



**HUNTSVILLE HOSPITAL**  
**SURGICAL TECHNOLOGY PROGRAM**

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***General Catalog & Student Handbook***  
***- January 2012 -***

***Huntsville Hospital -School of Surgical Technology***  
***101 Sivley Road | Huntsville, AL 35801***  
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### **Mission Statement - Huntsville Hospital**

*To provide quality care that improves the health of those we serve*

### **Mission Statement - Huntsville Hospital School of Surgical Technology**

*"The Huntsville Hospital School of Surgical Technology is dedicated to the pursuit of excellence in the field of Surgical Technology Education accomplished through a structured, but diverse didactic and clinical experience." The Huntsville Hospital School of Surgical Technology follows the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) standards by "preparing competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains".*

### **What is a Surgical Technologist?**

The Surgical Technologist is a skilled person, qualified by didactic and clinical training to provide services under the direct and continuous supervision of qualified professional nurses and physicians within hospital areas intimately concerned with the principles and practices of surgical asepsis, namely the operating room.

A Surgical Technologist is a specialty educated person who performs assigned duties in the operating room under the guidance of a Registered Nurse. The purpose of the technologist program is to provide learning experiences, which enable graduates of the program to function in the operating room and obtain certification.

### **History of the Surgical Technologist**

The profession originally began under the direction of the Association of Operating Room Nurses (AORN). In 1973, surgical technologists became independent. They formed their own professional organization, the Association of Surgical Technologists (AST), and changed their title to "Surgical Technologist".

Surgical Technologists are vital members of the surgical team who work closely with the surgeon, anesthesia provider, and perioperative nurses to provide quality care to the patient pre-operatively, intra-operatively and post-operatively.

The profession of surgical technology resulted from a critical need for assistance during surgeries performed in World War II. Over the last sixty years, the profession has developed in response to the continuing demand for well educated, highly skilled and dedicated practitioners who will deliver quality patient care.

A Surgical Technologist is a relatively new occupation within the operating room structure. The Association of Surgical Technologists was formed to unite on-the-job technicians. The idea was to promote the occupation and update education requirements. This assures employers of the credibility of

prospective employees. The association continues to provide continuing education and records the continuing education of its members. Altogether, this is an effort to promote the status of the surgical technologists, maintain education and assure them a continuing role in the operating room.

### **History of the Huntsville Hospital School of Surgical Technology**

The Huntsville Hospital School of Surgical Technology (HHSST) was established in 2003 by a combined effort of Corporate University and the Surgery Department. The rationale for a school was a basic need for qualified Surgical Technologists. The HHSST provides students with didactic and clinical instruction so that upon graduation from the school the students are ready to enter the workplace as qualified Surgical Technologists.

The first class graduated in 2003 with 15 total graduates.

### **Beyond Tomorrow**

As Huntsville Hospital has grown into an 881 bed system, the Governors Medical Tower, and the future Madison Hospital, the HHSST has grown also. The primary facility used by the school is housed at Corporate University. There is a classroom, lab, and two offices. Student clinical rotations include Huntsville Hospital Main, the Women and Children's Hospital, and Governor Medical Tower (GMT).

Patient care skills will continue to increase as our population continues to age. Future trends show that there will be an increased demand for Surgical Technologists, greater than any other field of the medical profession.

Huntsville Hospital and the healthcare system in America require competent, professional, highly skilled, and highly motivated individuals. The HHSST will strive to provide graduates capable of meeting and exceeding those standards.

### **Surgical Technology Course Philosophy**

We believe there is a need for the training of individuals to perform the duties of surgical technologist in hospital areas where surgical and related nursing procedures are performed. These individuals should have maturity, good health, and the necessary background to gain the knowledge and develop the skills to perform efficiently as surgical technologists.

The training course includes basic theoretical information and on-the-job experiences planned and presented in logical sequence to give the trainee a sound continuous program. The program includes guidance information to develop an awareness of the human dignity of man and his physical, emotional and spiritual needs.

The student will develop the knowledge, skills and attitudes necessary to practice as a surgical technologist by acquiring the following fundamental capabilities:

- To utilize appropriate medical terminology
- To apply a basic understanding of human physiology and surgical anatomy in the perioperative role of a surgical technologist
- To demonstrate a basic understanding of the concepts of pharmacology
- To demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures and patient care
- To identify and assume appropriate responsibility for patient care

## Accreditation

The Huntsville Hospital School of Surgical Technology is applying for accreditation.

Huntsville Hospital has full accreditation from:

The Joint Commission

One Renaissance Blvd.

Oakbrook Terrace, IL 60181

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

## HHSST Goals:

1. **Promote skills in problem solving, critical thinking, and communication.**
2. **To provide the profession with competent Surgical Technologists for employment on the entry level.**
3. **Provide an environment that promotes professional development and growth.**

## Application Process

Individuals interested in applying to the Huntsville Hospital School of Surgical Technology must have a high school diploma or G.E.D and be of 18 years of age. Individuals must also have a valid social security number and be able to work in the United States. Individuals currently employed by Huntsville Hospital may not be in disciplinary process. Interested individuals may obtain information from Corporate University offices.

