Campus	**Middletown Campus**
Fauquier Hospital	Winchester Medical Center Main OR
UVA Culpeper Hospital	Surgi-Center (WMC campus)
INOVA Fair Oaks	Warren Memorial Hospital
INOVA Fairfax	Valley Health Surgical Center
UVA Prince William	Sentara Rockingham Memorial Hospital
Fredericksburg Ambulatory Surgery Center	WVU Medicine Jefferson Memorial Hospital
Mary Washington Hospital	Tri-State Surgical Center
UVA Haymarket	
Other Inova Sites May be utilized	

The above list may change with facilities added or discontinued

Clinical Site Placement and Scheduling

Students may not select or request specific clinical facilities or determine their clinical schedules. All clinical placements and scheduling are coordinated by Surgical Technology Program faculty and staff based on clinical facility needs, student progression, educational requirements, and facility availability. Students are expected to comply with assigned clinical placements and schedules.

Clinical Days (Monday – Friday) will vary from semester-to-semester and will be scheduled by the surgical technology program staff and faculty. All efforts will be made to give students at least two weeks' advance notice for planning.

Disability Services

Laurel Ridge Community College is committed to providing equal opportunities for individuals to pursue their educational goals. In support of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College provides appropriate support services to ensure equal access for students with disabilities. Students are encouraged to communicate their needs to the disability service provider located on their home campus by scheduling an

appointment as early as possible, preferably several weeks prior to enrollment. During this meeting, students are encouraged to articulate their academic strengths and limitations and bring any documentation they feel supports their requests and academic needs. The disability service provider will determine reasonable and appropriate academic accommodation, in consultation with the student, based on information gathered during the meeting. For more information on the College's process for requesting academic accommodations, visit www.laurelridge.edu/disability-services.

Students who require special accommodation in the clinical setting must meet with the Surgical Program Director before clinical rotations are set to begin. The Director of Surgical Technology reserves the right to request additional visual and/or auditory testing if clinical safety is identified as a concern. Additionally, if a physical and/or mental health condition arises (during the Surgical Technology program) that interferes with a student's ability to meet performance standards, the student must submit a physician's release documenting the student's ability to meet such standards before continuing or re-entering the program.

Student Services and Accommodations

We are committed to ensuring students with documented disabilities can take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are federal laws designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds. Under this law, individuals with disabilities are defined as persons with physical, medical, or mental health impairment which substantially limits one or more major life activities. Major life activities include caring for oneself, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

The Office of Accommodations and Disability Services (OADS) strives to create an equitable and inclusive campus culture with a foundation of proactive accessibility and disability awareness. Creating a culture of accessibility at Laurel Ridge is a joint effort among all members of the college community. OADS achieves this by providing opportunities for education and advocacy through collaboration and partnerships with students, faculty, and staff. OADS works in support of our college's core values, providing a positive, caring, and dynamic learning environment.

Office of Accommodations and Disability Services ‣ Laurel Ridge Community College

Laurel Ridge Community College's Wellness Statement: Laurel Ridge Community College is committed to providing a collaborative approach toward social, physical, spiritual, intellectual, and mental wellness for our students. We strengthen the health and wellbeing of students by providing appropriate local resources as well as opportunities for self-improvement. If you need help or are concerned about a fellow student, please contact our team at Laurel Ridge

Community College.edu or www.Laurel Ridge Community College.edu/. For local community resources, please visit https://LaurelRidgeCommunityCollege.edu/current-students/services-forstudents/counseling-advising-and-career-services/community-resources/

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students. More information about FERPA can be found here: https://LaurelRidgeCommunityCollege.edu/current-students/ferpa/ The Laurel Ridge Community College nursing program protects the privacy of students and does not share information unless the student has given approval. The clinical facilities require student information in order to have you entered the facility systems for clinical. Students are asked to sign the Release of Information form (*Appendix B*) at the start of the program to give permission for this.

Student Conduct

The AAS Surgical Technology Program follows the Code of Student Rights, Responsibilities, and Conduct outlined in the Laurel Ridge Community College Student Handbook: https://LaurelRidgeCommunityCollege.edu/current-students/college-policies/.

Name/Address or Phone Number Change - A student who has name, address, email or phone number changes must notify the Health Professions Office and complete the forms in Admissions and Records per Laurel Ridge Community College policy. Form can be found at: https://LaurelRidgeCommunityCollege.edu/wp-content/uploads/2014/07/Change-ofData.pdf

Emergency Management Plan

In the event of emergency (bomb threat, tornado, fire, etc.) the AAS Surgical Technology Program abides by the policies in the Laurel Ridge Community College Catalog and Handbook. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If you have a disability that may require assistance during an evacuation, please let your faculty know.

Emergency Preparedness and Continuity of Education Plan

The Laurel Ridge Community College Surgical Technology Program is committed to maintaining educational continuity during emergencies, including public health emergencies, pandemics, natural disasters, campus closures, or interruptions in clinical site availability.

The program may use the following strategies to maintain educational continuity:

- **Didactic Instruction:** Utilize Canvas and other approved online instructional methods to continue lectures, assignments, and course content when in-person instruction is unavailable.
- **Laboratory Instruction:** Reschedule hands-on laboratory activities, provide additional lab sessions, and extend instructional time as needed to ensure students demonstrate required competencies.
- **Clinical Education:** Coordinate with existing or alternate clinical affiliates to maintain student clinical experiences when facilities are available and accepting students.
- **Student Progression:** Develop individual plans for students affected by interruptions, including additional laboratory time, clinical days, or extended program completion dates when necessary.

The program will prioritize student learning, patient safety, and the achievement of all required curriculum competencies and clinical case requirements. Any interruption that affects a student's ability to meet graduation requirements may result in an extension of the program completion timeline.

The program will follow Laurel Ridge Community College's Emergency Preparedness and Academic Continuity policies throughout the emergency response and recovery process.

Emergency Closing Alerts

The AAS Surgical Technology Program follows Laurel Ridge Community College's emergency closing alerts policy available at: https://LaurelRidgeCommunityCollege.edu/aboutLaurel Ridge Community College/alerts-and-closing-announcements/emergencyclosing-alerts/.

1) If the college is closed, do not come to campus. Please check Canvas and the college email for instructions about possible virtual class and/or assignment. If you have a class/lab/simulation scheduled online, please check Canvas and email for information.

2) If the college opens on a delay, please check Canvas and email for notifications regarding classroom lecture and campus lab.

3) On clinical days, clinical faculty will notify students of any changes and/or cancellations to clinical rotations no later than one hour prior to the scheduled start time.

4) If there is an early closing of college, all classroom lectures and campus labs will follow the instructions provided by the college.

5) The student must always use his/her judgment regarding the safety of traveling during inclement weather. If a student feels it is unsafe to travel to class or a clinical assignment, they must notify the instructor as soon as possible.

6) If conditions deteriorate while in the clinical area, early dismissal will be at the discretion of the clinical instructors.

7) Please note in the event of school closing, faculty and staff will not be on campus.

Student Rights – Educational Records

The AAS Surgical Technology Program at Laurel Ridge Community College maintains records pertaining to specific requirements and accreditation regulations while enrolled in the program. While a student is enrolled in the surgical technology program, student records required for the program are maintained at the campus where the student is attending. Admission/health files and academic files for current students are maintained by the program on the Middletown Campus. All permanent files are maintained in locked cabinets with limited access. Current students who wish to access admission/health files or permanent academic files on the Middletown Campus, call the Program Director at (540) 351-1030 to request access to their files.

Files containing information for courses students are currently taking are maintained by surgical technology faculty on each campus. Students wishing to review information in their current files must make this request to their course instructor.

Following completion or withdrawal from the program, all student records are maintained at the Middletown campus for five years. Former students may request information from their records by contacting the Health Professions office at the Middletown campus (540) 868-7075. Students must make an appointment to review their student files.

