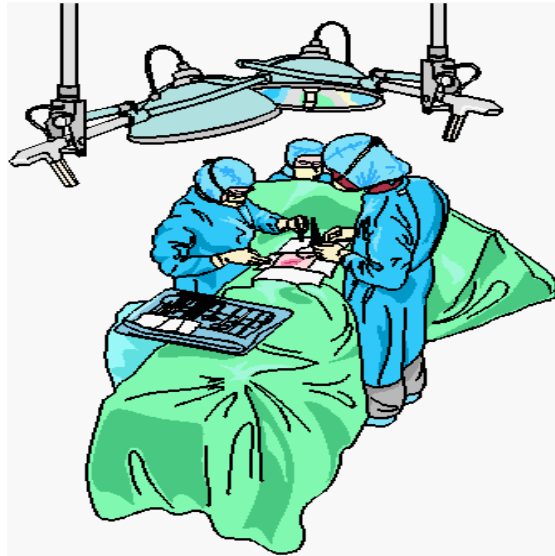


OZARKS TECHNICAL COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM



STUDENT HANDBOOK
RULES, REGULATIONS & INFORMATION
2017-2018

OZARKS TECHNICAL COMMUNITY COLLEGE
1001 E. CHESTNUT EXPRESSWAY
SPRINGFIELD, MO 65802

FOREWORD

The purpose of this handbook is to make available to each student an overview of the Surgical Technology educational program provided by the Allied Health Department, Ozarks Technical Community College, Springfield, Missouri. Graduates of the program receive a Certificate in Surgical Technology with an option to obtain an Associate of Applied Science Degree.

The information included in this handbook will acquaint the student with the philosophy and purpose of the Surgical Technology program as well as applicable school policies and procedures. Refer to the Ozarks Technical Community College *Student Handbook* for additional information regarding rules, regulations and policies. Because it would be impossible to foresee all circumstances involving each student, some student issues may need to be addressed individually with appropriate college personnel.

Unless otherwise stated, Surgical Technology students are subject to the same policies as are all students of Ozarks Technical Community College in regard to student load, dropping and adding courses, withdrawal from the college, refund on fees, student conduct, and recognition of achievement.

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GENERAL INFORMATION

FACULTY

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Charles Trebilcock, RpH
Pharmacology Instructor

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Clinical Instructor at Cox Medical Center South

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Clinical Instructor at Mercy

CONTACT INFORMATION

Allied Health Office	447-8954
Allied Health Fax	447-8806
Marissa Stewart, Secretary to Dean	447-8801
Sandy Scroggins, Admissions Secretary	447-8954
Riannon Shelley, Faculty Secretary	447-8804
Gayla Fewell, Allied Health Secretary	447-8803
Dr. Sherry Taylor, Dean of Allied Health	447-8802
Angie Enlow, ST Program Director	447-8845
Surgical Technology Lab	447-8846
Student Services	447-6900
Learning Resource Center	447-8185
Registrar	447-6900
Safety & Security	447-6911
Financial Aid	447-6999
Bookstore	447-6620
Cox Medical Center South OR	269-4011
Mercy Hospital OR	820-2762

ACADEMIC FACILITIES

Lincoln Hall
815 North Sherman
Springfield, MO 65802

Classroom 303
Lab Room 301

AFFILIATING AGENCIES

Mercy Health and Cox Medical Center affiliate with Ozarks Technical Community College (OTC) to provide clinical experiences. Qualified Clinical Instructors are contracted by OTC to supervise students at each clinical site.

ACCREDITATION

The Surgical Technology Program at Ozarks Technical Community College is accredited by the Commission on Accreditation of Allied Health Education Programs.

Students must take the NBSTSA certification exam in order to graduate. Successfully passing the exam will result in becoming Certified Surgical Technologists.

Accreditation Review Council on Education in Surgical Technology and Surgical
Assisting (ARC/STSA)
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
(303) 694-9262 (303) 741-3655 fax
www.arcstsa.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
(727) 210-2350 (727) 210-2354 fax
www.caahep.org

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440 (312) 263-0456 fax
<http://www.ncahlc.org/>

Association of Surgical Technologists
6 West Dry Creek Circle, Suite 200
Littleton, CO 80120
(303) 694-9130 (303) 694-9169 fax
www.ast.org

WEB RESOURCES

Association of Surgical Technologists Student Association

http://www.ast.org/members/student_members

National Board of Surgical Technology and Surgical Assisting

<http://www.nbtsa.org/>

Ozarks Technical Community College Surgical Technology Web Site

<http://www.otc.edu/alliedhealth/1899.php>

ADDITIONAL WEB RESOURCES*

Animation of Surgical Procedures for Patient Education

http://www.swarminteractive.com/patient_ed_animations.html

Interactive Health Tutorials for U.S. National Library of Medicine

<http://www.nlm.nih.gov/medlineplus/tutorial.html>

Open Heart Surgery Game

<http://www.abc.net.au/rollercoaster/games/games/s1307616.htm>

OR Live Broadcasts and Videos

www.or-live.com

Patient Education by Internet Society of Orthopaedic Surgery & Trauma

<http://www.orthogate.org/>

Spartanburg Technical College Surgical Technology Web Site

<http://library.sccsc.edu/surgtech/>

Surgical Instrumentation

<http://www.surgicaltools.com>

The Anatomy Lesson

<http://home.comcast.net/~wnor/homepage.htm>

Virtual Hip Replacement

<http://www.edheads.org/activities/hip/swf/index.htm>

*These web sites were recommended by former students.

SURGICAL TECHNOLOGY PROGRAM MISSION

The mission of the Surgical Technology Program at Ozarks Technical Community College is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in order to qualify for employment as a member of the surgical team in a healthcare setting.