To apply to the Huntsville Hospital School of Surgical Technology, the following items must be submitted to the Corporate University Perioperative Program Director:

- An Application for Admission to the Program
- A Formal Resume
- An Essay (see application for the question)
- 3 Confidential and **Professional** Recommendations (**CANNOT** be friends/relatives)
- Completion of the Health Occupations Aptitude Exam (Psychological Testing Bureau)
- Completion of High School with a minimum GPA of 2.0 or G.E.D with a minimum score of 500
- Official Transcripts of all Prior Education
- If English is a second language, successful completion of TOEFL is required. This measures the candidate's English proficiency. Exam results must be within 1 year of application.
- \$70.00 Non-refundable Application and Health Occupation Aptitude Exam fee

All completed applications will be reviewed. Applicants who are chosen for an interview will be contacted by the department either by phone or mail to schedule an interview time. The interviews will be conducted by a panel of individuals including, but not limited to: The Perioperative Program Director, Surgical Technology Program faculty, Managers of Surgical Services and a representative from Corporate University.

After interviews are completed, candidates to the program will be selected pending satisfactory references. All interviewed candidates are notified of acceptance or non-acceptance by letter from the Surgical Technology Program faculty.

### **Tuition Fees and Other Costs**

Tuition *	\$1,600.00
<i>include Physical Exams, PPD, Immunizations and Healthcare Provider CPR course</i>	
Drug Screen/Background Check	\$25.00
Textbooks ( <i>Cost may varies</i> )	\$500.00
Uniforms ( <i>Price varies</i> )	\$
NBSTSA Certification Exam (Upon accreditation)	\$265.00
NBSTSA Practice Exam	\$40.00
Application & PSB Testing	\$70.00
Hospital Badge	\$10.00

Test of English as a Foreign Language™ ( TOEFL) ( <i>If necessary</i> )	\$170.00
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*\*(Tuition may be paid in four installments; due at the beginning of each term)*

- Students accepted will receive a physical exam from Huntsville Hospital Employee Health and immunizations
- Book costs will vary due to the amount of each text book required.
- Uniform costs depend on student preference. Students must wear solid dark blue uniforms and all shoes should be majority white and coordinate with the uniform.
- Student ID badges must be worn above the waist and on at all times. The cost for replacement badges is \$10.00
- Students failing to pay tuition prior to the fifteenth day of the term will be released from the program.
- Late Fee 7 days after due date is \$75.00

At any time, the costs stated above may be changed, dependent on the best operation of the Huntsville Hospital School of Surgical Technology.

***Refund Policy***

If a student withdraws from the program after the first day of class but prior to the end of the third week of class, they will be refunded according to the withdrawal date as follows:

- |   |                                    |                |
|---|------------------------------------|----------------|
| • | Withdrawal during first week       | 75% of tuition |
| • | Withdrawal during second week      | 50% of tuition |
| • | Withdrawal during third week       | 25% of tuition |
| • | Withdrawal after end of third week | No Refund      |

\*No refunds are made to any student dismissed from the program for any reason.

## School of Surgical Technology 2012 Calendar

### Winter Term (Jan. thru March)

- Hospital Orientation Monday, January 9
- Class Begins – *tuition due* Tuesday, January 10
  - Holiday – MLK Monday, January 16
  - Holiday – Presidents Day Monday, February 20
- End of Term Break Wednesday, March 21 & Thursday, March 22

### Spring Term (March thru May)

- Spring Term Begins - *tuition due* Monday, March 26
  - Holiday – Memorial Day Monday, May 28
- End of Term & Summer Break June 11 – June 14

### Summer Term (June thru Aug.)

- Summer Term Begins - *tuition due* Monday, June 18
  - Holiday- Independence Day Wednesday, July 4
- End of Term Break Wednesday, August 22 & Thursday, August 23

### Fall Term (Aug. thru Oct.)

- Fall Term Begins - *tuition due* Monday, August 27
  - Holiday – Labor Day Monday, September 3
- Last day of class Thursday, October 25
- Graduation Friday, November 2

Any of the above dates could change dependent upon the best operation of the School of Surgical Technology and/or the Huntsville Hospital

## **Functional Abilities for Surgical Technologists**

**Gross Motor Skills:** Move within confined spaces; maintain balance in multiple positions; reach above shoulders; reach below waist; reach out front

**Fine Motor Skills:** Pick up objects with hands; grasp small objects with hands; write with pen or pencil; key/type (use a computer); pinch/pick or otherwise work with fingers; twist (e.g., turn objects/knobs using hands); squeeze with fingers (e.g., eye dropper)

**Physical Endurance:** Stand (e.g., at operative field for long periods of time doing surgical or therapeutic procedure); sustain repetitive movements (e.g., CPR); maintain physical tolerance (e.g., work on your feet a minimum of eight hours)

**Physical Strength:** Push and pull 50 pounds (e.g., carry instrument pans, position patient, move equipment); support 50 pounds of weight (e.g., hold extremity for prep); lift 50 pounds (e.g., pick up a child, transfer patient, bend to lift an infant or child); carry equipment/supplies; use upper body strength (e.g., perform CPR, physically restrain a child); squeeze with hands (e.g., operate fire extinguisher)