Essential Functional Abilities (representative examples)

Students must be able to meet the skills standards below at a minimum:

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)

- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)

Write with pen or pencil

Key/type (e.g., use a computer)

Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)

- Twist (e.g., turn objects/knobs using hands) ● Squeeze with finger (e.g., eyedropper)

Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire clinical education time)
- Physical strength
- Push and pull 25 pounds (e.g., position patients)
- Support 25 pounds of weight (e.g., ambulate client)
- Lift 25 pounds (e.g., pick up a child, transfer patient)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR)
- Squeeze with hands (e.g., operate fire extinguisher)

Mobility

- Twist, bend
- Stand
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

Hearing

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g. client in a room)
- See objects more than 20 feet away (e.g., client at end of hall) ● Use depth perception

Use peripheral vision

Distinguish color (e.g., color codes on supplies, charts, bed)

Distinguish color intensity (e.g., flushed skin, skin paleness)

Reading

- Read and understand written documents in English (e.g., policies, protocols)

Smell

- Detect odors from patient (e.g., foul-smelling drainage, alcohol breath)
- Detect smoke
- Detect gases or noxious smells

Arithmetic Competence

- Read digital displays
- Calibrate equipment
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Use a calculator

Emotional Stability

- Adapt to changing environment/stress
- Deal with the unexpected (e.g., patient going bad, crisis)
- Focus attention on task, including in distracting/chaotic environment
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

Analytical Thinking

- Transfer knowledge from one situation to another
- Process information

Evaluating outcomes

Problem solving

Prioritize tasks

- Use long-term memory
- Use short-term memory

Critical Thinking

- Identify cause-effect relationships
- Synthesize knowledge and skills
- Sequence information Interpersonal Skills
- Negotiate interpersonal conflict
- Respect differences in patients
- Establish rapport with preceptors
- Communication skills
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Convey information through writing in English

The Program Director may request additional medical or psychological evaluations of a student if clinical safety is identified as a potential concern. Additionally, if the clinical staff states that a student is unsafe in the clinical setting due to medical or psychological issues, a student may be removed from the clinical setting until evaluated and cleared with a medical release. Failure to comply with the requested evaluation may result in failure of the course.

While it is recognized that pregnancy is a normal condition, there are certain legitimate concerns regarding the pregnant student. Therefore, students who are pregnant are asked to complete a pregnancy waiver with their physician. If there are limitations, they must be documented.

PHYSICAL REQUIREMENTS

As a surgical technologist you may be required to:

1. Stand or sit for long periods of time with no break. You should be able to withstand standing 6 to 8 hours.
2. Function without nourishment for 5 to 6 hours (or be unable to have a bathroom break every few hours).
3. Assist in lifting, transporting, and moving a patient.
4. Lift and transport heavy instrument sets.
5. Push and transport heavy equipment.
6. Push and control a patient gurney or ward bed.
7. Hold in position a retractor for extended periods of time.
8. Have excellent vision (see very fine suture to load needle) with or without corrective lenses.
9. Have hearing within normal range with or without corrective aids.
   a. Ability to respond quickly to verbal orders.
10. Compensate for any range of motion limitations.

11. Have excellent dexterity.
    a. Quickly and efficiently pass surgical instruments, supplies, and equipment.
    b. Assemble and handle delicate equipment.
12. Maintain a sterile field. Note: Excessive sweating, infections, excessive coughing, inability to secure sterile gown/gloves may affect ability to maintain sterile field. Evaluations will be made on an individual basis with input from the clinical site.

Criminal History and Sex Offender Background Screening

Per agreements with clinical affiliates, all surgical technology students are required to complete Background Screening by the due date. The due date is given to students at orientation. The student will pay the fee for the background screening directly to the approved vendor. If the student feels a positive finding on a background screening was in error, it is the student's responsibility to resolve this issue with the vendor. Criminal offenses may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes.

If there are new criminal charges pending against a student while enrolled in the surgical technology program, the student must report these charges to the Program Director immediately. Due to clinical affiliation agreements, pending charges may interfere with the student's ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student's enrollment in the surgical technology program, the student will be dismissed from the program immediately.

Drug Screening

Clinical site affiliations require that students submit to a drug screen. Drug screen issues (positive screens) must be resolved between the student and vendor. If the issue remains unresolved, the student is dismissed from the program. The student may reapply for admission to the program in future admission cycles.

Students will receive information on background, drug screening and cost (student responsibility) during orientation, and all screenings must be completed by the ***specified due dates.***

Compliance Tracking

Clinical site affiliations require students to provide and maintain current documentation of required vaccinations and health screenings throughout the surgical technology program. Required immunizations include Measles, Mumps, and Rubella (MMR), Varicella (chickenpox), Hepatitis B, Tetanus, Diphtheria, and Pertussis (Tdap), the COVID-19 vaccine series, and the annual Influenza vaccine.

Students are responsible for ensuring that all immunization records, screening results, and supporting documentation remain up to date and are submitted by the designated deadlines. Requirements and expiration dates must be monitored throughout the program to maintain compliance with clinical site affiliation policies. Failure to meet these requirements may affect a student's eligibility to participate in clinical rotations.

The Surgical Technology Program will maintain and submit documentation as required for clinical facilities on behalf of the students. Any additional requirements identified by the Surgical Technology Program will be tracked throughout the duration of the program. Requirements are subject to change at any time in response to clinical affiliate policies or updates. Students will be notified of any changes that differ from previously established requirements via Canvas and official college email.

Students may choose to decline immunizations; however, it is important to understand that clinical site placement is dependent on meeting these requirements. Without clinical placement, students will be unable to progress in the program, as they will not be able to complete the required clinical competencies, skills, and assessments. As a result, they will not meet the program requirements.

Additional Considerations and Declinations:

1. Students may decline the COVID-19 vaccination/series utilizing the medical or religious exemption forms however, at this time, clinical sites do not require student COVID-19 vaccination. Currently, our clinical affiliates are NOT requiring the COVID-19 vaccination. Facilities may require proof of past COVID-19 vaccinations.
2. Students may decline the Hepatitis B series, utilizing a declination form.

Changes in Policy

Changes in policies and procedures may be necessary during your time in the surgical technology program and will be posted on Canvas and emailed. If possible, any policy change will be communicated at least two weeks before the implementation date. Changes in clinical schedule, clinical site or course changes may occur with less than a two week notice out of necessity.

Academic Honesty

The AAS Surgical Technology Program follows the Laurel Ridge Community College Academic Honesty Policy found in the Laurel Ridge Community College Student Handbook at:

https://LaurelRidgeCommunityCollege.edu/current-students/student-life/studentresources/policies/student-handbook/.

Cheating and plagiarism are unacceptable behaviors. If a student is suspected of cheating or plagiarizing on any work assigned in the surgical technology program, the matter will be investigated by the instructor (course, lab or clinical) and/or the Program Director. If after the investigation, the instructor still suspects academic dishonesty, the Laurel Ridge Community College Academic Honesty

policy will be followed. **All incidents will be reported via "See Something Say Something".** Students can also report academic dishonesty by contacting their course instructor or by completing the "See Something Say Something" report. The link is: https://LaurelRidgeCommunityCollege.edu/aboutLaurel Ridge Community College/office-of-financial-and-administrative-services/safeand-secure-preventing-violence-and-protecting-academic-integrity-at-Laurel Ridge

Community College/

Laurel Ridge Community College's College Academic Honesty Policy can be found here: Here is the link to the policy https://LaurelRidgeCommunityCollege.edu/currentstudents/college-policies-archived/academic-honesty-pledge/

Examples of academic dishonesty include but are not limited to:

1) Obtaining answers from another student before, during, or after examinations, tests, quizzes, individual projects, worksheets, or case studies or any assigned work.

2) Knowingly helping another student before, during, or after examinations, tests, or quizzes (to include via social networking and/or email).

3) Obtaining/receiving test information regardless of the source. This includes taking pictures of questions/answers, not reporting answers to test questions are visible, not reporting that classmates are sharing test information. All reporting will be kept confidential when possible; or students can report the incident via "See Something, Say Something".

4) Taking an examination or doing academic work for another student or providing one's own work for another student to copy and submit as his/her own.

5) The unauthorized use of AI, notes, books, calculators or other electronic devices, or any other sources of information during examinations when not permitted.