GOALS AND OBJECTIVES

Upon successful completion of the Surgical Technology Program the graduate will demonstrate the knowledge, practical skills, critical thinking, and surgical conscience necessary to:

- Function in a compassionate, professional, and ethical manner when caring for patients.
 - Objective 1: Seventy percent (70%) or more of students entering the program will complete didactic courses with a grade of 75% or higher.
 - Objective 2: Seventy percent (70%) or more of students entering the program will successfully pass all lab and clinical competencies with 100% accuracy.
 - Objective 3: Students will demonstrate awareness of patient needs by meeting or exceeding the grading criteria of 75% in all subjects, including those dealing with patient care, ethical behavior, and cultural awareness.
- Successfully integrate as a competent, cooperative member of the surgical team, while providing appropriate assistance to the surgeon during surgical procedures.
 - Objective 1: Seventy percent (70%) or more of students will demonstrate knowledge of sterile technique, instrumentation, and a surgical conscience as evidenced by successfully passing the lab and clinical components of the program.
 - Objective 2: Employment rate for new graduates will be 100% for those seeking employment as a surgical technologist as reported on a survey sent to each graduate following graduation.
 - Objective 3: Employer satisfaction of graduates' overall competency and cooperativeness will be 85% or greater as rated on a survey sent at least nine months following graduation.
- Successfully complete the Surgical Technologist National Certifying Examination conducted by the National Board of Surgical Technology and Surgical Assisting.
 - Objective 1: Eighty percent (80%) or more of graduates will pass the national certification exam on the first attempt.
 - Objective 2: One-hundred percent (100%) of graduates will pass the national certification exam on the second attempt.

DESCRIPTION OF THE PROFESSION OF SURGICAL TECHNOLOGY

“Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician’s performance of invasive therapeutic and diagnostic procedures.”

Commission on Accreditation of Allied Health Education Programs

JOB DESCRIPTION

A Surgical Technologist functions in three different roles. In the **scrub** role, the surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. In this role, the surgical technologist has an understanding of the procedure being performed and anticipates the needs of the surgeon. The surgical technologist also has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

The **second assisting** surgical technologist assists the surgeon or first assistant during the operative procedure by carrying out technical tasks other than cutting, clamping, and suturing of tissue. This role is distinct from that of the first assistant and may, in some circumstances, be performed at the same time as the scrub role.

The **circulating** surgical technologist assists the registered nurse circulator with patient care and positioning, case preparation, and obtaining additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. In this role, the surgical technologist monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team.

STUDENT ORIENTATION STATEMENT

“It is not the responsibility of your teachers to make it convenient for you to carry on with your life just like it was before you enrolled in school. It is your responsibility to modify your life so that you can successfully complete the requirements of your academic program.”

Author Unknown

EXPECTATIONS OF STUDENTS

CLASSROOM

- Your education is based on giving you the foundation to make knowledgeable and critical choices in the clinical setting.
- Lecture will be very intensive; cell phones should be in silent mode.
- Self-motivation is an integral component.
- Participation is encouraged and may be in the form of assignments.
- Expect quizzes and exams, including pass/fail math exams each semester.
- Written assignments will be required each semester, including competency in basic computer skills as demonstrated by performance in the computer lab.
- A comprehensive assessment exam will be given at the end of the program.

LAB

- Lab is a critical element in developing an awareness of the most important aspect of this field – the patient.
- The patient must never be compromised by careless sterile technique.
- In order to achieve this outcome, concepts presented in lecture will relate to application and performance in lab.
- You will need to demonstrate in lab the number one precept of surgical technology: *A thorough and complete understanding of aseptic technique—or what is sterile and what is not—and how to work in that environment without contaminating it. Failure in the lab is failure of the program.*

CLINICAL

- There are hard and fast rules in the surgical environment because patient care is provided and the patient is the primary concern.
- You will take what you learned in lecture and practiced in lab and apply it to the surgical environment.
- You will be working with someone's mother, father, grandmother, sister, brother, aunt, uncle, cousin, child, etc.
- You will be expected to thoroughly understand sterile technique and have developed a surgical conscience, where you recognize and call attention when something is not sterile.
- You may be asked if you are comfortable scrubbing a case alone and must respond that though you may be comfortable, you are not allowed to.
- You may find the surgical environment unsuitable for you, so we hope to be able to expose everyone to it as early as possible.
- If you find that this is not an area for you, please let the faculty know so we can assist you with exploration of another Allied Health career.

PERSONAL CHARACTERISTICS

The ability to perform under pressure in stressful and emergency situations is a quality essential to Certified Surgical Technologists. A stable temperament, a strong sense of responsibility, considerable patience, and concern for order are required. Manual dexterity and physical stamina are vital. They must be able to work quickly, but accurately, and must be oriented to detail, yet able to integrate a number of activities according to priority. They must be keenly sensitive to the needs of the patient as well as to the needs of other members of the surgical team. Individuals who practice this profession have a strong desire to help others and make a valuable contribution to society (AST 2004).

WORKING CONDITIONS

Certified Surgical Technologists work in clean, brightly lit, relatively quiet, cool environments. At times they may be exposed to communicable diseases and unpleasant sights, odors, and potentially hazardous materials. If a student believes they might be pregnant, they should check with their obstetrician regarding continuing in the program.

Most duties of a surgical tech require standing, sometimes for a number of hours, and it is imperative that their attention be focused closely on the task at hand. Most surgery is performed during the day, but many hospitals and surgery centers require twenty-four hour coverage. A 40-hour work week is common, although most are required to be “on call” periodically which requires them to be available to work on short notice in case of emergency (AST 2004).

In addition to working in a hospital or out-patient setting, surgical technologists are also employed in Labor & Delivery, materials management, sterile processing, education, and physicians’ offices. Positions include private scrub, surgical first assistant, clinical instructor, in-service coordinator, procedure scheduler, central service manager, laser technician, medical sales representative, and tissue procurement and transplantation.

ASSOCIATION OF SURGICAL TECHNOLOGISTS CODE OF ETHICS

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

Adopted by the AST Board of Directors, 1985

ESSENTIAL FUNCTIONS

The following requirements for the Surgical Technology Program at Ozarks Technical Community College parallel the essential functions, or task based criteria that employers define and expect of surgical technologists. *If a student has any concern regarding ability to perform any listed function, the Program Director should be notified immediately.*

INTELLECT

The surgical technology student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, anticipation, self-expression, and critical thinking.
- Be able to exercise sufficient judgment to recognize and correct performance deviations, including breaks in sterile technique.
- Accurately calculate medication doses and correctly prepare medications for administration.