**Mobility:** Twist; stoop/squat; bend; move quickly; climb stairs; walk

**Hearing:** Hear normal speaking-level sounds; hear faint voices; hear faint body sounds; hear in situations when not able to see lips (e.g., when masks are used); hear auditory alarms

**Visuals:** See objects up to 20 inches away; see objects up to 20 feet away; use depth perception; use peripheral vision; distinguish color and color intensity (e.g., flushed skin/paleness) ; see in darkened room (e.g., during endoscopic procedures, eye surgery)

**Tactile:** Feel vibrations (e.g., palpate pulses); detect temperature; feel differences in surface characteristics; feel differences in sizes, shapes (e.g., identify body landmarks); detect environmental temperature

**Smell:** Detect odors

**Environment:** Tolerate exposure to allergens (e.g., latex gloves, chemical substances); tolerate strong soaps; tolerate strong odors; tolerate cool temperatures of the operating room suites

**Reading:** Read and understand written documents; read digital displays

**Math:** Comprehend and interpret graphic trends; calibrate equipment; convert numbers to and from metric, apothecaries, and American systems (e.g., dosages); count rates; read and interpret measurement marks; add, subtract, multiply, and/or divide whole numbers; compute fractions and decimals; document numbers in records

**Emotional Stability:** Establish professional relationships; provide client with emotional support; adapt to changing environment/stress; deal with the unexpected (e.g., patient condition, crisis); focus attention to task; cope with own emotions; perform multiple responsibilities concurrently; cope with strong emotions in others

**Analytical Thinking:** Transfer knowledge from one situation to another; process and interpret information from multiple sources; analyze and interpret abstract and concrete data; evaluate outcomes; problem solve; prioritize tasks; use long-term memory; use short-term memory

**Critical Thinking:** Identify cause-effect relationships; Plan/control activities for others; synthesize knowledge and skills; sequence information; make decisions independently; adapt decisions based on new information

**Interpersonal Skills:** Establish rapport with individuals and groups; respect/value cultural differences in others; negotiate interpersonal conflict

**Communication Skills:** Teach; influence people; speak English; write English; listen/comprehend spoken/written word; communicate in an understandable manner; collaborate with others; manage information

Upon successful completion of this course, the learner will be able to:

1. demonstrate professional behavior while performing the duties and responsibilities of an entry level surgical technician.
2. discuss legal implications involved in the operative experience.

3. demonstrate an understanding of the principles of sterile and aseptic technique.
4. demonstrate an understanding of microbiology and sterilization and disinfection while performing the job requirements of a surgical technologist
5. demonstrate manual dexterity in handling surgical instruments and equipment
6. identify the duties and responsibilities of each member of the surgical team.
7. perform in the role as a co-operative team member
8. identify safety precautions required in the surgical environment.
9. demonstrate basic knowledge of anatomy and physiology
10. demonstrate knowledge of instrumentation, equipment, and supplies that are necessary for various surgical procedures.
11. demonstrate knowledge of policies and procedures related to the Operating Room
12. demonstrate the ability to prepare for a procedure in a timely and efficient manner
13. discuss current trends in relation to practicing in the surgical setting (i.e. changes in practice, new equipment, new procedures)
14. discuss communication skills utilized in the surgical environment

**Program Clinical Objectives:**

The learner will:

1. Demonstrate anticipation of the needs of the surgical team.
2. Demonstrate the handling of instruments, supplies and equipment correctly and appropriately during the surgical procedure.
3. Demonstrate the ability to create and maintain a sterile field.
4. Demonstrate behavior that exemplifies a team member in the surgical suite.
5. Exhibit knowledge of anatomy and physiology during preparation and performance of a surgical procedure.
6. Demonstrate correct use of equipment in the surgical suite, i.e. autoclaves.
7. Demonstrate understanding of hospital policies and protocols in surgical suite.
8. Demonstrate the ability to prepare and function in a basic procedure for each specialty.
9. Demonstrate skills in prioritizing and multi-tasking during a surgical procedure.
10. Demonstrate capabilities to manage physical and emotional stress.
11. Demonstrate knowledge and practice of basic patient care concepts.
12. Demonstrate successful communication skills with the surgical team.

**Appearance and Attire Policy**

The purpose of the dress code is to provide guidelines and rules of dress and appearance. The policy is designed to provide guidelines for professional, competent, clean appearance for students while allowing for comfort, affordability and appropriateness for students.

Due to close contact with patients and others, practicing good hygiene is important. Showering and the use of anti-perspirant or deodorant are required. For the same reasons, the use of strong, heavy scents and fragrances (lotions, powders, etc) is not permitted. If you are a smoker, please be considerate to see that your clothing fibers and breath are free of smoke scent. Hand washing after smoking is required.

Visible tattoos and piercings are not allowed. Within the classroom setting, earrings are allowed, but not in the Operating Room suites. Fingernails are to be short and clean. Artificial nails are not allowed in the Operating Room suites – this includes acrylic overlays, gel, wraps and anything not removable by acetone. Jewelry is allowed in the classroom setting but not in the Operating Room suites.