6) Obtaining an examination or test bank (whole or part) from any source including free online sources.

7) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, case studies, care plans, electronic charting, solving problems, or carrying out other assignments.

8) The utilization of computerized replicated care plans is prohibited and considered a form of plagiarism; proper citations referencing sources in APA format are required.

9) The fabrication or falsification of any data, i.e. – personal information, ID/Student badges, assignments, clinical paperwork.

10) For written assignments, students may be asked to cite references within the body of the paper in addition to having a reference page.

First offense (Cheating or plagiarism)

The consequences will be based on the situation and can range from a reduction in grade to being dismissed from the program.

Second offense (Cheating or plagiarism)

A grade of "F" will be assigned in the course, and the student will face possible dismissal from the program.

Any student dismissed from the surgical technology program for academic dishonesty may be ineligible to re-apply to the surgical technology program or any health professions program at Laurel Ridge Community College.

Social Media

Use of social media platforms (including but not limited to Twitter, Facebook, YouTube, Snapchat, Instagram, etc.) is strictly prohibited during class and clinical hours. Students are not permitted to share any patient, preceptor, or clinical site information on social media under any circumstances. Unauthorized use of client or clinical agency information may result in immediate dismissal from the program and could lead to legal consequences. Additionally, posting negative or derogatory comments about Laurel Ridge Community College, its programs, faculty, clinical sites, or the surgical technology profession may result in disciplinary action.

Please review these guidelines-the AAS Surgical Technology Program abides by the social media guidelines. The use of social media to disrupt the educational process in any way or to bully or threaten classmates is also forbidden. See Laurel Ridge Community College

Code of Conduct at: https://LaurelRidgeCommunityCollege.edu/currentstudents/college-policies/code-of-conduct/

Withdrawal Policy: Surgical Technology Courses and/or Program

The AAS Surgical Technology Program follows the Laurel Ridge Community College guidelines for withdrawal from a course: https://laurelridge.edu/drop/#:~:text=If%20you%20withdraw%2C%20you%20will,tuition%20for%20a%20withdrawn%20class.

Students are encouraged to discuss their pending withdrawal with their course instructor and program Director to ensure that they understand the impact of withdrawal on their surgical technology education. Financial aid recipients are strongly advised to meet with a financial aid officer prior to requesting a withdrawal to determine the impact this may have on future aid eligibility. Mitigating circumstances will be reviewed with the Program Director on an individual basis. If a student needs to withdraw from all surgical technology courses, they must schedule a meeting with the Program Director to discuss their eligibility to return to the program. Enrollment Form can be found here:

https://LaurelRidgeCommunityCollege.edu/wp-content/uploads/2014/07/EnrollmentRequest.pdf

Health Insurance/Injury

Health insurance is mandatory for all students enrolled in the Surgical Technology program. Proof of current coverage must be submitted at the beginning of each year. Students are responsible for any evaluation or treatment of injuries or illnesses that occur during classroom or clinical experiences. While there is no minimum coverage requirement, students without valid health insurance will not be permitted to attend clinical rotations and, as a result, will be unable to meet course requirements or progress in the program

Mandatory Health Requirements - Additional Details

1) **Tuberculosis (TB)** - A Tuberculin (PPD) skin test or blood test for TB (**must be repeated annually**). A two- step PPD test is required for initial testing. A QuantiFERON TB Gold Test is an acceptable substitution for the PPD and must also be completed annually.

a) If a student tests positive with the PPD, they must follow up with their health care provider to get a chest x-ray and be evaluated for the need for further treatment. A copy of the x-ray report must be submitted to the nursing program. If treated in the past for Tuberculosis documentation of treatment must be included. Chest x-rays are not required annually by the Surgical Technology Program.

b) Upon entry to the surgical technology program, students with a + PPD must provide a letter from their health care provider, stating that they are free from active disease, have no symptoms of TB, are not contagious and are cleared to work in a health care setting.

2) **Flu vaccine** - An annual flu vaccine is required for participation in clinical rotations. The vaccine must be administered by October 15 each year, and only the injectable form is accepted. Students who receive the intranasal flu vaccine may be restricted from attending clinical. Students who choose not to receive the flu vaccine must adhere to the clinical agency's policy, which typically includes wearing a mask. However, it is important to note that most facilities do not permit unvaccinated students, which may impact clinical placement and program progression.

3) Clinical facility orientation training per facility requirements.

4) **Current BLS (CPR) Certification:** The Laurel Ridge Community College Surgical Technology Program requires the American Heart Association BLS Healthcare Provider course. **No other CPR course will be accepted**.

5) **COVID-19 Series:** clinical partners may require evidence of a student being "fully vaccinated", which includes the vaccination series and appropriate follow-up time post-vaccination (usually 2 weeks). * Currently our clinical affiliates DO NOT require the COVID-19 Series

6) If a student is unable or unwilling to receive any required vaccine, this will impact the student's ability to attend clinical. If the student is unable to attend clinical at established clinical facilities, the student will not be able to progress in their coursework and ultimately will be unsuccessful in the program.

Student Conference Form

The Student Conference Form can be found in *Canvas Resources*. This form will be used to document communication about concerns related to issues such as student behavior, grades, performance in skills lab, simulation or clinical, and any other occasion where a student is counseled. The issue of concern will be addressed, the expectations will be spelled out, required remediation will be outlined. A time frame for completion of the recommendations as well as consequences if the issue continues or the student does not meet the remediation requirements by the deadline will be included. Both the student and faculty member will have an opportunity to add comments, and both will sign the form. This form will be filed in the student's academic folder for the duration of their time in the surgical technology program.

Program Termination

Students failing to maintain satisfactory academic performance and progression in either the classroom, lab, or clinical setting are subject to termination from the program as recommended by Surgical Technology faculty and college administration. To continue in the Surgical Technology Program, a student must earn a grade of "C" or above in all curricular work. Students must show skills progression in each course and every semester in the clinical and lab setting. A student will not be allowed to continue in the Surgical Technology program under the following circumstances.

1. The facility reports on any unprofessional conduct or unsafe practices on the part of any student at any time.
2. Students fail to progress clinically or academically.
3. Students fails to show up at the designated date and time (more than twice).
4. Students leaves the clinical site before the end of their daily designated time without speaking with their Laurel Ridge Clinical Instructors (more than twice).

5. Students accessing areas of the hospital other than the operating room and SPD without permission

Step 1: The course instructor will schedule a meeting with students, and the student will be placed on probation. A "Plan of Action" for student success will be constructed at this meeting.

Step 2: A Report is made to the Program Director concerning the student. A conference will be scheduled with the course instructor, student and Program Director. The plan of action will be discussed. Students may be terminated.

If the facility will not allow the student into the clinical setting, the student will be terminated from the program without a "Plan of Action".

- The above list is not inclusive of all offenses that may institute immediate program termination.

Student Rights

Each student has a right to a fair and impartial evaluation of their work by instructors in the classroom and in the clinical setting, to appropriate and adequate assistance and supervision from instructors while performing clinical duties, and to assure that information discussed with instructors during individual conferences will not be shared with other students.

If at any time, a student feels their rights are being jeopardized, the student is responsible for discussing the situation with a faculty member. Faculty members are also available to counsel students who feel a need to share concerns.

Grievance Procedure

Students in the Surgical Technology program are provided with the following guidelines for handling difficulties arising during the program.

1. The student(s) having trouble involving a relationship with a faculty member is (are) to request a conference with that instructor to identify the problem and devise a solution.
2. If this fails to correct the situation, the student(s) is (are) to request a conference with the Director of Surgical Technology. In advance of the conference, the student(s) is (are) to submit an objective written account of the situation.
3. If the student(s) and the Director of Surgical Technology fail to resolve the problem, the student(s) will be referred to the Dean for additional assistance in resolving the conflict

or concern. **The College Catalog** describes processes to resolve grievances if the student is subsequently not satisfied.

Faculty Engagement Hours

Surgical Technology faculty are available during posted engagement hours or by appointment to assist students with academic concerns. Summer office hours may vary by faculty member; students should consult individual faculty for individual availability.