BEHAVIOR

The surgical technology student must:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment. Implement measures to maintain own physical and mental health.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty, emergency demands, and a distracting environment.
- Know limitations of practice and inform staff and/or surgeon if asked to perform a task which is not within the scope of practice.
- Be flexible and creative and adapt to professional and technical change.
- Adapt to working with unpleasant odors and potentially harmful circumstances, taking care to protect patient, self and others.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Support and promote the activities of fellow students and other health care professionals.
- Be honest, caring, compassionate, ethical, and responsible. The student must be forthright about error or uncertainty. In regard to sterility: When in doubt, throw it out!
- Critically evaluate own performance, accept constructive criticism, and look for ways to improve practice.

SENSORY SKILLS

The surgical technology student must:

- Possess sufficient auditory ability to monitor and assess health needs and to hear patients, other healthcare professionals, monitor alarms, and emergency signals.
- Possess visual ability sufficient for observation and assessment necessary in healthcare, including observation of patient responses, identification of surgical instruments, secretions, and color, read manometer, charts, computer screen, digital printouts, labels, gauges, and syringes.
- Possess olfactory senses sufficient for maintaining environmental and patient safety.
- Possess sufficient tactile ability for physical assessment and interventions, including threading of surgical needles, loading of needle holders, handing of instruments, and insertion of catheters.

MOVEMENT

The surgical technology student must:

- Possess full range of motion, manual and finger dexterity, and hand-eye coordination sufficient to provide safe and effective care to patients, including administration of CPR procedures.
- Move freely and safely about the entire operative environment and maneuver in small spaces.
- Reach shelves for supplies; transfer and transport patients and equipment.
- Perform moderately taxing continuous physical work, often requiring prolonged standing over several hours.

COMMUNICATION

The surgical technology student must:

- Possess interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Read and comprehend technical and professional materials, including textbooks, magazine and journal articles, handbooks, and instruction manuals.
- Follow instructions in order to correctly and independently perform duties of a surgical technologist; function as part of a team.
- Effectively, confidentially, sensitively and reassuringly converse with patients regarding surgical procedures.
- Communicate respectfully with faculty members, fellow students, staff, surgeons, and other health care professionals verbally and/or in a recorded format such as writing, typing, graphics, or telecommunication.
- Independently prepare papers and reports, and take paper, computer, and laboratory practical examinations.

GENERAL POLICIES

CLASSROOM ATTENDANCE

The instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up.

Students are expected to be in class on time each class period, and show respect to the presenter whether faculty, student, or guest speaker. All material covered, regardless of presenter or presentation method, may be included on exams. Assignments made must be completed by each student and are due at the beginning of class unless stated otherwise. A white eraser is needed by each student to correct answers on exams.

Attendance and punctuality are strong considerations for employment; therefore, absences, late arrivals, or early departures are discouraged for any reason except emergencies. Instructors reserve the right to require that late students enter the classroom only on breaks, especially if an exam is in progress. Students exhibiting behavior which may be considered disruptive to a positive learning environment may be dismissed from the classroom and counted absent for the day. Absences over six in 16 weeks may result in dismissal from the program. See also ***Make Up Policy***.

Any student with symptoms of a communicable illness should not be in attendance due to the potential for passing their illness to other students and faculty. The instructor may require a student to see a physician and return with permission stating it is safe for the student to be in an academic setting.

LAB ATTENDANCE – FALL SEMESTER

Attendance at lab is mandatory for the success of the student, as critical skills may be introduced and practiced during only one lab session. Each student will be expected to demonstrate competence as each skill is learned. This will be accomplished by first practicing the skill during lab time, then demonstrating competence and being checked off by a lab assistant or instructor. Once a competency has been verified, students will be expected to continue demonstrating appropriate technique or face remediation. Students must pass each competency in order to progress and remain in the program.

Students are required to call 447-8845, or the cell number, to report late arrival or absence to the Program Director thirty minutes before the start of lab (may leave message). If tardy, the student must report directly to the lab instructor on arrival. A minimum of thirty minutes will be logged for each late arrival; this includes returning late from a break. Any tardiness, absence, or early departure in excess of four hours in any eight-week period must be made up at the convenience of a lab instructor at a cost to the student of \$20 per hour. The Program Director must have been notified as above in order to be allowed to make up lab time. It is the ***student's responsibility to make arrangements*** at the ***convenience of an instructor*** and payment must be made to the Program Director in advance. Lab time must be made up within the current eight-week period in order to continue. Failure to do so will result in a failing grade for lab.

CLINICAL ATTENDANCE – SPRING SEMESTER

All student activities associated with curriculum, especially while students are completing their clinical rotations, will be educational in nature. ***Students will not be substituted for clinical facility personnel in the capacity of a surgical technologist, nor will they be receiving any monetary remuneration during their educational experience.*** Students may be employed in a clinical facility outside regular education hours provided the work is limited so that it does not interfere with regular academic or clinical responsibilities. Any paid employment is outside the realm of responsibility of the college or its faculty.

Attendance at clinicals is mandatory for successful completion of the Surgical Technology program. **Students will be completing a minimum of 120 (at least 80 first scrub role) clinical cases in various areas, with a maximum of 15 in any specialty and 30 in General as required by the Association of Surgical Technologists in the Core Curriculum for Surgical Technology, 6th edition. There is also a maximum of 10 endoscopic cases and 5 vaginal delivery – counted as 2nd scrub - allowed in the 120 case count.** In order to have an opportunity to scrub or assist on the required number and mix of cases, it is essential that each student be in attendance each day of clinicals. *Students are to turn in a Prep Sheet when assigned, and obtain an evaluation of their performance from their preceptor **each** clinical day.*

Clinical hours are 0615-1500 (must be changed and ready at 0630) at both Cox and St. John's. Students are required to report late arrival or absence from clinicals to the Clinical Instructor at the facility to which assigned thirty minutes prior to the start of clinical duty. The numbers are: Cox - 269-4011; St. John's - 820-2762. If you leave a message at the surgery desk, make note of the name of the person you spoke with. *Students are also required to report late arrival (after 0630), absence, or early departure to the Program Director at 447-8845 (may leave message or text).*

If tardy for clinical assignment, the student must report *directly* to the Clinical Instructor on arrival. A minimum of thirty (30) minutes will be logged for each late arrival. Any tardiness or absence from clinicals in excess of eight (8) hours **during spring semester** must be made up at the convenience of the Clinical Instructor at a cost to the student of \$20 per hour. It is ***the responsibility of the student to make arrangements*** with the Clinical Instructor **and make payment to the Program Director in advance**. The absence must be reported as required above for a student to be allowed to make up time. Clinical time must be made up within the current eight-week block in order to continue. A student will be allowed to make up no more than sixteen (16) hours during the full 16 week spring semester. If arrangements cannot be made with the Clinical Instructor to make-up the missed clinical time, this would be considered failing the clinical portion of the program and the student would not be able to graduate. Expect periods of absence from clinicals exceeding twenty-four (24) hours to result in dismissal from the program.