Appropriate attire is a necessary part of infection control in the Department of OR Services. At no time shall street clothing be worn within the restricted areas. All scrub attire shall be made of a fabric that

meets the National Fire Prevention Association standards. Scrub attire shall be lint free and meet with Huntsville Hospital guidelines as pertains to surgical attire.

Attire for classroom is casual business attire or scrubs. Flip flops and sandals are not allowed. Clothing must be neat in appearance and free from tears or holes and obscene words/pictures. Jeans are not allowed. When in the Operating Room suites dark blue scrubs must be worn, along with scrub hats, face masks (when in an open room) and fully enclosed leather shoes.

Name Tag: Each student must wear a Surgical Technology name tag while at the clinical site.

Uniforms: Scrub attire is provided by the student. Jackets when worn must be fastened and strings securely tied to prevent potential contamination. Shoe covers should be removed and discarded when soiled. Shoe covers are not to be worn outside the OR suites.

Caps and Masks: All possible head and facial hair, including side burns and neck hair, should be covered by surgical hoods or caps. High filtration efficiency disposable masks are to be worn at all times when inside Operating Rooms and/or sterile cores. Masks are to cover the mouth and nose entirely and must be completely secured to prevent venting at the sides. Masks should be changed following each procedure and should not be left hanging around the neck or tucked into a pocket for future use.

Protection Barriers:

Gloves (sterile or unsterile) should be selected and utilized depending on the task to be performed. The HHSST advocates double gloving during sterile procedures.

Protective Eyewear or face shields must be worn whenever activities could place one at risk for a splash to face or eye. Protective eyewear must be worn during all surgical procedures by all scrubbed personnel with the exception of cataract procedures.

Laser Eyewear that meets the American National Standard for the Safe Use of Lasers in Health Care Facilities should be utilized for laser procedures.

Additional attire such as fluid-resistant aprons, gowns, and shoe covers should be utilized when contact with blood or body fluid may reasonably be anticipated.

### **Attendance and Tardy Policy**

The Surgical Technologist Program operates Monday-Thursday 8:00am – 3:30pm during the didactic period. The clinical hours will begin at 6:30a.m and finish at 2:30p.m.

While enrolled in the Surgical Technologist Program each student is allowed five absences and four tardies. A tardy is defined as any arrival to class or clinical six (6) minutes but less than one hour past the scheduled start time without prior approval from the school instructor. Each student that accrues four (4) tardies will receive an absence. Failure to clock-in is not considered a tardy as long as the instructor knows that the student arrived prior to six (6) minutes but less than one hour past their scheduled start time. A student is also considered tardy if late returning from rest and lunch periods. Upon the fifth tardy, the student will be dismissed from the program.

Absence is defined as any absence from class or clinical for a complete shift, a partial shift, or more than one hour past their scheduled start time. A maximum of five (5) absences will be allowed for the Surgical Technology Program. Upon the sixth absence, the student will be dismissed from the program. Unexpected emergencies will be addressed on a case by case basis.

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Technology program depends, in part, on consistent attendance. In academic courses, grades are

earned on the basis of the student's attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinical based courses, attendance is one of the factors that will be evaluated weekly. Guidelines for missed clinical days are established and failure to comply may result in dismissal from the program.

Students who must miss a clinical experience are expected to notify the Surgery Charge Nurse, the POD Coordinator and their Clinical Instructor in advance according to the guidelines established for the course. Documentation of illness may be required by the POD Coordinator or the Clinical Instructor.

1. The student must notify the Program Director or Clinical Instructor of a clinical absence no **less than sixty (60) minutes** in advance of the scheduled start time.
2. The student must notify the Program Director or Clinical Instructor **EACH DAY** he/she is absent.
3. Time missed for arriving late, 15 minutes or more, will count toward a tardy.
4. Medical or other documentation may be required for verification.
5. Instructor initiated withdrawal may result if these procedures are not followed.
6. Time missed for leaving early must be approved by the Program Director or Clinical Instructor prior to leaving.

Because of the importance of attendance in the Surgical Technology curriculum, students will be expected to adhere to the following attendance policies:

1. Absences exceeding the course established criteria printed in the course syllabus and handbook will be brought to the attention of the Program Director and Advisory Board. The student will be expected to participate in a conference with the Program Director and/or Advisory Board.
  2. Instructor-initiated withdrawal may result if the absence limits are exceeded.
  3. It is the student's responsibility to keep track of his/her absences and to discuss concerns with the Program Director and/or Clinical Instructor.
  4. A student may submit a request thirty (30) days in advance to obtain leave for a Holy Day.
  5. Four tardies equal one absence in both academic and clinical settings. These will be counted as absences in the course.
  6. Huntsville Hospital recognizes the following major holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Years Day.
  7. Four clinical/didactic tardies per year will be allowed. After an occurrence, the following actions will be taken:
    - o 2nd An oral warning will be issued to the student
    - o 3rd A written warning will be issued to the student
    - o 4<sup>th</sup> 10% off clinical grade/or overall average
    - o 5<sup>th</sup> Dismissal from program
- If a student drops below 80% overall average or clinical grade due to tardiness, the student will be dismissed from the program immediately.