Zoom Etiquette

Instructions in the surgical technology program may be delivered via zoom meetings. For everyone to have a positive experience during these zoom meetings, there are recommendations and expectations for all participants.

Students are expected to stay engaged during zoom meetings. Having video enabled makes this easier. Professors will mute all participants in the meeting upon entry. If you would like to speak, you can unmute yourself or raise your hand.

Guidelines for Zoom Meetings:

- Mute your microphone.
- Sign in using your real name.
- If your microphone is unmuted, beware of background noise-loud TVs, barking dogs, shuffling papers, alerts on your computer or phone. These can all be distracting to other attendees.
- Mute yourself after you have spoken.
- Do not stay in bed during zoom meetings.
- Dress appropriately for a meeting. Zoom meetings can be much more casual, but please wear appropriate clothing.
- If you are having trouble with audio, you may have success by calling in to the meeting with a phone and using your computer for the video.
- Check your background if you use video. Remember, participants can not only see you, but whatever is around you. Remove anything that could be uncomfortable for others to see.
- Don't eat a full meal while attending a meeting. It's ok to have a small snack (while muted) but other attendees will not appreciate watching you eat a whole meal.
- Try to sign up 5 minutes early. You may miss important information if you sign in late.

Classroom Etiquette

Cell phones, earbuds, and headphones are not permitted in the classroom, campus lab, or clinical settings unless the student is on break in a designated area. If a student is found using or in possession of these devices during instructional or clinical time, they may be dismissed from the learning experience and will be marked absent. The program's absence policy will apply.

Academic Standards and Evaluation

. Surgical Technology Program Readmittance Policy – Core Course Failure

Students who fail a core course in the Surgical Technology program may be eligible for readmittance **one time only**, subject to the following conditions and approval by the program faculty and director.

Eligibility for Readmittance

1. **Definition of Core Course Failure**: A core course includes any course designated with a Surgical Technology (SUR) prefix that is required for program progression. BIO 141 & BIO 142 are required for program progression and adhere to the same requirements. A failure is defined as earning a final grade below the minimum passing threshold as outlined in the course syllabus (typically below 75% or a grade of "C").
2. **Good Standing**: The student must have been in good academic and professional standing prior to the course failure. Students dismissed for violations of professional conduct, safety, or ethical standards may not be eligible for readmittance.

Readmittance Requirements

To be considered for readmittance, the student must:

1. **Submit a Written Request**: A formal letter of intent must be submitted to the Program Director within 30 days of course failure. This letter must include:
    - An explanation of the circumstances contributing to the failure.
    - A plan for academic and professional improvement.
    - A statement of commitment to meet program expectations.
2. **Meet with Program Faculty**: The student must schedule an appointment with the Program Director and faculty for an interview and review of the request.
3. **Space Availability**: Readmittance is contingent upon available space in the cohort and clinical placement.
4. **Remediation Plan**: If approved, the student must complete a remediation plan designed by faculty, which may include:
    - Review of course content.
    - Demonstration of essential clinical skills.
    - Additional assignments or assessments.

- Proof of continued compliance with all program requirements (health records, certifications, etc.).

Conditions of Readmittance

- **One-Time Readmittance**: Students may be readmitted to the program **only once** after a core course failure.
- **Progression Requirement**: The student must successfully complete the repeated course and all subsequent courses on the first attempt. Any additional failure of a core course will result in permanent dismissal from the program.
- **Timeline**: Readmittance must occur within one academic year of the original course failure, or the student will be required to reapply to the program and repeat all core coursework.
- Students dismissed from the program for absenteeism, clinical tardiness, unprofessionalism, and failing to progress clinically will not be readmitted.

An established grading scale for the program is:

A=90-100

B= 89-80

C= 79-70

D= 69-60

F= 59 and below

Student Evaluation and Progression Policy

Student progression in the Surgical Technology program is evaluated through a combination of methods, including written exams, assignments, laboratory assessments, projects, professionalism, and clinical performance evaluations.

Clinical skills are assessed through direct observation and evaluation by faculty and clinical preceptors. These assessments are discussed during individual student conferences, which are scheduled at least once per semester and may be conducted virtually. Additional conferences may be held as needed throughout the program.

Clinical progression is documented through preceptor evaluations and clinical log forms. Students are strongly encouraged to maintain personal records of both classroom and clinical evaluations for ongoing self-assessment.

Students are expected to regularly reflect on and evaluate their academic and clinical performance. All clinical evaluations, grades, and documentation of advising or counseling sessions are kept in a confidential student file.

In accordance with the grading scale and Laurel Ridge Community College policies, a student who withdraws from a Surgical Technology course during the official withdrawal period will receive a grade of "W" if their course average is a C or higher at the time of withdrawal. If the course average is below a C, a failing grade will be assigned.

Students who withdraw may reapply to the program the following year; however, readmission is not guaranteed and is subject to program capacity and faculty approval.

GRADING AND EVALUATION:

A. Grading and Assessment results will be posted on Canvas.
B. Evaluation in clinical lab areas:
    1. Students will be assessed in the lab and /or clinical setting in conjunction with the course/clinical objectives and guidelines of individual courses. A copy of the course clinical evaluation tool is located on Canvas. The skills identified in the clinical evaluation tools are measured by one or more of the following methods:
        - ❖ Demonstration and assessment of skills in lab and/or clinical area.
        - ❖ Documentation in written material such as, case studies, quizzes, tests, and assignments.
        - ❖ Verbal reports in clinical setting, participation in pre/post conferences.
        - ❖ Communication with instructors and other members of the health team.
    2. Student conferences are scheduled throughout each semester. Additional conferences may be conducted in the clinical area or on campus at the discretion of the instructor or student

Communication Between Student and Instructors

Students who experience challenges completing course requirements are encouraged to discuss these challenges with faculty as soon as possible to receive assistance.

Attendance Policy

It is the philosophy of the general college and the Surgical Technology department that students should attend all scheduled experiences and is punctual in doing so. Students must demonstrate their ability to be present and dependent upon during their enrollment in the program. Being on time with perfect attendance, being prepared, and completing all assignments is necessary for **MAXIMUM LEARNING OPPORTUNITY**. Attendance is necessary to meet course objectives and successfully pass the class. Virtual attendance is included in the above statement.

Classroom Lecture/Campus Lab/Clinical Attendance

- Students who do not report to class or clinical for three (3) days and have not notified the instructor, will be considered withdrawn from the program.
- Students must notify the course instructor by email *each day* of absence prior to the start time.
- All appointments must be scheduled after class, lab, or clinical time. If a student must leave the clinical site or classroom, the student must plan with instructor in advance.
- Students are expected to be present for all scheduled tests and exams. Failure to attend may result in a grade of zero. In the event of extenuating circumstances, students are responsible for contacting the instructor as soon as possible.

Campus Lab/Clinical Policies

- Attendance is expected for all clinical and campus laboratories.

Laboratory Attendance

- A student who misses one lab day must meet with the course instructor within two business days of the absence and receive an assigned makeup date. If a student does not attend the scheduled makeup date, ten (10) points will be deducted from their overall final grade for that course.
- Missing one (1) lab day is equivalent to 4.5 hours of required make-up time. All make-up time must be completed in accordance with program guidelines and instructor approval.
- If a student misses two (2) lab days, totaling nine (9) hours, they will be placed on probation. A student who misses three (3) lab days will be dismissed from the Surgical Technology Program. Extenuating circumstances must be communicated to the Program Director and will be reviewed on a case-by-case basis for consideration.
- At the start of class, the door will be locked. Any student arriving late must wait until the first scheduled break to enter the classroom.
- If a student is late by five (5) minutes on a third occurrence, the student will be placed on probation and may be subject to dismissal from the program.
- In the event of inclement weather, if a student feels it is unsafe to travel, the student must follow the notification process and will be required to make up the day without penalty.
- The Surgical Technology Program seeks to support a student who misses time due to civic responsibilities (e.g. jury duty or military service). However, this student must consult with the Program Director in advance.