Students should make certain they understand how attendance and academic progress will affect their financial aid status. Failure to comply with attendance policies will result in disciplinary action. See Disciplinary Action statement.

Only those students who have performed satisfactorily in the appropriate role on the required number of clinical cases and who have successfully completed all didactic components of the program will be candidates for graduation. Students must take the national certification exam administered by NBSTSA in order to graduate.

CLINICAL AREA REQUIREMENTS

- Clinical sites reserve the right to refuse acceptance of any student who is involved in any activity not considered professional or conducive to proper patient care. Students are expected to conduct themselves in a professional manner at all times.
- Undue conversation, excessive noise, dirty jokes, gossip, and loitering are unprofessional behaviors and must be avoided. Personal problems should not be discussed with patients or staff. Discussion of personal health history with surgeons is forbidden and will result in disciplinary action.
- Students are guests at the healthcare facility and as such, must maintain a good working relationship with the facility and its employees. Informing an employee of a break in their sterile technique is acceptable but must be done in a professional rather than accusatory manner. Notify your Clinical Instructor or Program Director of difficulties in working with a particular employee.
- Students are to wear appropriate attire (see regulations following) and their OTC student ID to the clinical sites. A uniform is not required, as students will change immediately into **surgical scrub tops and pants** on arrival in the operating room.
- Each student will wear **safety glasses** and a **clean, sturdy pair of rubber-soled, fluid-proof (non-perforated) shoes**, which they will designate as operating room shoes only. These shoes may be left at the clinical site second semester. Clogs may be worn if they are as described and have a strap or back at the heel. Shoe covers may be required while in lab and inside the operating room suite.
- Standard precautions will be practiced by each student for each case in the clinical area in order to prevent contact with infectious materials or body fluids.
- The Clinical Instructor will make assignments each day. Students are to arrange for assignments the day before reporting to clinicals in order to research the cases assigned. Students are expected to be familiar with the procedures and instrumentation necessary for **each case**, and should be prepared to scrub and set up for the surgical cases they are assigned. Resources are available in each facility for reference if assignment changes.
- A procedure prep sheet is to be submitted for the **first case** of each clinical day. The prep sheet should be completed in advance and turned in to the Clinical Instructor on arrival at clinicals. The student is also to obtain a preceptor evaluation each day.
- Students must document their role in cases performed by entering the information in DataArc. Training will be held prior to students' first clinical rotation. Students are expected to enter cases in a timely manner following their clinical assignment. If a student has any difficulty adding cases, the issue must be addressed with their Clinical Instructor or Program Director. **Cases must be added to DataArc by the next clinical day in order to be counted toward the required number of cases.**
- Remain busy! Take initiative to find something to do. Cleaning and stocking of surgery rooms are learning opportunities. Be courteous to your patients and all staff. Maintain a cooperative and uncomplaining attitude. Professional attitude and behavior are factors considered in recommendations for future employment. Do not

compare one clinical site to another. Each facility is unique with its own individual work environment.

- Students are responsible for their transportation between OTC and clinical areas.
- While in the clinical area, the student must not have any symptoms of infection or communicable disease. This would include, but not be limited to, boils, fever, rashes, cuts or abrasions which appear to be infected. The Clinical Instructor has the authority to ask the student to leave the operating room, see a physician and return with a permission slip stating it is safe for the student to be in the operating room. The student will be counted absent for this time loss and is responsible for any medical bills incurred while in the program.
- If a student is injured while at a clinical setting, the student is responsible for completing an incident report for the facility where the injury occurred and also for OTC. Costs for medical expenses due to injury will be the student's responsibility.

REGULATIONS REGARDING ATTIRE

1. Students are expected to wear clean clothing and dress in a conservative manner with no cleavage or mid-riffs showing when on campus and when coming and going from the hospitals. Halter and midriff tops are not permitted, nor are any clothing items which display unprofessional language or pictures. Undergarments must be worn, but must not be visible. Scrub tops are available for students to wear in lab. Students will change into scrub tops and pants on arrival in the operating room for clinicals.
2. Oral hygiene, daily bathing and use of an effective deodorant are required. Personal hygiene should always be above reproach. Passion marks or hickeys must not be visible.
3. Cosmetics should be used in moderation. No strong or offensive odors of any kind are allowed in the classroom, lab, or at the clinical sites. This includes but is not limited to perfume, cologne, lotion, and/or tobacco smoke. Students are not permitted to leave the operating room to smoke or use tobacco products.
4. Any possibly offensive body art or tattoos must be covered for lab and clinicals. Coverings are removed only to scrub hands for practice and clinical experience. Students are discouraged from obtaining tattoos while in the program due to risk of infection.
5. Fingernails must be clean, neatly trimmed, and reasonable in length, i.e. not exceed the length of the finger pad or seen from the palm of your hand. Fingernail polish or acrylic nails may not be worn.
6. Students are to **remove all jewelry** while in lab and clinicals. No facial piercing or oral jewelry is permitted in the classroom, lab or clinical areas. The only jewelry permitted to be worn to the operating room is a wristwatch and wedding rings; however, ***all jewelry must be removed prior to scrubbing.***
7. Hair, beards, and mustaches must be neat, clean, well trimmed, and covered. Long hair must be secured while in lab and clinical areas.
8. Shoes are purchased by the student and must be clean, sturdy, rubber-soled, and fluid-proof (non-perforated). Shoes should be comfortable as surgical technologists stand for long periods of time, and should be secure so as not to come off if required to hurry to an operating room with emergency equipment.
9. Any deviation from the above regulations is considered inappropriate. Students

- failing to comply with regulations will be sent home and an absence will be recorded for the day without opportunity to make up the missed time.
10. Disciplinary action will be taken if a student fails to comply with any regulation regarding attire. See *Disciplinary Action statement*.