#### Sick Time

- Students are required to notify the Program Director and assigned clinical area of any unscheduled absence..
- Sick time may be used for illness of a minor child or spouse.
- **Routine** dental and doctor appointments should be made on non-class days.
- Students who are absent 3 or more consecutive days will be required to notify the Employee Occupational Health Office and present a physician excuse.

- Each day a student is absent, he/she must notify the Program Director unless duration of the absence is known.

Inclement Weather: Huntsville Hospital is a 7-day a week, 24 hour a day facility and circumstances of inclement weather only make manpower more critical. In the event of inclement weather or adverse driving conditions, the student will be notified by the Program Director. Should a student not be able to get to school during times of inclement weather he/she can take an absent weather day. There will be no penalty for this, but the weather day will be made up at the end of the term. These policies are in place as a pattern of absences and/or tardies reflects a lack of dependability and commitment and may result in corrective action and discussion about opportunities available for improvement.

### **Utilization of Badge System**

- Students must clock in and out each day at their designated assignments.
- If a student fails to clock in, it will be considered a tardy unless a manager or supervisor sends documentation to the Program Director that the student arrived prior to 6 minutes past scheduled time. If documentation is not submitted, it will result in a grade reduction.
- If a student fails to clock out, written documentation from a manager or supervisor verifying the student's time out must be submitted to the Program Director. If documentation is not submitted, it will result in a grade reduction.
- Students who report to clinical rotations without their name badges must notify the program director or clinical instructor immediately. Students will be required to leave their clinical rotation.

### **Make Up Time/Test**

- All make up time will be made up during vacations, term breaks, within the same week (weekdays only), or added to the end of the year, postponing the graduation date.
- All time owed must be made up by the end of each term.
- Make- up time will not be scheduled on holidays.
- Make- up time will be scheduled at the discretion of the program director or clinical instructor.
- The Program Director or Clinical Instructor must be available for time to be considered make-up time.
- Tests missed during an absence will be made up immediately upon return with a 10-point penalty. Test not made up will be recorded as a "0". It is the responsibility of the student to schedule all make up tests. The test will differ from the original test.

### **Leave of Absence**

Any enrolled student may petition the Advisory Committee for a leave of absence. A leave of absence is normally granted for a period not in excess of one year. This allows the student to enter the school at the same point they exited. Leaves are only granted for extreme circumstances. Any failure to abide by any terms of leave will automatically terminate the leave and the student will be dismissed from school.

## **Attendance Exceptions**

- Three days bereavement will be granted due to death in the immediate family. Immediate family is defined as spouse, parent or legal guardian, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, children, grandparent, grandchildren, and step parents.
- Jury Duty
- Military Duty

## **Conduct**

Students will receive disciplinary action and/or immediate dismissal upon any of the following, but not limited to, examples:

- Conduct that is dangerous or hazardous to another person's health, safety, or personal well-being, including physical abuse or immediate threat of abuse
- Disorderly conduct, including behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, argumentative, or inappropriate for the classroom or operating room
- Misuse or damage to property of Huntsville Hospital or personal property of instructors/teachers, patients and their families
- Failure to cooperate with or violation of Huntsville Hospital policies and procedures
- Failure to cooperate with Huntsville Hospital supervisors and/or instructors
- Plagiarism, cheating, or other forms of academic dishonesty
- Inefficiency, inability and/or gross or repeated negligence in performance of assigned clinical duties
- Abandoning or neglecting a patient requiring care
- Altering, falsifying or making a willful misstatement of facts on any patient's record or chart
- Tardiness or absences beyond the approved number as stipulated under the above policy
- Discussing confidential information regarding a patient on or off premises
- Students are required to badge in upon arrival and badge out upon departure – excessive failure to do so will result in one warning and if the behavior continues, the student will be dismissed from the program

## **Unsafe and Unprofessional Clinical Practice Defined**

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care.

The following are examples which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive:

**Physical Safety:** unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

**Biological Safety:** unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

**Emotional Safety:** unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology program or Huntsville Hospital.

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

### **Disciplinary Process**

Students who are not maintaining satisfactory compliance with the standards of the program will be placed in the disciplinary process. All disciplinary actions will be discussed with the Advisory Board.

**Probation:** When a student is not maintaining satisfactory performance in any of the following areas: theory grades, clinical performance, attendance, or conduct, the student will be placed on probation. A Student Progress Analysis form will be completed by the faculty member. The faculty members will conference the student regarding the unsatisfactory performance, any follow-up action, and time until re-evaluation. The student conference will be documented on the Student Progress Analysis form. Additional information may be documented on the Huntsville Hospital School of Surgical Technology Performance Log and attached to the Student Progress Analysis form.

The student will be re-evaluated at the next evaluation period or sooner, at the discretion of the instructor or director.

**Termination:** If the unsatisfactory performance continues while the student is on probation, the student will be referred to the program director. At this time, the director will make the determination to terminate the student from the program.

### **Academic Honesty**

All HHSST students must maintain academic honesty in all aspects of their training. Academic honesty is actions and conditions that encourage scholarship, subject mastery, intellectual growth and development.