Clinical Attendance

- Students must notify the instructor of any clinical absence by email or phone call at least two (2) hours prior to the scheduled start time, but not before 4:00 a.m. Students are expected to attend all scheduled clinical experiences unless prior approval has been granted.
- A student who misses one (1) clinical day will be assigned a clinical make-up date by the clinical instructor. Make-up dates will be determined based on the needs of the clinical facility and availability. The make-up day may be scheduled at a different clinical facility, as necessary. Students who fail to attend their scheduled clinical make-up day will receive a ten (10)-point

deduction from their overall final course grade. Students experiencing extenuating circumstances may submit a written request for consideration to the Program Director. Requests will be reviewed on a case-by-case basis.

- Students who miss three (3) scheduled clinical days during a semester will be placed on probation. Missing four (4) clinical days may result in dismissal following review by the Program Director. Extenuating circumstances must be communicated to the Program Director and will be reviewed on a case-by-case basis. All missed days must be made up when opportunities are available. Failure to complete required make-up days will result in a 10-point deduction from the overall clinical course grade for each day not made up.

- Students are required to remain at their assigned clinical site for the entire scheduled clinical day (e.g., 6:30 a.m. to 3:00 p.m.). Students who leave before the completion of their scheduled clinical hours will be considered absent for the day and will be required to make up the missed clinical day, unless prior approval or an exception is granted by the Program Director. Students are responsible for completing all required clinical hours to meet program requirements.

Note: The course and/or clinical instructor, program director, faculty member, and clinical coordinator reserve the right to restrict a student from attending direct client care experiences if there is a concern for safe patient care.

General Guidelines for Attendance in Clinical and Campus Lab

Laboratory

- If a student is absent from campus laboratory/clinical for any reason, the instructor for that experience must be notified by email AND any other notification method specified by the instructor. Notify the instructor in advance of absence if possible.

- In the event of inclement weather, if a student feels it is unsafe to travel, the student must follow the notification process and will be required to make up the day without penalty.

- The Surgical Technology Program seeks to support a student who misses time due to civic responsibilities (e.g., jury duty or military service). However, this student must consult with the Program Director in advance.

- Extenuating circumstances will be evaluated on a case-by-case basis by the Program Director and the Course Instructor. Documentation may be required.

Clinical Information

Orientation: Clinical faculty are responsible for orienting and coordinating the orientation of students to the facility. Students will complete the required training and attestations prior to starting the clinical. Facilities may require initial orientation forms covering patient confidentiality, fire and safety, code of conduct and other facility specific policies. **Students who do not complete facility specific clinical orientation and immunization requirements by the due date will not be allowed to start clinical on time.**

Skills Students are expected to perform skills only after receiving classroom instruction, practicing the skill, and being deemed proficient by an instructor. However, in clinical settings, students may participate in skills not yet covered in the classroom when under the direct supervision and guidance of their assigned preceptor at the facility

"Never Do" there are certain skills that surgical technology students should never perform which are out of their scope of practice. Students are responsible for knowing what is in their scope of practice.

Student Behavior in the Clinical Setting: Any act of clinical disruption that goes beyond the normal rights of students to question and/or discuss the educational process with clinical instructors will not be tolerated, and students will be dismissed from the experience. The AAS Surgical Technology Program follows the Laurel Ridge Community College policy for Proscribed Conduct found in the Laurel Ridge Community College Catalog and Student Handbook.

Electronic Devices: Use of unauthorized electronic devices or accessing unauthorized websites is not permitted in the clinical setting. Any student in violation of this will be dismissed from the clinical setting**. Cell phones, earbuds, and smart watch devices are strictly prohibited in the operating room. All devices must be stored in a locker, vehicle, or bag and may not be kept on your person at any time. Students found with a device mentioned above in the operating room will be placed on probation.**

Food and Drink in the Clinical Setting: Drinking and eating are allowed only in designated areas in the clinical setting.

Students or Faculty Who Are Patients: Students are not permitted to care for (or be assigned) fellow students or Laurel Ridge Community College faculty in any clinical setting.

Clinical Schedule: Students will be assigned clinical days and clinical hours each semester at specific facilities. Scheduled days, times, and locations are scheduled by instructors. Work schedules, transportation and family responsibilities will have to be arranged to accommodate this assignment.

Clinical Attendance/Activity Limitations: A student who has activity limitations or has experienced an injury, illness, hospitalization, surgery, or birth of a child must provide documentation specifying activity limitations. When they can return to clinical, the student must provide medical clearance stating NO restrictions and a release date. Students may be permitted to attend clinical experiences on a case-by-

case basis while using assistive devices such as crutches, splints, casts, or similar supports, as approved by the Program Director and clinical site.

Absence due to Health Conditions: Students who miss 3 or more consecutive days of clinical due to health condition must present a medical clearance to be allowed to return to the clinical setting.

Students may not participate in clinical experiences if impaired by alcohol, drugs, or any physical or medical condition that may compromise patient safety, professional performance, or clinical responsibilities.

Each student is responsible for keeping track of their **clinical schedule**.

Students may not be in a clinical setting in the capacity of a student or representative of Laurel Ridge Community College at unassigned times or remain on the clinical unit without his/her instructor's knowledge and permission.

Students who are asked by the clinical facility not to return must meet with the Program Director immediately.

A student will be dismissed from the clinical facility by the faculty member if patient safety, Student safety, or staff safety is a concern. The student must meet with the program director within two days. Students who are dismissed from the clinical facility for any reason will meet with the Program Director. Documentation from the clinical instructor and/or clinical facility will be collected prior to the meeting. The students will have an opportunity to respond verbally and in writing and to follow the Laurel Ridge Community College grievance policy. Students who are not allowed to return to a clinical facility will not be able to meet course objectives and will fail the course.

Students are expected to be professional in their comments, behavior and communications while representing Laurel Ridge Community College.

Students are not permitted to be in the locker room before 6:00 a.m. and may not enter the operating room before 6:30 a.m. at any clinical facility.

Any student in violation of any of the above is required to meet with the clinical instructor and/or Program Director for discussion and a written plan of action.

CLINICAL EXPERIENCE

- Students must show consideration for all staff and personnel working in the clinical area. Always notify the preceptor of your whereabouts. *Wait for cases in the assigned room,* staff will not hunt for you. Keep your voice low, conversation to a minimum, and always follow

policy. Make sure RN and CST in the room know your full name. Place name cards on the computer screen first thing in the morning.

- Students will not change their own assignments or contact the facility for clinical placement: Instructors must approve all changes in assignments. Students remain in the assigned room/cases unless a major change in the schedule occurs. The student who fails to follow objectives and assignments will be subject to the disciplinary process. Students may not leave the assigned room prior to the designated release time unless approved by the instructor.

- Students are expected to conduct themselves in a professional manner. Be on time – be in assigned room as close to 6:45 AM as possible. No profanity! Conversation should be appropriate to circumstances, eating and drinking are limited to designated areas at affiliating health care facilities. No smoking at any time, or anywhere on the campus.

- Protective eyewear is required while in any operating room or during any activity that may have splashed or possibly of spray of dangerous chemicals or biohazardous materials. EYEWARE IS MANDATORY and for your safety. Personal eyeglasses are not considered PPE. Students must wear approved eyewear.

- Breaks and lunch will be taken at the same time as your preceptor, or as instructed by your preceptor unless they have approved for you to remain in the case with preceptor coverage.

- Students are not permitted to be in clinical area unless specifically assigned by instructors. Students are not permitted to leave the clinical site during a clinical assignment without notifying the preceptor, instructor, and charge nurse.

- Any and all information related to patients, clinical sites and staff is to be kept strictly confidential. Thus, students are not permitted to Xerox any portion of patients' charts. Schedules must be left on site. A student violating this policy of confidentiality may be dismissed from the program.

- Students are required to undergo drug and alcohol screening as a condition of clinical experience and must be prepared to comply with this requirement at any time during clinical per agency protocol at the student's expense.

- If clinical cases are not adequate at the scheduled clinical site, an alternative clinical day will be assigned per directions of the course instructor and/or as specified in the course syllabus.