ACADEMIC DISHONESTY

Academic integrity represents one of the most essential elements of the teaching and learning process. All members of the OTC community are expected to fulfill their academic obligations through honest and independent effort. By submitting coursework to your instructor as an OTC student, you pledge that the work is truly your own.

Violations of academic integrity—which include but are not limited to cheating, collusion, plagiarism, and other forms of academic misconduct—damage your personal character and thwart your instructors' ability to promote your learning. As an OTC student, you are responsible for knowing and following the College's policies and procedures regarding academic integrity. These guidelines and more information related to academic integrity are available in the Student Handbook, on the OTC Academic Integrity Web page, and in College Policy 5.15.

The College recognizes that academic integrity is complex and can be confusing. Therefore, you are obligated to review these information sources carefully and to seek needed clarification from your instructor concerning questions of collaborative work, citation of sources, or other issues related to academic integrity.

GRADES

Grades are based on using assessment tools such as exams, assignments, and final exams at the end of each quarter. Each exam question is worth one point unless noted otherwise. The number of points earned divided by the number of points possible will determine the student's grade. Graded materials will be returned in a timely manner. Grade percentages are:

A	90 - 100
B	80 - 89
C	75 - 79
D*	65 - 74
F	Below 65

*Students must maintain a grade of 'C' or better to remain in the program. A grade of 75% or higher is required on each final exam to progress to the next course. Lab components of SUR 105 and 106 and clinical components of SUR 120 and 121 are graded on a Pass/Fail basis, and must be passed in order to continue in the program. Students must pass an instrument identification exam during SUR 106 with a grade of 96% or higher.

Math exams, some with a practical component, will be a part of each eight-week course and will be included in student's grades. A final math exam will be given for each course and must be passed with 100% accuracy to continue. Students will be given an opportunity to retake each final math exam one time in order to meet the expectation.

Students are encouraged to utilize tutoring, if necessary, in IC Student Services. Students with a GPA of 3.5 may be candidates for the OTC Honors Program. Information is available at www.otc.edu/honors.

MAKE UP POLICY

Whether or not the instructor is contacted, students who miss class are responsible for checking with another student in regard to material covered or assignments made. If a video was shown during the missed period, the student should contact the Program Director to check out the video for viewing either at home or in the classroom after class. A one-page report on the video may be required to be turned in within three days of the student's return to class. If a lab period is missed, the student should have another student show them what was missed so the skill can be learned **before** the next lab.

Any assignment or exam missed—regardless of reason—will result in zero points for that assignment or exam unless the Program Director is notified **in advance** of absence and arrangements are made for completing work due. It is the student's responsibility to make arrangements with the Program Director **before class** on the day the student returns to school. If the makeup assignment or exam is not completed as initially arranged, zero points will be recorded with no further opportunity for completion.

If tardy, it is up to the instructor whether the student will be allowed to turn in an assignment or take an exam with the class. There will be a 10% reduction in grade if the student arrives after the exam has started, or for any exam taken or assignment turned in after the scheduled time. A student will be allowed to make up only one exam per course.

Due to the nature of presentations, daily assignments, or quizzes, grade will be recorded as zero without opportunity to make up points if student is absent. If the assignment or quiz is mandatory (such as HIPAA regulations and Learning Styles Inventory), it must be completed but no points will be recorded.

ACADEMIC AND COURSE GRADE APPEAL – GREIVANCE PROCEDURE

The College has established an equitable and orderly process to resolve academic dissatisfaction at the College. This may include final grades, instructional procedures, attendance, instructional quality and situations related to academic issues.

Students having complaints, other than grade appeals or academic dissatisfaction, which cannot readily be resolved through normal channels, may also bring their complaints to the Department Dean. If the Dean cannot satisfactorily resolve the complaint, the student may request the matter be referred to the College Student Grievance Committee. The chairperson will convene the committee. The committee will hear the complaint and make a recommendation for resolution to the College president. The decision of the College president shall be final.

PROFESSIONAL CONDUCT

All participants in this program are expected to conduct themselves appropriately. People are to be treated with respect and dignity at all times. Rude remarks, humor at the expense of others, or any form of mean spiritedness, are inappropriate regardless of intent. When choosing behavior, consider what would be acceptable in the work environment to which one aspires. For example, talking while others have the floor is not any more appropriate here than it would be in a staff meeting conducted by a supervisor. One of the anticipated learning outcomes of this program is to know what it is to conduct oneself properly. Students pay for the opportunity to learn. This opportunity should not be diminished by others. The instructor is responsible for maintaining the appropriate behavior in the class. Individuals who do not comply with behavioral expectations risk being required to withdraw from the class. Questions regarding the behavioral expectations for this program should be addressed with the Program Director.

- Students must consistently demonstrate courtesy, consideration, and concern for patients, peers, preceptors, instructors and others with whom they come in contact.
- Students' behavior must exemplify the highest moral and ethical standards. Inappropriate or unprofessional behavior or language toward an instructor, patient, preceptor, or another student is unacceptable. Non-compliance will result in disciplinary action.
- Students are expected to perform on an adult level and be responsible for their own actions, successes, and failures. Students should be seeking information in order to learn; therefore, if a student disagrees with an instructor, that student should ask questions in a non-challenging manner to clarify understanding.
- Students are expected to come to class and lab prepared for that day's lesson. Preparedness includes reading the assigned material, preparing assignments on time, and bringing necessary books and materials to class or lab. Tardy students disrupt the class and can interrupt the learning of other students; therefore, tardy students may be asked to wait until break to enter the classroom.
- Students are expected to:
 - Demonstrate responsibility and accountability for decisions and actions.
 - Apply knowledge of legal and ethical aspects in implementing patient care.
 - Promptly identify compromise of sterile technique and take corrective action.
 - Seek guidance and assistance when personal limitations are reached.
 - Be responsive to constructive criticism and attempt to alter behavior.
 - Demonstrate punctuality and preparedness for classroom, laboratory, and clinical education.
 - Recognize the patients' right to privacy, confidentiality, and dignity.
 - Demonstrate self-direction and professional growth through exploration and utilization of available resources.
 - Demonstrate a positive attitude, both verbally and nonverbally, in the clinical and academic setting.
 - Demonstrate preservation of health, welfare, and safety of patients, hospital staff, instructors, peers, and self.