Academic dishonesty is defined as:

1. Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids; copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme or other material submitted to meet course requirements. Plagiarism is the act of using in one's own work the work of another without indicating that source.
3. Use of texts or papers prepared by commercial or noncommercial agents and submitted as a student's own work.
4. Any student who displays academic dishonesty may be dismissed from the program.

**The grade of "0" will be given to any student found guilty of academic dishonesty.**

### **Academic Probation**

Academic probation results when a student:

1. fails to maintain at least a 80% average in any class
2. is behind in clinical check-offs for the required period.
3. has received below a 80% in a clinical evaluation.
4. has received any School action that required a written warning.
5. has been suspended for any reason.

Any student on academic probation for 2 consecutive terms, **for any reason**, may be dismissed from the School.

### **Grounds for Dismissal**

The Advisory Board Committee reserves the right to dismiss any student at any time for any action listed below. The list below is not entirely inclusive of all actions that might warrant dismissal. Actions less than dismissal are an option in certain extenuating cases; however, it is the sole discretion of the Credentials Committee to even consider options less than dismissal.

1. Failure (below a 80%) of any required class
2. Failure to meet required number of clinical competencies for assigned time-frame
3. Acquiring check-offs while working
4. Excessive Absences
5. Patient abuse
6. Invasion of privacy
7. Theft
8. Unprofessional conduct
9. Reporting to school under the influence of drugs or alcohol
10. Possession of a weapon
11. Fighting or provoking a fight
12. Unexcused absence
13. Insubordination
14. Conviction of a felony or equivalent charge
15. Immoral conduct
16. Indecency
17. Falsification of personnel or other records
18. Clocking in or out prior to approved time
19. Clocking in or out of another student
20. Turning in Make-up time accrued when working as HH Employee
21. Improper use of any System or School computer system
22. Failure to maintain a hygienic and clean appearance at all times
23. Failure to report to school for 2 consecutive days without notification
24. Violation of HIPAA regulations
25. Smoking in an undesignated area
26. Selling or possession of illegal drugs
27. Failure to maintain at least an 80% overall GPA due to excessive tardies or absences.

### **Cellular Phones and Camera Phones**

While at school students are expected to exercise discretion in using personal cellular phones. Cell phones, headphones, or any other electronic device such as iPods, MP3 players, etc. may not be used for *personal* use in the presence of patients or any public areas to include hallways and public elevators. Acceptable areas of use are the cafeteria, break rooms, parking garages/lots, and private offices with department approval. Cell phone and personal electronic devices used for business purposes such as a PDA or Bluetooth, with departmental approval, is acceptable.

Excessive personal calls/texting during the workday, regardless of the phone used, can interfere with student productivity, be distracting to others, and may interfere with the clinical monitoring equipment used for patients. A reasonable standard is to limit personal calls/texting to authorized rest or meal periods. Students are therefore asked to make personal calls/texting on non-class time and to ensure that friends and family members are aware of the hospital's policy. Flexibility will be provided in circumstances demanding immediate attention with supervisor approval.

Huntsville Hospital strictly prohibits student's use of cell phone cameras when such use might potentially breach employee, patient or customer confidentiality or privacy.

### **Smoking**

Huntsville Hospital is a "smoke-free" facility meaning no smoking is allowed inside any of the buildings. Smoking is allowed only in the designated areas. If a student is caught smoking in an undesignated area, he/she will be dismissed from the School. No exceptions will be made regardless of a first time offense.

### **Appeal/Due Process**

Only students enrolled or previously enrolled in the program (not applicants or other interested parties) are allowed to appeal an Advisory Committee decision. Appeals must be made in writing to the Program Director no later than 48 hours after the initial decision. The Advisory Committee will then review the request and render a decision within two weeks.

### **Grievance Committee**

After the appeal process has been utilized, if a student still believes the Advisory Committee decision is not just or fair, he/she may utilize the Grievance Committee. The request for such a committee must be made to the Program Director, in writing, within 48 hours receipt of the Advisory Committee decision. The Grievance Committee is only implemented when necessary. This committee is composed of at least three but no more than six members who have no direct relationship to the School of Surgical Technology. This committee may be composed of the following:

- Human Resources representative
- Registered Nurse
- Ancillary person
- Administrator/Department Head
- Staff Physician
- 

Due to the diversity of the Grievance Committee, a minimum of two weeks will be allowed for the committee to organize, review data, interview all parties (if deemed necessary) and render a decision. Once the Grievance Committee renders a majority decision, that decision is final.

## Appeals/Grievance Timeline

- Student makes an appeal to the Program Director, in writing, for an Advisory Committee Review, within 48 hours of initial decision
- Advisory Committee renders decision within two weeks
- If student desires to utilize the Grievance Committee, a request in writing to the Program Director must be made within 48 hours of the Advisory Committee decision
- Grievance Committee renders decision within two weeks
- Grievance Committee decision is final

## Testing

Any test missed because of absence, related to personal illness/illness of immediate family, may be made up providing a doctor's excuse is presented. Tests may also be made up due to death of immediate family. Tests will be graded and reviewed the class day following administration. Academic dishonesty is a breach in the code of ethics and is cause for probation or termination.

Grading System: The grading scale is as follows:

A= 90-100	I = Incomplete
B= 80-89	FA = Failure due to absences
F = 79 or less	

Scores will not be rounded.