- Students must follow parking policies at all clinical sites. When students are on-site at clinical facilities in the student role, students must park in the designated parking area. If you are an employee of a facility, you are not allowed to park in the employee's parking area(s) when at the clinical site in the student role (exception: employees/students are to park in same area).

- Faculty reserves the right to remove students from clinical or lab for reasons such as unsafe preparation, illness, inappropriate behavior, insubordination, improper dress, or tardiness.

- Student Schedules will be assigned clinical rotations at varying times and will receive a rotation schedule with at least two (2) weeks' notice, including specific dates and times. Students are responsible for reviewing their rotation schedule and identifying any conflicts with known holidays or other obligations in advance.

- Students will establish an emergency contact person and phone number (other than the college) for Day Care Staff, etc. to call if needed while you are at clinical. A current number must always be on record for emergencies for the school to contact you. (If you change numbers/phone/move, notify instructor of new address, email changes, or phone number.) Family should be given emergency contact information to reach Instructors at the college. The instructor will then contact the student. Family members should not go to or call the clinical site.

Standard Precautions

Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school and clinical setting to protect children, staff members, vendors, visitors, and others who have contact with the facility. *All body fluids shall be considered potentially infectious materials.*

To avoid potential exposure students should:

1) Wear personal protective equipment (PPE) if there is potential for exposure to blood and or body fluids.
2) Potentially contaminated body fluids include blood, vomit, saliva, sputum, mucus, vaginal secretions, semen, urine, feces, and any drainage.
3) Wash hands before and after all procedures and patient contact.
4) NEVER recap, bend, or break needles.
5) Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.
6) Body waste should be discarded directly in the toilet or biohazard disposal system (see facility for specific guidelines).

Exposure/Injury Protocol

Significant Exposures Include:

1) Contaminated needle sticks.
2) Puncture wound from a contaminated, sharp instrument.
3) Contamination of any obviously open wound, non-intact skin or the mucous membranes by saliva, blood, wound drainage, or a mixture of all.

Procedure for Student:

1) The student will immediately provide a verbal report of the incident or exposure directly to the clinical Instructor
2) Documentation/report of the event will be completed by the student and clinical instructor as specified by the facility.
3) The student will follow facility policy regarding evaluation and treatment post incident or exposure.
4) The student will complete a Laurel Ridge Community College "Unusual Occurrence Report" and submit it to the clinical instructor for signature, follow-up and submission to Program Lead.

Student Identification Badges

Students are required to have a Laurel Ridge Community College ID badge stating they are an AAS Surgical Technology Student every semester while enrolled in the Surgical Technology program. ID badges are made at the police desk on the Middletown and Fauquier Campuses. The Laurel Ridge Community College photo ID badge must be worn at

At all times in the clinical setting, badges must be worn at chest level, no lanyards are permitted. Laurel Ridge Community College ID badges must be updated every semester. If an ID badge is lost, report this to college security immediately. Students without ID badges at clinical will be sent home and the absence policy applies. Students who withdraw or are dismissed from the program are required to surrender their Laurel Ridge Community College badge identifying them as a surgical technology student. These badges must be submitted in person to the Program Director and /or clinical coordinator of the campus within 24 hours.

STUDENT CONDUCT POLICY

Students should not leave class/lab/clinical to make phone calls. Student conduct in class policy: Any acts of classroom or clinical disruption that go beyond the normal rights of students to question and discuss with the instructors the educational process relative to subject content will **NOT** be tolerated, in accordance with the Academic Code of Conduct described in the Laurel Ridge Community College Student Handbook. Students

Cellular phones are to be **SILENCED and OUT OF SIGHT** in the classroom, and lab. ALL other electronic devices are to be turned off. "Text Messaging" during class and clinical is not permitted. Any student in violation of this will be asked to leave the classroom/lab /clinical and will be marked as absent. **NO personal cell phones may be in your pocket within the operating room suites at any time.**

Students in the clinical setting will **refrain from smoking prior to their shift and during their shift,** due to close contact with patients and the number of respiratory problems in the hospitalized patient. Students are expected to follow the policies of the clinical facility. Smoking is not permitted on the campus of any clinical facility.

Students are to assume responsibility for their own learning in the clinical area and to make themselves aware of possible procedures or experiences, which will enhance their learning. Students should inform their instructors of these opportunities. During the time that the student is assigned to the operating room he/she becomes, temporarily, a special member of the operating room team. It is expected that the student will accept that role and conduct themselves appropriately.

Before entering any operating room or having any direct patient contact, each clinical student must receive instructions from the clinical instructor, and OR schedule coordinator and/or OR Education Coordinator and discuss room assignments. As this is crucial for the safety and well-being of the patient- failure to follow this policy will result in dismissal of the student from the clinical area for the day and may also result in program dismissal.

A. Uniform regulations- The appearance of all Surgical Technology students must conform to the highest standards of cleanliness, neatness, and safety.
    - Change into hospital laundered scrubs immediately upon entering the locker room.
    - Students must have a designated pair of OR shoes (not to be worn elsewhere). Shoes must be closed-toed; clog styles must have a heel strap. In order to keep clean, leather or vinyl materials are required. No netted tennis shoes can be worn. Remember that you could be standing in one spot for long periods of time, plus doing a lot of walking in the surgery department and hospital.
    - Full uniform includes (in order) head cover with all hair covered. Hospital laundered scrub top and pants, shoe covers
    - Laurel Ridge Community College photo ID and Hospital photo ID badge MUST be always worn and visible–NO lanyards. If an ID badge is lost or name is changed, report this to the clinical instructor immediately. **Students will not be permitted to remain in the clinical setting without their ID badges.**
    - **NO** artificial nails, nail polish, perfume, or after shave will be worn while in the clinical setting. Nails should be kept short to prevent tears in gloves.
    - **No fake eyelashes or extensions may be worn**
    - Hospital scrubs must be taken off before leaving the locker room each day.
    - All students must be clean, neat, and **free of odor** including tobacco products, perfumes, and lotions.
    - **NO** jewelry may be worn in the operating room to include: any piercings, earrings, necklace, rings (including wedding bands, bracelets, pins, toe rings, etc.)
    - **Protective eyewear MUST be always worn** in the operating room.

Students are to consult Instructors for any situation not covered in these policies.

PROFESSIONAL BEHAVIOR

There will be no smoking while in the clinical setting, including breaks and lunch. The student will be dismissed from the clinical setting if this rule is breached.

1. Students may not go "outside" the hospital facility when in hospital scrubs. This includes going outside to have lunch or just taking a walk.
2. Drinking alcoholic beverages while in uniform is forbidden
3. Unprofessional communication, verbal or non-verbal, in the class or the clinical area is unacceptable.
4. Students may not return to the clinical site after their shift concludes for any reason.

Clinical students are not permitted in the patient areas or clinical site except for assigned duty or with special permission from the instructor.

Students are subject to disciplinary actions for any misconduct, or any infringement of the rules and regulations as outlined in:

1. **The Surgical Technology Student Handbook**
2. **Surgical Technology Syllabus**
3. **Clinical Facility Guidelines**
4. **Laurel Ridge Community College Student Handbook**

The faculty reserves the right to dismiss a student from the clinical setting for unsafe practice and/or breeches of personal conduct as previously outlined. If this occurs, a mandatory conference will be required between the student, Program Director, and Instructor. A written plan of correction may be provided to the student, and the student may be placed clinical probation. If the unsafe behavior is such the student is not allowed back at the clinical facility, surgeon will not allow them in their room, alcohol and drug policy was broken, and/or a student accessed the facility after clinical hours the student may be immediately dismissed.

Symptom and Illness Reporting

Students are expected to follow all clinical facility policies regarding sickness. Refrain from participating in surgery when physical or emotional condition is a threat to patients, self, and others. Student health must be such that no harm can come to a patient from care provided by a student. If a clinical preceptor, Surgeon, staff, or faculty member has reason to question a student's ability to provide appropriate care, the student will be removed from the clinical setting.

The safety of all is paramount. This includes students, peers, faculty, clinical instructors, members of the operating room team and above all the patients.

Unsafe clinical practice demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient assigned to his/her care will be addressed as per program policy. The following are examples which may serve as guidelines for the students' understanding of unsafe clinical practices.

- Physical Safety:

  Unsafe behaviors- inappropriate use of side rails, wheelchairs, positioning equipment, lack of properly protecting the patient which could facilitate falls, lacerations, and burns

- Biological Safety:

  Unsafe behaviors: Failing to recognize errors in aseptic technique, attends clinical rotations while sick, performs technical actions without appropriate supervisions, and performs duties which are out of the surgical technologist's scope of practice, fails to seek help when needed

Emotional Safety:

- Unsafe behaviors- threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, and fails to seek help when needed, demonstrate unstable mood behaviors.

Unprofessional Practice:

- In appropriate verbal or non-verbal body language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors. Inappropriate verbal or non-verbal body language which compromises contractual agreements or working relations with clinical affiliates or constitutes violations of legal or ethical standards.
- Carrying a Cell phone into the clinical setting

The above safety measures and practices are not inclusive of all possible safety measures.

Communicable Disease Policy

Students must follow all hospital policies and procedures. Students must wear PPE (personal protective equipment) as required by the hospital facilities and Laurel Ridge Community College. Students should use surgical gloves, gowns, head covering, and eye protection for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc.) Students will use strict isolation techniques if the patient has been diagnosed as having a contagious disease. Students must follow infection control procedures as outlined in the facility policy.

In addition to these precautions, all students are required to provide evidence of required vaccinations or titers. All students are required to have completed the Hepatitis B Vaccine series by the fall semester or complete a waiver form. This requirement is for the student's protection and is a result of OSHA regulations. Students who which to declines the Hepatitis B vaccination series must sign a waiver form. This is the ONLY vaccination in which a waiver will be accepted.

If a student has been accidentally exposed to a communicable disease, students shall report it immediately to the clinical coordinator and Program Director. Appropriate measures will be taken by the facility and program. The clinical coordinator will help the student complete the incident report form. The report is to be signed by the student and clinical coordinator. The student will follow the hospital facility policy and procedure protocol for the incident.

Serious Illness and Disease Policy:

A. The student must inform the Program Director or faculty member as soon as a serious illness or communicable disease is detected (student). A serious illness is any sickness that continues for more than one week. A communicable disease is any disease that can be transmitted from one person to another.

B. Students must notify the Program Director of any hospitalization occurring within one (1) week prior to attendance in any campus lab or clinical setting.

C. The longevity and seriousness of the illness is evaluated to determine if the student will be able to continue with the surgical technology program.

D. After the student is released from the doctor's care and able to return to the program and clinical facility a plan will be made for the continuation of the surgical technology education with the student and program director.

E. If a student is out of class/ lab/ clinical setting for more than two days a Dr.'s note will be required to return. The note must state that the student is able to perform all duties in the clinical setting.

F. All missed clinical absences will be made up at the discretion of the instructor and facility availability within that course. Students must complete the required number of surgical cases as stated previously to successfully complete the program.

Insurance Coverage, Accidents / Injury Policy

Student Health and Safety

Each student will assume responsibility for their own health care **and must have proof of current health care insurance.**

Medical or health insurance is the student's responsibility and **evidence of insurance is required by the program.**

- Students are expected to follow all programs and clinical facilities regarding sickness.

- Students are not permitted to consult hospital /staff physicians when either party is on duty at the clinical facility.
- Students are expected to refrain from participating in surgery when physical or emotional condition is a threat to patients.

Student health must be such that no potential harm can come to a patient from the care provided by a student.

Accidents: If a student is injured at the clinical site, the student must notify the clinical instructor immediately. Students must fill out a written accident report as soon as possible following any accident or injury. In addition, each facility has forms that must be completed. The Charge nurse and /or nurse educator must be contacted immediately. The Surgical Technology program director must be notified no matter how minor it may seem, and a copy of the accident/ injury report must also be sent to the program director. Students are responsible for any expenses incurred because of injury. If the injury results in the student being unable to complete their shift, make-up time will be assessed. Hospital / facility policy will prevail and all costs for any treatment received will be borne by the student.

Communication

The primary method of communication for course and program information is Canvas. Students are responsible for ALL information contained within the Canvas site. Students are expected to review Canvas "Announcements", Canvas email and Laurel Ridge Community College email daily.

Students, faculty, and staff will communicate electronically using their Laurel Ridge Community College/VCCS assigned email. Use of other email addresses does not ensure protection of confidential information. Students may also contact faculty through their Laurel Ridge Community College office phone numbers or cell phone number. It is the responsibility of the student to follow up on all communication. Communications between and among students and faculty should always remain professional in nature.

When on campus, emails and phone calls will be responded to within two to three business days. Emails and phone calls received on weekends; holidays and breaks will be responded to upon return to campus; the response time may be increased.

Pregnancy Policy

If a student becomes pregnant, or is pregnant at any time during the program, the student must immediately contact the Program Director and provide a signed statement from the physician designating clearance to perform all duties, without restrictions, as required by the program. To continue studying after deliver, a statement releasing the student without restrictions is required. If these statements are not provided, the student will not be allowed to participate in lab clinical or lecture and will be considered absent.

All missed absences must be made up at the discretion of the instructor and facility availability within that semester. Students must complete the required number of surgical cases as stated previously to successfully complete the program.

Upon confirmation of the pregnancy the student will:

- Submit a statement from physician verifying pregnancy and expected due date. The statement should include the physician's recommendation for student restrictions from performing duties in the clinical area, or placement of the student on medical leave. The student may reapply for admission the following year.

  A. Withdrawal from the program

  B. Continue in the program with no restrictions

- If the student decides, student may continue in the program and will not be treated any differently than a non-pregnant student. Course objectives, attendance, clinical rotations, etc., will be adhered to.
- Submit in writing within 24 hours, students' decision as to remain in the program dependent on the above or resigning from the program. If resignation is the choice, no other action is indicated.
- Counsel with the Director of Surgical Technology regarding program requirements and required cases for each semester. Program Director will counsel the student on all program requirements and absence policies will be equally enforced.
- Report to the clinical coordinator and Program Director to see if student feels student is placed in an unsafe area or under conditions student feels are detrimental to themself or the fetus.

Student Pregnancy Agreement

Student name: _____ Date: _____

Program Director notified of students pregnancy: _____

Student due date: _____

Physician statement received: _____

The Program Director was notified of pregnancy in accordance with the student pregnancy policy, as outlined in the surgical technology handbook.

- Under these terms, the student has agreed to continue her clinical education at all clinical sites. The student has been informed of all polices and program requirements.
- All program requirements and absence policies will be equally enforced.

This agreement releases Laurel Ridge Community College and clinical affiliates from any liability in the event of any pregnancy complications or congenital abnormalities at the child's birth.

Statement of Options for the Pregnant Student

Student: _____Date: _____

I have received the student's statement and the student's physician's statement regarding the pregnancy.

Program Director: _____

Student options:

_____ Withdrawal from the program

_____ Withdrawal from the program and reapply next year

_____ Continue in the program and meet all program requirements, absenteeism, and all polices like any other student.

Student signature: _____Date: _____

Instructor Signature: _____Date: _____

Director, Surgical Technology_____Date: _____

Drug and Alcohol Policy

To prevent any misunderstanding concerning the use of drugs or alcoholic beverages by students, the following information should be noted:

Surgical Technology students are expected to be professional with a sense of responsibility to refrain from actions that may be damaging to themselves, to others or to the college while in uniform or when representing the college.

The possession, use, manufacture, or distribution of illegal drugs/substances is highly unacceptable. This includes the use of alcoholic beverages prior to and during classroom/clinical time. The student will be dismissed permanently from the program upon the occurrence of the first offense.

Reasonable suspicion testing will be based on observations concerning the student's appearance, behavior, speech, or body odor.

Faculty may require immediate drug screening for suspected causes at the students expense.

Working Students Policy

Surgical Technology programs are academically rigorous. Students are encouraged to plan to minimize the need to work and other competing demands on time and energy.