ETHICAL GUIDELINES

Any behavior that tends to gain an unfair advantage for any student in an academic matter may result in dismissal from the program. This includes, but is not necessarily limited to:

- No student will wear head gear, hats or caps that would shield their eyes, occlude vision, or cover their face during exams; face is to remain uncovered during tests.
- No student shall, during an examination have, use, or solicit any unauthorized information or material—written or oral, copy from another student's paper, or discuss the examination with any other person.
- No student shall, during an examination, knowingly give any unauthorized aid to another student, including sharing of information via cell phone or text messaging.
- No student shall acquire, by any means, knowledge of the contents of an examination yet to be given.
- No student shall fraudulently claim for credit any classroom, laboratory, clinical, or other assignment performed by an unauthorized person, including a fellow student.
- No student will discuss a patient's record with anyone except the patient, surgeon, or instructors. All patient information **MUST** be kept confidential per HIPAA regulations.

PERSONAL CALLS

Cell phone use in the classroom, lab, and at clinical sites is not allowed. This includes making calls, receiving calls, text messaging, photos, and the internet. Keep cell phones and pagers turned off or in silent mode during class. Emergency calls received may be taken in the hallway outside the classroom. Interruptions due to personal calls or pages during class can lead to disciplinary action. Phones in the lab and in the clinical areas are not to be used for personal calls. Give family members the contact number for clinical sites rather than taking cell phones into the operating room.

LEARNING RESOURCE CENTER

The OTC Learning Resource Center is maintained and made available for student use. Reference materials are accessible to supplement texts used in the program. Students are urged to acquaint themselves with the resources early in the program so that they may derive the maximum benefit from their use. The Learning Resource Center is located in the Information Commons building.

ADMINISTRATIVE WITHDRAWAL FROM A COURSE

It is the policy of the College that a student will be administratively withdrawn from a course due to lack of attendance in seated classes or nonparticipation in online classes (Policy 5.36).

The number of absences that will result in administrative withdrawal from this class is six (6).

Students should be aware that administrative withdrawal for lack of attendance or nonparticipation may reduce the amount of financial aid they receive, delay their graduation or necessitate repayment of aid already received and does not relieve their obligation to pay all tuition and fees due to the College.

DROPPING A CLASS

It is your responsibility to understand the College's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade. To drop a class, complete the necessary form in Student Services or via the Access OTC tab in MyOTC.

Failure to properly withdraw from classes can have a detrimental effect on your grade point average and your future educational goals.

See the College website or contact Student Services for drop deadlines.

COURSE REPEAT POLICY

A student enrolled in the Surgical Technology program must complete each required course with a 'C' or above. If unsuccessful for any reason, they may possibly be able to repeat one surgical technology course one time during the program. This second attempt of a class must occur within two years to maintain continuity. A student may be required to retake pre-requisite or preceding courses depending on individual circumstances and the amount of time that has lapsed since their enrollment. The student will need to reapply to be considered and be reevaluated before they can reenter the program.

NON-DISCRIMINATION STATEMENT

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities and employment, regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status and disabilities that include HIV and AIDS and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender or physical requirements apply to the appropriate and efficient administration of the position. Any person having inquiries concerning OTC's compliance with these regulations may contact Julia Edwards, Title IX and Section 504 Coordinator, 1001 E. Chestnut Expressway, Springfield, MO 65802, 417.447.8188.

DISCIPLINARY ACTION

The Surgical Technology Student Handbook serves as your source of information in regard to expectations of behavior and performance as a student in the program. It is our responsibility to prepare students for employment in healthcare; following policies is part of that preparation. When a student does not comply with expectations, it can affect the learning environment for all and could place the surgical patient in jeopardy. As with an employer, a student should petition for change by going through appropriate channels. Each student is responsible for knowing, accepting, and meeting expectations.

Should a student fail to comply with any expectation, regulation, or policy, it may be viewed as an indication that the student is not interested in successful completion of the program. Therefore, the student may receive a verbal warning, written warning, and/or be placed on probation. Certain behaviors and/or any further infractions will necessitate additional disciplinary action, up to and including dismissal from the program.

Any compromise of patient safety or behavior in violation of the rights of any member of the Ozarks Technical Community College community could result in dismissal. Incidents related to the dismissal of Allied Health students typically follow a pattern of noncompliance with competencies including, but not limited to, the critical elements identified in clinical evaluations. Exceptions to this include, but are not limited to, direct injury or abuse to patients, faculty, peers, and others which will result in **immediate dismissal** from the program. Other violations which will result in dismissal include theft of property, physical or psychological abuse of others, purposeful damage to another's property, threats made against another, disruption of authorized activities being conducted by surgical technology faculty, illegal use of drugs or alcohol, or disclosure of patient information other than to appropriate personnel.

Please note that a clinical facility may immediately remove from their premises any student who poses an immediate threat or danger to personnel or to the quality of patient care, or for unprofessional behavior. They may request that OTC withdraw or dismiss a student from their clinical experience if the student's clinical performance is unsatisfactory or if their behavior is disruptive or detrimental to the facility or its patients. In such an event, the student's participation in the clinical component will be **terminated immediately** and the student will either need to withdraw or be dismissed from the program.

DISABILITY SUPPORT SERVICES

Disability Support Services has been designated by the college as the primary office to guide, counsel and assist students with disabilities. If you receive services through the Disability Support Services Office and require accommodations for this class, make an appointment with your instructor as soon as possible to discuss your approved accommodation needs. Bring your Accommodation Memo provided by the DSS Office to the appointment. Your instructor will hold any information you share in strictest confidence.

AMERICANS WITH DISABILITIES ACT

Any student should notify this instructor immediately if special assistance or devices are needed to accommodate a disability. This College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure disabled persons admitted to the College as students or employed by the College are afforded all the rights and privileges provided to them by State and Federal law.

To request academic accommodations for a disability, contact Disability Support Services at 417.447.8189 or in ICE 127. Students are required to provide documentation of disability to Disability Support Services prior to receiving accommodations.

COMPUTER USE EXPECTATIONS FOR SEATED COURSES

In today's computer based society, it is imperative that students develop computer based skills. Therefore, Ozarks Technical Community College students will be expected to use technology to assist them in the learning process. At a minimum, students will be expected to log on to the online learning platform where the course syllabus and faculty information are located.

In a "seated" course, the time spent in class should be the primary venue used to deliver the content of the course as stated in the course abstract. The manner in which that content is delivered in the classroom is left to the discretion of the instructor.

In a "seated" course, the administering of course assessments (other than "traditional" assessments including, but not limited to, research papers, essays, mathematical problem sets, etc.) should be conducted primarily during the regularly-scheduled class periods. The manner in which those assessments are administered is left to the discretion of the instructor. The use of assessments (administered online) outside the regularly-scheduled class periods are acceptable provided the following criteria are met:

- the number of assessments are conducted on a limited basis;
- the percentage of the course grade comprised by the online assessments is kept to a minimum.

ALCOHOL AND DRUG POLICY

Prescription Drugs

Taking any prescription drug that alters the student's mood and/or thought processes must be reported to the Program Director before class and/or clinical. This allows staff to identify any potential safety problem for the student and/or patient. Failure to report prescriptions for mood or thought process altering drugs would indicate a lack of basic professional judgment skills and result in disciplinary intervention to determine the student's ability to continue in the program. If on prescription medications and choose to stop taking them as prescribed, faculty must be informed and may require an evaluation to determine suitability for continuing in the program. A letter from the attending physician may be held in the student's file. All information is strictly confidential.

Alcohol and Illegal Drugs

OTC is committed to providing each student a drug-free environment in which to attend classes and study. Illicit drug use and the abuse of alcohol are dangerous and may result in permanent damage, dependence, ill health, and even death. Students who attend classes, lab, or clinicals under the influence of alcohol or illegal drugs may be withdrawn from the class and placed on probation or suspended from OTC. Under no circumstances will intoxicated students be permitted to participate in OTC courses or activities.

If an instructor has reason to suspect that a student has used either alcohol or illicit drugs, they may request that a student undergo a drug screen at that time. If the student refuses, they are automatically dismissed from the program. If the student agrees and the screen is positive or suspicious, they would be dismissed from the program.

OTC is required to have each student submit to a urine drug screen prior to participating in clinical rotations. The urine drug screen must be negative and OTC must provide proof of the negative drug screen upon request. If the results are positive and cannot be reconciled by a Medical Officer, the student would be prevented from participating in the clinical experience and would, therefore, be dismissed from the program.

See *OTC Student Handbook* for information regarding possible legal sanctions.

TOBACCO

Ozarks Technical Community College is committed to providing its students and employees a safe and healthy environment. Because of this commitment, the college became a tobacco free institution on August 1, 2003. Tobacco consumption or use of any product which is intended to produce a similar effect, such as the electronic cigarette, is not permitted on college property. Since the majority of health care institutions are also tobacco free, students are to refrain from using tobacco at all clinical sites or will face disciplinary action.

S A F E T Y

PERSONAL SAFETY

OTC Safety and Security has officers on campus daily from 0600-2330, except when the college is closed. If the college is closed, there is only an officer on call for emergencies. Officers are available for escorts to and from vehicles by calling 447-6911 or 6911 from campus phones.

FIRE PROCEDURE

In the event of a fire on campus, the alarms will be sounded and the buildings will be evacuated. Each classroom has evacuation maps posted. Questions concerning fire procedures should be directed to the Director of Safety and Security.

TORNADO/SEVERE WEATHER WARNING

In the event of an emergency such as a tornado or severe weather, the alarms in the buildings at each campus will be activated. All occupants will be moved to their respective shelter areas and will be required to stay clear of all windows. Weather conditions will be monitored and occupants will be permitted to return to classrooms and labs after the National Weather Service gives the "ALL CLEAR."

INCLEMENT WEATHER PROCEDURE

Extreme weather conditions may require OTC to cancel or delay classes. Only severe weather conditions that would affect the personal safety of faculty, staff, or students will result in the delay or cancellation of classes. Information about class cancellation will be made through local radio and television media and sent out through the text alert system. If no announcement is made, classes will operate as scheduled. A decision to close the college or operate on a delayed schedule will be announced by 0600. An announcement will be made on Springfield radio and television stations and on www.otc.edu. Please do not call the college; if no announcement is made it may be assumed classes will operate on a regular schedule and a student would be expected to report for clinical. However, students are expected to exercise good judgment and place a high priority on their safety when making the decision regarding travel during potentially hazardous conditions. Students may sign up online to receive notifications from OTC via text message.

**Ozarks Technical Community College
Surgical Technology Program**

RULES AND REGULATIONS INFORMED CONSENT

I, _____, have read the current Student Handbook of Rules, Regulations, and Information for the Surgical Technology Program and have access to a copy of the Ozarks Technical Community College Student Handbook. I understand it is my responsibility to know and meet the expectations outlined in both publications.

It is my understanding that the Surgical Technology Student Handbook serves as my source of information in regard to expectations of behavior and performance leading to successful completion of the program. Because it would be impossible to foresee all circumstances involving each student, some student issues may need to be addressed individually with appropriate college personnel.

I have received an explanation of the rules and regulations from an instructor, including expectations regarding attendance and competencies, with all of my questions answered completely to my satisfaction.

Should I fail to comply with any expectation, regulation, or policy, I understand that I may receive a verbal warning, written warning, and/or be placed on probation. It is understood that certain behaviors and/or further infractions may result in dismissal from the program.

As a student in the Surgical Technology Program at OTC, I acknowledge and accept these rules, regulations, and conditions while enrolled in this program.

Signature

Date

**Ozarks Technical Community College
Surgical Technology Program**

ALCOHOL AND DRUG POLICY

Prescription Drugs

Taking any prescription drug that alters the student's mood and/or thought processes must be reported to the Program Director before class and/or clinical. This allows staff to identify any potential safety problem for the student and/or patient. Failure to report prescriptions for mood or thought process altering drugs would indicate a lack of basic professional judgment skills and result in disciplinary intervention to determine the student's ability to continue in the program. If on prescription medications and choose to stop taking them as prescribed, faculty must be informed and may require an evaluation to determine suitability for continuing in the program. A letter from the attending physician may be held in the student's file. All information is strictly confidential.

Alcohol and Illegal Drugs

OTC is committed to providing each student a drug-free environment in which to attend classes and study. Illicit drug use and the abuse of alcohol are dangerous and may result in permanent damage, dependence, ill health, and even death. Students who attend classes, lab, or clinicals under the influence of alcohol or illegal drugs may be withdrawn from the class and placed on probation or suspended from OTC. Under no circumstances will intoxicated students be permitted to participate in OTC courses or activities.

If an instructor has reason to suspect that a student has used either alcohol or illicit drugs, they may request that a student undergo a drug screen at that time. If the student refuses, they are automatically dismissed from the program. If the student agrees and the screen is positive or suspicious, they would be dismissed from the program based on the following:

OTC is required to have each student submit to a urine drug screen prior to participating in clinical rotations. The urine drug screen must be negative and OTC must provide proof of the negative drug screen upon request. If the results are positive and cannot be reconciled by a Medical Officer, the student would be prevented from participating in the clinical experience and would, therefore, be dismissed from the program.

Student Signature

Date

Witness

Date

**Ozarks Technical Community College
Surgical Technology Program**

ACKNOWLEDGEMENT OF HIPAA TRAINING

Statement of Confidentiality

The significance of maintaining the confidentiality of patients' Protected Health Information in the form of Health Insurance Portability and Accountability Act (HIPAA) Training is acknowledged by my signature below.

I understand that I have a moral, ethical, and legal responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information.

I will hold in confidence any Protected Health Information learned about patients during my periods of observation and clinical rotations at St. John's Regional Health Center, Cox Medical Centers or any other healthcare facility.

I understand that I also have an obligation to hold in confidence any information learned about physicians or staff during my clinical rotations.

I agree to follow the policies and procedures regarding the privacy of health information at each healthcare facility where I am allowed to gain clinical experience, and will promptly report any known or suspected violations to my Clinical Instructor or the facility's Privacy Site Coordinator.

I understand that a breach of confidentiality could bring about legal action against me resulting in dismissal from the Surgical Technology Program with no chance for reinstatement.

Student Signature

Date

Social Media Policy

As a student, you may encounter confidential information within the patient care environment during clinical practicum or in the classroom setting. It is your responsibility to refrain from any of the following:

- Using of patient's name (any identifier including initials, hospital name, type of procedure, etc.) and personal health information in any way
- Disclosing confidential information about the College, its employees, or its students
- Stating personal opinions as being endorsed by the College
- Using information and conducting activities that may violate OTC academic policies, or may violate local, state, or federal laws, and regulations

Any posting of information regarding patient(s), patient's families or clinical assignment on information social networking sites (examples—Facebook, Twitter, My Space) will result in immediate course failure or dismissal from the nursing program. Posting information of this nature is considered a breach of patient confidentiality and violation of the Health Information Privacy Accountability Act (HIPAA).

The OTC Allied Health Programs adhere to the Privacy Policies and Procedures of the Clinical agency where the student is assigned. If a breach of HIPAA has occurred, the student may not be allowed to return to the clinical agency. If the student is not allowed to return to the clinical agency, this will result in automatic dismissal from the surgical technology program.

Laptops, cell phones, and other devices employed for social media may only be used as authorized by faculty, while in the classroom or clinical setting. Be aware of your association with Ozarks Technical Community College in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.

OTC does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student behavior.

Be smart about protecting yourself and your privacy. What you publish is widely accessible and will be around for a long time, so consider the content careful

I have read and agree with the policies and guidelines: _____ date _____.

Ozarks Technical Community College Surgical Technology Program

OCCUPATIONAL EXPOSURE/INJURY PROTOCOL

Students are advised that working in a health profession does expose them to the risk of coming into contact with hazardous substances and the potential for injury. The college complies with all standards, rules, and regulations issued by the Occupational Safety & Health Administration (OSHA) and the recommendations of the Center for Disease Control (CDC). Students are required to consistently follow all safe work place practices. The following practices are designed to reduce your exposure to blood borne pathogens, hazardous material and other injuries.

1. Students are required to either obtain the Hepatitis B vaccination series or sign a declination statement.
2. Students will be required to pass a test covering universal and standard precautions for dealing with blood and other potentially infectious material (OPIM).
3. Personal Protective Equipment (PPE) must be worn when engaged in all activities where exposure is possible.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharps containers and biohazard disposal containers are located in laboratory and clinical areas.
6. First aid stations are available in each laboratory.

Any Allied Health student who sustains a needle stick or other occupational injury resulting in exposure to blood, bodily fluids, or other hazardous substance should follow the following protocol:

1. Immediately wash the affected area with soap and water, if applicable.
2. Cover the area with a dressing, if possible.
3. For an ocular exposure, flush thoroughly with water or the eye wash that is available in the first aid station.
4. Inform the instructor immediately.
5. Complete an incident report to be forwarded to the Allied Health Department.
6. It is *highly* recommended that the student see a healthcare provider who is trained in assessing the risk of the exposure immediately, but certainly within 24 hours.

Any Allied Health student who sustains any other type of occupational injury, including, but not limited to, back injuries, slip & fall injuries, sprains, strains etc. should:

1. Follow basic first aid for the injury sustained.
2. Inform the instructor as soon as possible.
3. Complete an incident report to be forwarded to the Allied Health Department.
4. It is highly recommended that the student seek medical attention & treatment.

Information on locating appropriate healthcare providers can be obtained from the Allied Health Department. **All expenses** related to testing and treatment incurred as a result of a needle stick, or other occupational exposures or injuries will be the responsibility of the student. Therefore, it is highly recommended that the student acquire and/or maintain a health insurance policy to help cover these expenses.

My signature below affirms that I have read this protocol and have been presented with this information prior to entering the clinical/laboratory setting.

Signature: _____ Date: _____

08/18/2010 (Reviewed and Revised)