The grade of D is not awarded nor accepted for transfer in the Surgical Technology program.

Tests will be administered routinely during the didactic phase of the program. A grade of **80% or higher** will allow the student to remain in the program. A failing grade of 79% or below will be grounds for academic dismissal.

Specific information concerning grades is found in the separate course syllabus.

Students must pass all sections of the Surgical Technology program curriculum in order to receive a certificate of completion.

Late submission of assignments will result in a five point deduction for each day an assignment is past due.

POD Medcom's are to be completed prior to the Monday of the new rotation for each prescribed area. Medcom's not completed within the required time frame will result in a five point deduction from the Medcom score. Each additional week that the POD Medcom's are not completed will result in a five point deduction for each of those weeks.

Upon the second offense, and each offense thereafter of incomplete POD Medcom's, there will be a ten point deduction. Each additional week that the POD Medcom's are not completed will result in a ten point deduction.

## Clinical Case Requirements

Program Guidelines	Core	Specialty	Ratios	Total Independent
Minimum	Level I - 10 Level II – 10 Level III - 0	Level I - 5 Level II – 0 Level III - 0	Cases – 80 Ration – 55/25 (70%/ 30%)	25

(Core Curriculum for Surgical Technology 5<sup>th</sup> edition)

## Grade Reports

Grade reports are issued at the end of each term. Students should record all test scores to check for instructor inaccuracies.

## Student Records

General Policy: No information from records, files or electric data directly related to a student, other than public information, will be disclosed to individuals, or agencies outside the School without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or government officials as provided by law. Information contained in such records may be shared within the School or School committee (selection committee, credentials committee, grievance committee, etc).

**Definition of Student:** A “student” is defined as “an individual currently or previously enrolled in any course(s) offered by the Huntsville Hospital School of Surgical Technology.

**Definition of Educational Records:** Student educational records are defined as those records, files, documents, electronic data, and other materials which might contain information directly related to a student and or a student’s actions and are secured by the School or a person acting on behalf of the School.

**Records Security:** All student records are secured in “locked” filing cabinets located within the School.

**Disclosure of Records to the Student:** The student has the right to inspect, in the presence of a School official, his or her records directly related to them. This request must be made in writing with a rational reason as to the request. The right of inspection does not include any “unsigned” evaluation forms, personal notes or other documents that may be considered “for documentation only” within the student’s files.

## Graduation Requirements

A student who has completed the following requirements shall be eligible to graduate:

1. All financial obligations satisfied.
2. All make-up time completed.
3. All obligations to either the Huntsville Hospital and/or the Huntsville Hospital School of Surgical Technology are satisfied.

Students must fulfill all course requirements as states in each course syllabus; Achieve a minimum grade of “B” (80%) in each course; First scrub a minimum of 80 cases with 25 independent.; Successfully complete all lab, practical, and clinical components of each course,.

### **Transfer of Credit/Request for Advanced Status**

Transfer of credit or request for advanced status is made on a “case by case” basis. This is due to the broad range of didactic and clinical requirements each program may have. Individuals may request transfer of credit and/or advanced status in writing, supported by as much documentation as necessary. The Advisory Committee reserves the right to accept or deny any request for transfer of credit or advanced status.

### **HHSST Student/Graduate Transfer of Credit**

The HHSST is not affiliated with any other educational program or system in Alabama or any other state. The school operates on a “clock” hour system. Example: If a class meets 1 hour for 2 ten week terms, the class would earn 20 clock hours of credit.

A student that wishes to transfer from our program to another surgical technology program must abide by that program’s transfer policy.

### **Withdrawal**

An official withdrawal requires:

1. Immediate notification to the instructor or program director.
2. Written confirmation stating the reason for withdrawal.
3. Each student is required to have a pre-exit interview with the director on the last day of enrollment. If withdrawal is due to long term disability, re-entry will be at the discretion of the director.

### **Policies and Procedures**

Students enrolled in the Huntsville Hospital School of Surgical Technology are required to obey all policies of Huntsville Hospital. It is the responsibility of the student to read each new policy and/or procedure and make changes in their existing Handbook as these changes occur.

### **Readmission Policy**

If the student should be unsuccessful in the program, it will be at the discretion of the Advisory Board to allow the student to re-apply.

All requests for re-entry must be submitted in writing to the Program Director of Surgical Technology. Requests will be accepted for only one year from the date of withdrawal from the program. Readmission is limited to one time.

Re-application to the program is based on several factors:

1. Review of student files by the Program Director and Advisory Board.
2. Recommendation by the Program Director.
3. Academic status of the student requesting readmission.
4. Proper and timely completion of all Huntsville Hospital’s requirements.

Any re-application will be at the discretion of the Program Director in consultation with the Advisory Board.

### **Workplace Hazards**

Huntsville Hospital is a large and complex organization with hazards and dangers obvious and hidden. No policy and/or procedure can define every possible hazardous or dangerous situation or scenario that might arise.

Students should use common sense and prudent judgment when a situation is encountered that seems hazardous or dangerous. Students should report all situations that are “unusual” to any School official or Hospital supervisor.