Students may not work as paid surgical technologists during their clinical time and may not be substituted for staff during this time at facilities.

Example: A student is hired by one of our clinical affiliates, and the student begins hospital orientation. The student is scheduled for clinical rotation at that facility on Monday's. Students may NOT be on orientation on Monday or paid for Monday clinical rotation.

Students may not work in a (paid or volunteer) position 8 hours prior to their clinical experience. Example: working an 11pm-7am shift and then attending clinical. This helps to ensure patient and student safety.

Accidents and Incidents in Lab & Clinical Facility

If the student is involved in any kind of accident or incident at the clinical site, the clinical Instructor and/or Program Director should immediately be notified. Hospital procedures will be followed with respect to Incident/Accident reports. In the case of needle /sharps sticks, strict hospital procedures will be followed.

Students, during their education, will become very familiar with Universal Precautions/Blood Borne Pathogens and will know the precautions to follow when there is a chance of contact

with body fluids. Students are expected to follow Universal Precautions/Blood Borne Pathogens during lab practice and clinical rotation to minimize incidents in the clinical facility.

Accident and Injuries can happen at any time causing broken bones and stiches. If this happens your injury will be evaluated to determine how much clinical time you will miss, the extent of your injury, and if you will be able to continue in the program. Students must inform the Program Director and Instructors immediately.

Counseling

Instructors will attempt to assist the student by providing academic guidance, remedial training, and tutoring as appropriate, including those having difficulty progressing satisfactorily. However, student responsibilities include following instructions, studying, requesting assistance, completing assignments in full, and practicing required skills. The Program Instructor is available to assist students to understand and observe the programs policies and practices, to provide counseling or referral, and provide career counseling. Other Laurel Ridge Community College personnel are available to assist as deemed necessary by the Instructor or Program Director. Meetings between Student and instructor may include informal meetings and formal close door sessions to discuss the identified needs of the student or concerns regarding performance and ascertain the program's ability to meet those needs. Feedback comes in the form of grades, practical exams, clinical instruction, clinical evaluations, and student conferences. The program office has an "open-door policy" for students. Conferences can be scheduled with the instructor. Formal conferences will be documented in written form. Both the student and instructor should sign the form. Student signature does not necessarily indicate agreement with the statements; it indicates that the student has read the form. End of the term summary and interviews will highlight progress and identify objectives to be met. Additional services available and policies are maintained in the catalog and student handbooks.

Change of student address /information notification

In addition to supplying Laurel Ridge Community College Admissions and Records Office, students must provide the office administrative assistant, and the Surgical Technology Director of any changes in name, address, phone numbers, or any other contact information.

CHILDREN

Due to safety and liability reasons, reasons, children are prohibited in class, lab, or clinical at any time.

Laurel Ridge Community College

Surgical Technology Absenteeism Form

Student's Name: _____ Date: _____

Course: _____

Instructor's Name: _____

Conference Location (phone call, office, clinical facility):

Days Absent (list days):

Days Late (list days and times):

Scheduled Make-Up Date/Time: Students will be given a self-guided assignment / skills practice in the surgical technology lab. Instructor will be available for questions and help when needed.

Instructor Notes

Student Goals:

Signatures

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Laurel Ridge Community College

Surgical Technology Program

Plan of Action/Probation Form

Student Name: _____ Date: _____

Course: _____ Instructor/Preceptor: _____

Clinical Site: _____

Identified Concern:

Performance Expectations:

Plan of Action:

Support and Resources:

Expected Outcome:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Preceptor Signature (if applicable): _____ Date: _____

Authorization for Release of Information

Student ID #_____ Date of Birth _____/_____/_____

Name: _____

Last First Middle

Street Address_____

_____

City State Zip

Phone:_____Email:_____

Check all that apply:

____Immunization Record ____ CPR Verification

____Background report ____Health Insurance Verification

____Drug screen report ____ Information on Castle Brance Document Manager

____Flu shot record ____ Address, telephone, Email, Social Security #

To be submitted for the purpose of:

All hospital clinical affiliates require the above verification/documentation to attend clinical rotations at their facilities. The information is released to a specific employee at these sites for verification. It is the facilities responsibility to keep their patients safe.

I _____ have read and understand the information to authorize the release of information

I _____ authorize Laurel Ridge Community College and the Surgical Technology program to release the above information as specified

_____

_____

Student printed name_____Date_____

Student Signature_____

Laurel Ridge Community College

Associates in Surgical Technology

Degree Completion Plan

Student Name: **Student ID:**
Program Duration: 2 years **Advisor/Instructor:**

Purpose: This Degree Completion Plan is designed to ensure that each student clearly understands their progress within the Surgical Technology program. Students are required to review, verify, and sign this document each Fall semester to acknowledge completed coursework and remaining requirements for program completion.

Prerequisite Courses (Must be completed prior to acceptance into program)

Course	Pass/Fail	Semester/Year Taken	Repeat Needed	If Repeat Attempt/s	Grade
SDV 100 or SDV 101					
ENG 111 or ENG 115					
HIM 111 or HLT 143					
BIO 141					
HLT 105 (CPR)*					
SUR 100					

Students with current BLS certification may receive credit for HLT 105.

Year 1 – Fall Semester

Course	Pass/Fail	Semester/Year Taken	Repeat Needed	If Repeat Attempt/s	Grade
BIO 142					
SUR 140					
SUR 145					
SUR 150					

Year 1 – Spring Semester

Course	Pass/Fail	Semester/Year	Repeat Needed	If Repeat Attempt/s	Grade
CST 100 / CST 110 / CST 126 / ENG 112					
SUR 135					
SUR 240					
SUR 245					
SUR 250					

Year 2 – Fall Semester

Course	Pass/Fail	Semester/Year	Repeat Needed	If Repeat Attempt/s	Grade
PHI 220 or PHI 227					
SUR 210					
SUR 260 (Clinical Practicum)					

Year 2 – Spring Semester

Course	Pass/Fail	Semester/Year	Repeat Needed	If Repeat Attempt/s	Grade
PSY 200 / PSY 230 / SOC 200 / SOC 266					
SUR 254					
SUR 296					
SUR 298					

Student Acknowledgment & Agreement

I acknowledge that I have reviewed my Degree Completion Plan with my instructor/advisor. I understand which courses I have completed, and which courses are still required for graduation. I agree to follow this plan and understand that failure to do so may delay my graduation and the ability to sit for certification exam.

Student Signature: _____Date: _____

Student Signature: _____Date: _____

Instructor/Advisor Verification

I have reviewed this Degree Completion Plan with the student and confirm that it accurately reflects their academic progress and remaining requirements.

Instructor Signature: _____Date: _____

Instructor Signature: _____Date: _____

Program Policy Reminder

Students must be accepted into the Surgical Technology program to enroll in SUR courses. Students are required to maintain program progression and meet all clinical and academic requirements to remain in the Surgical Technology Program. This form must be completed and signed once each year while in the program.

Laurel Ridge Community College

Surgical Technology Program

Student Conference Form

Name: _____ Date: _____

Conference Location (phone call, office, or clinical facility):

Instructors name: _____

Course Grades:

SUR 140: _____ SUR 145: _____ SUR 135: _____

SUR 150: _____ SUR 210: _____ SUR 240: _____

SUR 245: _____ SUR 250: _____ SUR 254: _____

SUR 260: _____ SUR 296: _____ SUR 298: _____

Days Absent:

Days Tardy:

Instructors' Feedback:

Student Feedback:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

LAUREL RIDGE SURGICAL TECHNOLOGY PROGRAM HANDBOOK

My signature indicates I have received and read a copy of the Surgical Technology Handbook. I have read and understand all policies and procedures contained in this handbook. While every effort is made to ensure accuracy, changes may occur. The most current policy and/ or updates will be posted in the course syllabi.

Student printed name: _____

Student Signature: _____ Date: _____

Laurel Ridge Community College Surgical Technology Program Director signature:

_____ Date: _____

Laurel Ridge Community College Surgical Technology Faculty signature:

_____ Date: _____