Several specific areas (hazardous materials, adverse weather, security measures, etc.) are addressed during hospital orientation and student orientation.

Students should never risk his/her safety for any situation that might arise.

### **Accidents/Incidents**

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room Supervisor should be notified immediately as well as the supervising clinical specialist. Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Program Director of Surgical Technology to be placed in the student’s file.

A Huntsville Hospital policy exists concerning contact with bodily fluids. This policy will be reviewed in detail during orientation to the program. Students are expected to know and follow these policies and procedures in the clinical areas.

If a student is injured, he/she may be treated by his/her own private physician or in the hospital emergency room. The student is responsible for seeking treatment.

### **Financial Aid**

Huntsville Hospital does not offer any financial aid or provide for grants, loans, or work-study programs to students.

### **Student Services**

Services available:

1. Counseling, Mentoring, Tutoring
2. Free Parking
3. Wellness Center Discount
4. TB Skin Tests
5. Hepatitis B Vaccination
6. Acute Care Services
7. Influenza Vaccine (dependent on availability)
8. Acute care health services
9. Fitness Center Discount
10. Daycare Services
11. Internet access for scholarly / research purposes
12. Influenza Vaccine (dependent on availability)

## **Student/Faculty Assistance**

Free confidential counseling and referral service is available to student/faculty of the HHSST who are experiencing personal or emotional difficulties that may be affecting their school/job performance. The purpose of the program is to help people identify the problem and obtain professional assistance to resolve the problem. Educational classes are also offered.

Problems may include but are not limited to:

- Relationships and Marital Problems
- Family Conflicts
- Alcohol and Drug Abuse
- Emotional Distress
- Personal Adjustment
- Stress Management

## **Learning Resources**

The HHSST is designed to provide a quality education through an assortment of learning resources. First and foremost is a dedicated faculty. A full-time program director and clinical instructor are supported by Huntsville Hospital. All qualified surgical technologists are utilized as clinical faculty. The School has a classroom that is conducive for study and a lab in close proximity to the surgery department.

Within the School classroom are 8 computers which can be used by students when class is not in session or they have study time. Students are granted internet access for research and scholarly purposes.

Students may attend Professional Development courses provided at no cost by Corporate University.

Students are also required to complete the following NetLearning courses : HIPAA Core, HIPAA Clinical, Reducing Surgical Infections, Improving Hand Hygiene Practices in Healthcare Settings, Recognizing Abuse and Neglect, Infection Control, Stroke, and Safe Handling of meds by Non-Licensed Personnel. Additional NetLearning courses will be assigned as determined by the Program Director or Huntsville Hospital.

Instruction methods include lecture, discussion, critical thinking, problem solving, role playing, audiovisual, and Computer Based Learning.

## **Student Work Policy**

All student activities associated with the curriculum will be educational in nature especially while the student is completing clinical rotations. Students will not be receiving any monetary remuneration during the educational experience and will not be substituted for hired staff personnel within the Huntsville Hospital, in the capacity of a Surgical Technologist.

A student may continue to work outside the program as long as an 80 or better average is maintained, required assignments are submitted on time, attendance is maintained, no demonstrable symptoms of lack of sleep, inappropriate requests to leave early or undue tardiness.

## **Student Counseling**

Student counseling is performed at the end of each term as part of each student's educational process. Formal counseling sessions are documented and signed by the student and program director. Informal student counseling is performed when either the student and/or an instructor deem it necessary. Informal counseling may or may not be documented as to the specific situation.

## **Policy and Handbook Disclaimer**

Some policies, procedures, guidelines, rules, regulations, requirements, etc. contained within this handbook are not intended to be an inflexible mandatory plan and should not be a substitute for independent judgment with respect to the treatment of any individual.

The Huntsville Hospital School of Surgical Technology reserves the right to exercise prudent, impartial, and fair judgment in any and all aspects of any and all aspects of any written or implied part of the handbook.

## **Suggestions**

The HHST is open to all suggestions for improvement. We encourage feedback from students, faculty, surgical technologists, graduates, employers, institutions, organizations, groups and/or individuals interested in educational activities in surgical technology.

The Program will operate under the sponsorship of Huntsville Hospital and therefore has an obligation to the profession and the community to act accordingly.

Suggestions should be made in writing and sent to the address in this Handbook. If expressed, the suggestion outcome will be sent to the interested parties with an explanation of the discussion and ultimate resolution of the suggestion.

## **Professional Associations**

- Association of Surgical Technologists (AST)  
6 West Dry Creek Circle, Ste 200  
Littleton, CO 80120-8031  
303-694-9130  
[www.ast.org](http://www.ast.org)
- Association of periOperative Registered Nurses (AORN)  
2170 South Parker Road, Suite 400  
Denver, CO 80231  
Toll Free: 800-755-2676  
Local: 303-755-6304  
[www.aorn.org](http://www.aorn.org)

**STUDENT AGREEMENT**

I, the undersigned, acknowledge and understand fully the policies as stated in the Huntsville Hospital School of Surgical Technology Handbook. By signing below I agree to abide by the rules of conduct set forth while on or off training. I further understand that it is my responsibility to read the policy. A copy of the Handbook has been provided to me.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness