

**DEPARTMENT OF NURSING**

**STUDENT HANDBOOK**

**SURGICAL TECHNOLOGY**

**KINGSBOROUGH COMMUNITY  
COLLEGE**

**2009-2010**

## **WELCOME TO THE DEPARTMENT OF NURSING SURGICAL TECHNOLOGY PROGRAM**

On behalf of the Faculty and staff of the Department of Nursing, we are pleased to welcome you to the Surgical Technology Program. We hope that you will have a gratifying, scholarly journey as a Surgical Technologist student here at Kingsborough Community College.

This handbook is a supplement to the College Catalog and College Student Handbook. It contains valuable information to facilitate your achievement of academic and professional excellence as a Surgical Technology student.

*All information contained in this handbook is subject to change. Changes will be published as they occur. This handbook is accessible at [www.kingsborough.edu/academicDepartments/nursing/Surgical\\_Technology.html](http://www.kingsborough.edu/academicDepartments/nursing/Surgical_Technology.html).*

Good luck and once again welcome to this very special program

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Program Director

## TABLE OF CONTENTS

<b>MISSION STATEMENT</b>	<b>Page 5</b>
<b>ACCREDITATION</b>	<b>5</b>
<b>CERTIFICATION</b>	<b>5</b>
<b>PROFESSIONAL MEMBERSHIP</b>	<b>5</b>
<b>PHILOSOPHY</b>	<b>6</b>
<b>PROGRAM GOALS AND OBJECTIVES</b>	<b>6</b>
<b>PROGRAM OUTCOMES</b>	<b>7</b>
<b>ENTRANCE REQUIREMENTS</b>	<b>7</b>
<b>CRITERIA FOR RETENTION</b>	<b>7</b>
<b>READMISSION</b>	<b>8</b>
<b>CLINICAL PLACEMENT</b>	<b>8</b>
<b>FATIGUE</b>	<b>8</b>
<b>GRADING POLICIES</b>	<b>9</b>
<b>GRADE APPEALS</b>	<b>9</b>
<b>ATTENDANCE POLICIES</b>	<b>10</b>
<b>OUTCOMES ASSESSMENT EXAMINATION</b>	<b>10</b>
<b>ESSENTIAL PERFORMANCE STANDARDS</b>	<b>11</b>
<b>COUNSELING</b>	<b>12</b>
<b>INVOLUNTARY PROGRAM WITHDRAWAL PROCESS</b>	<b>12</b>
<b>USE OF MIND-ALTERING SUBSTANCES</b>	<b>13</b>
<b>FACULTY AND STUDENT COMMUNICATIONS</b>	<b>13</b>
<b>STUDENT CONFERENCES</b>	<b>13</b>
<b>CONFIDENTIALITY</b>	<b>14</b>
<b>ACADEMIC INTEGRITY</b>	<b>14</b>
<b>PREPARATION FOR CLINICAL PRACTICE</b>	<b>14</b>
<b>UNSAFE/UNPROFESSIONAL CLINICAL PRACTICE</b>	<b>15</b>
<b>DRESS CODE</b>	<b>15</b>
<b>STANDARD PRECAUTIONS</b>	<b>16</b>
<b>ACCIDENTS/INJURIES/INCIDENTS DURING CLINICAL</b>	<b>16</b>
<b>PROFESSIONALISM</b>	<b>16</b>
<b>PATIENT ASSIGNMENT</b>	<b>16</b>
<b>CLINICAL ADVISEMENT</b>	<b>17</b>
<b>PRACTICUM REQUIREMENTS</b>	<b>17</b>
<b>STUDENT'S RIGHTS AND RESPONSIBILITIES</b>	<b>18</b>

<b>FEES AND EXPENSES</b>	<b>19</b>
<b>FINANCIAL AID</b>	<b>19</b>
<b>RESOURCES</b>	<b>19</b>
<b>REQUIREMENTS FOR MATRICULANTS</b>	<b>20</b>
<b>SURGICAL TECHNOLOGY COURSES</b>	<b>21-23</b>

## **MISSION**

The mission of the Department of Nursing at Kingsborough Community College (KCC) of the City University of New York (CUNY) is to educate individuals from varied ethnic and sociocultural backgrounds to practice Nursing and Surgical Technology in a variety of settings. The Department's mission is guided by the KCC Vision Statement, adopted 6/6/01, which focuses on the question: "How do our individual and collective actions contribute to student learning?" It is congruent with the Mission Statement of KCC.

## **ACCREDITATION**

The Surgical Technology Program of Kingsborough Community College received initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in November 2007. Accreditation exists to establish, maintain and promote appropriate standards of quality for educational programs. These standards are used for the development, evaluation and self analysis of Surgical Technology Programs. Individuals who graduate from an accredited program are eligible to take the certification examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

## **CERTIFICATION**

A surgical technologist who is certified by the NBSTSA provides evidence to employers, other health care professionals and the public that the certified individual has met the national standard for the knowledge that underlies surgical technology practice. Certified surgical technologists demonstrate mastery of a broad range of knowledge of surgical procedures, aseptic technique, and patient care by successfully completing the surgical technology certification examination. Certification by the NBSTSA is nationally recognized.

The procedure for applying for certification will be distributed during the last semester.

National Board of Surgical Technology and Surgical Assisting  
6 West Dry Creek Circle, Ste. 100  
Littleton, CO 80120  
[www.nbstsa.org](http://www.nbstsa.org)

## **PROFESSIONAL MEMBERSHIP**

Students are eligible for membership in the Association of Surgical Technologists upon enrollment in the program.

Association of Surgical Technologists  
6 West Dry Creek Circle, Ste. 200  
Littleton, CO 80120  
[www.ast.org](http://www.ast.org)

Applications for membership will be distributed during the program.

## **PHILOSOPHY OF SURGICAL TECHNOLOGY PROGRAM**

The Faculty of Kingsborough Community College believes that:

- Health is a state of optimum well being for man. It is relative and constantly changing.
- Due to this changing state, the Surgical Technologist practices in a unique role of assisting with the care and treatment of surgical patients by aiding the perioperative team to perform surgical interventions.
- The Surgical Technologist's primary setting for practice is the Operating Room. However, this practice has application in other Health Care settings. These areas include Labor and Delivery, Endoscopy, Central Sterile Processing, Ambulatory Surgery Facilities, as well as Materials Management and Clinical Sales.
- The educational environment of the Surgical Technology Program considers individual differences which affect learning ability, and provides motivation to continue to learn and adapt in the changing surgical environment. The faculty believes an individual's learning ability is based on past experiences and personal potential, which permits learning to occur at different rates and levels. Learning takes place most readily when material is taught in a logical sequence and progresses from the simple to the complex. Under the guidance of the faculty, the student should assume responsibility for their own learning.
- Surgical Technology education consists of the student's development of theoretical knowledge and skills essential for appropriate functioning in the perioperative setting.

### **PROGRAM GOALS AND OBJECTIVES**

1. To prepare students to function as a surgical technologist who provides and participates in the coordination of patient care as a member of the surgical team by demonstrating knowledge of aseptic technique, surgical procedures and instrumentation.
2. To provide a learning environment for students, which facilitates the development of knowledge, skills, and values needed for professional development.
3. To prepare competent entry level surgical technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. This includes cognitive, psychomotor and behavior skills.
4. To provide students with sufficient background to be able to assimilate the policies and procedures of any health care institution consistent with their scope of practice.
5. To prepare students to communicate effectively via oral, written and electronic modes.
6. To prepare the student to pass the National Certification Examination prepared by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
7. To foster the concept of continuing education and lifelong learning.

## **PROGRAM OUTCOMES**

1. **Certification Rates:** A minimum of 75% of the graduates who attempt the National Board of Surgical Technology and Surgical Assisting's National Certification Examination will pass on their first attempt.
2. **Job Placement Rates:** 80% of the graduates will be employed in health care facilities within one year of program completion as measured by the Graduate Follow-up Survey.
3. **Program Satisfaction Rates:** 80% of the graduates will express satisfaction with the program as measured by the Program Completion Survey.
4. **Employer Satisfaction Rates:** 80% of the graduates will successfully practice as part of the professional health care team as evidenced by the Employer Satisfaction Survey.

## **ENTRANCE REQUIREMENTS**

To be considered for the Program for Surgical Technology, students must pass the CUNY ACT in Reading and Writing and the COMPASS Math test or meet all requirements for existing developmental coursework. Students who have not passed these examinations may not be admitted to the Curriculum Code for Surgical Technology. The student must achieve a minimum GPA of 2.5 and a grade of "C" in all courses required for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them. In order to request a change of curriculum, the student must obtain a Change of Curriculum form at the Office of the Registrar, meet with a counselor to discuss your academic performance and obtain the counselor's signature. After obtaining your counselor's signature, you must obtain the signature of the chairperson or designee of the department of your current curriculum. Finally, the completed form must be submitted to the Nursing Department Office, M-401. After final grades have been recorded for the semester in which you submit a change of curriculum, your request is reviewed by the Nursing Department. The Registrar will notify students of the effected change. Due to limited clinical site availability, enrollment in the Program is limited. Readmission to the program is subject to space availability.

## **CRITERIA FOR RETENTION IN THE SURGICAL TECHNOLOGIST PROGRAM**

Criteria for retention in the Surgical Technology Program mandates that students:

1. Receive no more than two grades below "C" in any of the pre or co-requisite courses.
2. Earn a minimum grade of "C" in all Surgical Technology Courses
3. Students earning less than a "C" grade in a Surgical Technology Course may repeat the course one time.
4. A second earned grade of less than "C" in any Surgical Technology course will result in dismissal from the Program.
5. Clinical Performance in the Practicum Courses must be at a Satisfactory level to remain in the program

## **READMISSION POLICY**

Students achieving a grade of less than “C” in any clinical course must apply in writing, no later than the end of the semester, to repeat the course. Students must submit an “Intent to Return to Nursing/Surgical Technology Program” form outlining what they thought caused them to be unsuccessful and include a plan for success that demonstrates significant changes in how they will approach the course. This form may be found on the Nursing Department website.

**Repeating the course is subject to space availability. This form is due June 15<sup>th</sup> for re-entry in the Fall semester and December 30<sup>th</sup> for re-entry in the Spring semester.**

Any student who has not attended surgical technology courses for two or more consecutive semesters cannot be readmitted into the program unless qualifying examinations have been passed in the courses previously completed. In addition, proficiency in clinical practice must be demonstrated by scheduling and passing the Practicum Examination prior to re-entry into the clinical agencies. Failure to pass will result in the student re-applying to the program as a new student.

## **CLINICAL PLACEMENT POLICY**

The Program Director makes all clinical assignments to agencies. Clinical placement is designed to expose the student to as many areas as possible and thereby facilitate the attainment of basic skills needed for the daily practice of Surgical Technology. Students are given the opportunity to provide input before assignments are finalized and the student’s needs are given consideration. **All clinical requests must be submitted by May 30<sup>th</sup> for the Fall semester and November 20<sup>th</sup> for the following Spring semester.** While students are given this opportunity, the program does not guarantee that the students will be placed in specific sites. Students who are employed in a participating agency cannot complete their clinical coursework in that agency.

## **FATIGUE**

Fatigue can certainly impair a health care worker’s ability to provide safe, professional care. Thus KCC’s Nursing Department states: All students need to carefully assess his/her level of fatigue, school requirements in terms of lecture, on-campus labs and clinical experiences and own work schedules. This assessment should carefully consider the potential impact of excessive employment on his/her ability to provide safe, professional care. Each student has an ethical responsibility to ensure that fatigue does not negatively impact student responsibilities.

## GRADING POLICIES

<b>Definition</b>	<b>Grade</b>
<b>97-100</b>	<b>A+</b>
<b>93-96</b>	<b>A</b>
<b>90-92</b>	<b>A-</b>
<b>87-89</b>	<b>B+</b>
<b>83-86</b>	<b>B</b>
<b>80-82</b>	<b>B-</b>
<b>78-79</b>	<b>C+</b>
<b>75-77</b>	<b>C</b>
<b>70-74</b>	<b>C-</b>
<b>66-69</b>	<b>D+</b>
<b>60-65</b>	<b>D</b>
<b>&lt;60</b>	<b>F</b>

A grade of C is the minimum passing grade for the Surgical Technology courses. The final course grade is determined by unit tests, oral presentations, practical examinations and final examinations for the didactic courses. The grade for the Practicum is based on the Surgical Case logs and the student's clinical performance. Clinical performance is evaluated as Satisfactory (S) or Unsatisfactory (U). Performance that has been designated as "U" at the end of the course will result in failure of the course (F).

Faculty will be available to review exams at a specified time. No tape recording of exam review is permitted at any time. Final exam reviews may be scheduled until one month into the next semester.

The student should recognize that the clinical practice of Surgical Technology demands that attitude, work habits, communication skills and manual dexterity are evaluated along with academic readiness.

## GRADE APPEALS

Students who wish to appeal a grade should follow these guidelines:

1. Speak with the instructor. Ask why the grade was received.
2. If that is unproductive, speak with the Program Director
3. If that is unproductive, speak with the Department Chairperson
4. If that is unsuccessful, file an appeal with the Committee on Academic Review – Room M-386
5. If still dissatisfied, student may request an appointment in the Office of the Provost (A-218).

## **ATTENDANCE POLICIES**

One goal of the Surgical Technology Program is to prepare students to practice competently and professionally in the health care work environment. Among the many desirable qualities are courtesy to others, punctuality for obligations and completion of responsibilities. These qualities are also expected in the work environment.

1. Attendance policies for the Surgical Technology Program are consistent with the KCC policies.
2. Students are expected to attend all classes and required to attend all laboratory and clinical classes. Attendance is taken at the beginning of each class and serves as a record of a commitment to the course.
3. A student arriving late for lecture (more than 15 minutes) will be marked as such. Three (3) latenesses will constitute one absence.
4. Clinical instructors may send a student home who arrives late (15 minutes) to the clinical area. This will be counted as an absence.
5. Absences of more than 15% of course hours will result in a grade of WU: this translates to no more than two absences in the clinical agency for the ST5P and ST6P and no more than one absence in the clinical agency for ST3P and ST4P.

Complete participation in class is possible only when the student is able to focus attention on the class; therefore entering class after it has begun is disrespectful to Faculty and classmates. Talking out of turn or exhibiting other disruptive behaviors is not tolerated and students will be asked to leave the classroom or lab. Please refer to the Henderson Rules in the KCC Student Handbook. Cellular phones and pagers are to be turned off when in class. All pagers, wireless phones, electronic games, radios, tapes or CD players or other devices that generate sound must be turned off when any member of the academic community enters the classroom. Cellular devices are allowed to be on in the classroom only if the owner is using the caller ID, voice messages or vibrating battery or universal clip mechanism. **NO TEXTING IS ALLOWED AT ANY TIME DURING CLASS AND/OR LABS.** Members of the academic community must exit the classroom to make or receive calls.

Clinical experience is critical to the success of the Surgical Technology student. In order to be eligible to graduate, the student must have completed 125 cases. Absences not only detract from experience, but also from the total number of countable scrubs.

## **Outcomes Indicator Examination**

The Board of Directors of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARCSTSA) recognized the national Certified Surgical Technologist (CST) exam as an approved program outcomes assessment indicator. The assessment tool given to students at the completion of the Surgical Technology Program. It is designed to assess the quality of the Surgical Technology curriculum. It is the student's responsibility to pay the exam fee.

## **ESSENTIAL PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

Surgical Technology is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Patient safety is dependent on the student's ability to meet the following Essential Performance Standards. These standards are a part of each course. It is important that every applicant meet these standards to be able to engage in learning activities that will not endanger students, faculty or patients.

<b>ISSUE</b>	<b>STANDARD</b>	<b>EXAMPLES OF ACTIVITIES</b>
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, analyze and develop a plan of activity within an allotted time frame.
Communication	Communication abilities sufficient for accurate and efficient interpretation and communication in English, both verbal and written for interaction with others.	Explain procedures, responding to health care provider orders, write legibly and correctly. Computerization access skills.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, religious and intellectual backgrounds.	Establish rapport with patients, families, peers and health team members. Perform effectively under stress.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, navigate stairwells, and bending to retrieve items.	Lifting (at least 30 lbs), positioning and transporting patients. Moving efficiently to meet the needs of the patient and surgical team. Participate in care in emergency and non-emergency situations. Have full manual dexterity of the upper extremities, including the neck and shoulders, unrestricted movement of both lower extremities, back and hips and have the ability to touch the floor and to be able to sit, bend, reach, walk and stand for most of the work day.
Motor Skills	Gross and fine motor abilities sufficient to provide safe, effective and skilled care.	Calibrate and use equipment, manipulating surgical instruments, sutures, and needles. Assembly of power equipment. Operating equipment and devices in emergency situations.

Hearing	Auditory ability sufficient to monitor and assess the needs of the surgical team.	React/respond to signals, alarms and other displays indicating immediate needs. Hear team member communication through the surgical mask.
Visual	Visual ability sufficient for observation and assessment of the needs of the surgical team.	Observe pertinent data in the surgical environment that indicate activity for patient safety. Distinguish signs and indicators determining sterility and expiration dates.
Tactile	Tactile ability sufficient for participation in fine skills required on the surgical field.	Perform required skills for participation on the surgical field including manipulation of surgical needles, assembling complicated equipment.

All students completing the Surgical Technology program must be able to successfully demonstrate the ability to perform all Essential Performance Standards. Determination is made on an individual basis as to whether or not necessary accommodations or modifications can be made reasonably while assuring patient safety.

### **COUNSELING**

Counselors are located in the Health Career Advisement Center, room M-101. They can be reached at 718-368-5744.

### **INVOLUNTARY PROGRAM WITHDRAWAL PROCESS**

A student can be involuntarily withdrawn from the surgical technology program following the determination of a “direct threat.” A direct threat means that there is a significant risk to the health or safety of the student or patient that cannot be eliminated by reasonable accommodation. A direct threat consists of a high probability of substantial harm.

The student is entitled to the following due process:

1. A written notices describing the direct threat and that he/she is under consideration for involuntary withdrawal will be sent to the student by the Nursing Department Admission, Progression and Retention (APR) committee chairperson.
2. The student will be provided with an opportunity to present evidence (written and/ or request a meeting to present the evidence) to the APR committee on his/her behalf.
3. A written notice of the determination of the APR committee will be sent to the student within 5 days of determination of the direct threat.
4. If the APR committee upholds the involuntary withdrawal, the student may then appeal in writing to the Nursing Department Chairperson. This appeal must be submitted before the beginning of the next semester.
5. If the Nursing Department Chairperson upholds the involuntary withdrawal, the student may then appeal to the Provost.

## **USE OF MIND ALTERING SUBSTANCES**

Possession, use or distribution of illicit drugs or alcohol while in class or on campus is prohibited. Refer to the KCC Student Handbook for the Rules of Campus Conduct i.e. The Henderson Rules.

The Surgical Technology Program prepares individuals for health care practice. These individuals are held to standards of personal and professional conduct. A mind-altering substance is a medication or beverage that affects one's ability to think clearly, make rational judgments, or solve problems.

Our affiliating clinical agencies have strict policies regarding substance use and abuse. Students assigned to an agency for clinical experiences, must comply with its requirements.

### **Therefore, these policies are enforced by the Nursing Department:**

- Students with a medical condition that may mimic signs of confusion, disorientation, or other impaired mental functioning must notify the faculty. For example, hypoglycemia that occurs with diabetes will cause these signs.
- Students taking a mind-altering drug by prescription, must report this information to the Faculty for consultation and guidance. Medications that may impair thinking and reasoning include antihistamines or narcotic analgesics, among others.
- Students suspected of using a mind-altering drug (legal or illegal) or alcohol while on campus are subject to the College policies.
- Students are subject to the policies of the respective clinical agency, as well as the college, if suspected to be under the influence of mind-altering (legal or illegal) or alcohol while in the clinical agency. Healthcare agencies may require urine and sometimes blood tests of employees/students when substance abuse is suspected. Students will be dismissed immediately and not allowed to return until test results are available.
- Testing positive for illegal drugs or alcohol will result in immediate disciplinary action. Options include mandatory counseling, course failure, or dismissal from the Program.
- Remember that the Faculty are caring, helping professionals who are available for advice and counseling to students using or abusing substances, or if unfairly accused of substance abuse.

## **FACULTY AND STUDENT COMMUNICATIONS**

Clear and accurate communication is a key component to the education process and quality health care. Students should communicate problems/concerns with the faculty.

## **STUDENT CONFERENCES**

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between instructor and student. Feedback comes in the form of grades, exams, clinical instruction and student conferences. The student will have a weekly clinical conference in which the student and instructor will discuss the previous week's clinical performance. Students having difficulties in the clinical setting may be required to meet with the clinical instructor more often.

## **CONFIDENTIALITY**

Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act (HIPAA).

All patient information is to be kept confidential. Discussion of patient situations may occur during clinical conference, lab, class or the clinical setting, but use of patient's names and other identifying information outside the clinical experience is strictly forbidden.

It is expected that students in the Surgical Technology Program at Kingsborough will work to ensure this patient right. Breach of patient confidentiality is a violation of policy. Students who fail to maintain the patient's right to confidentiality will receive a course grade of F and will not be permitted to return to the clinical site.

Audio Recording: Confidentiality issues are always a concern to faculty and students. Unless alternate arrangements are made between the faculty and student, audio recordings by students in classroom and laboratory settings are for student purposes only and are to be erased, destroyed or returned to the faculty at the end of each semester. Recorders shall be turned off during periods of class discussions which are personal in nature. No recorders, beepers or cellular phones are permitted in clinical agencies

## **ACADEMIC INTEGRITY**

It is expected that students will be honest in ALL academic and clinical situations and perform independently on all tests and written assignments, and turn in work that is their own. Any form of cheating or attempting to cheat will result in a F course grade. Students who knowingly collaborate in cheating by assisting others will also be held equally responsible. Learning assistance materials in the lab are for use by all students and are to remain there. Removal of such items by individual students jeopardizes the learning of other students and is considered a breach of integrity.

Students will demonstrate professional behavior on campus and in the clinical area, as evaluated by the faculty. Unprofessional and unethical behaviors will also result in a F course grade. Examples, although not inclusive, are: belligerent behavior, verbal and non-verbal; lying; rudeness to patients, family members, staff, peers or faculty; threats of physical aggression or any act of violence; removing property (any item) from the clinical agencies or college; illegal drug/alcohol use before or during class or clinical hours. Deliberately entering incorrect or false information into a patient record is another form of cheating that is illegal with potentially career-ending consequences.

## **PREPARATION FOR CLINICAL PRACTICE**

The faculty and students are ethically accountable for upholding the Association of Surgical Technologists (AST) Code of Ethics and the Patient's Bill of Rights. Clinical experiences are planned to provide opportunities for students to apply theory to practice. It is imperative for students to prepare for these experiences. Prior to the clinical experience students are expected :

- To complete all reading assignments
- To review material related to their assignments
- To practice the required skills in the campus laboratory – M385

A Surgical Case Log is integral to the learning process. They assist students in the development of critical thinking skills. Students are required to submit them on the date due to allow timely feedback. The student should recognize that clinical practice demands that attitude, work habits, communication skills and manual dexterity are evaluated with academic readiness.

## **UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE**

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 their care.

Physical Safety Examples: Inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient that potentiates falls, lacerations etc.

Biological Safety Examples: Failure to recognize errors in aseptic technique, performs technical actions without appropriate supervision, fails to seek help when needed.

Emotional Safety Examples: Threatens patients, makes patient fearful, provides patient with inappropriate or incorrect information, and 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 reflect negatively upon the Surgical Technology program or Institution.

Examples of unprofessional practice include verbal or non-verbal language, actions or voice inflection which compromises 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. Violations of these standards are considered to be of exceptional importance. At the clinical instructor's discretion the student may be removed from the clinical site immediately. A conference between the student, clinical faculty and program director will be scheduled. If necessary, the meeting may include the Department Chair.

## **DRESS CODE**

Students in Surgical Technology 2 will be required to wear a navy blue scrub suit to the college lab sessions.

Surgical Technology students are representatives of Kingsborough Community College and therefore need to dress accordingly when in the clinical agencies.

- All Students are expected to observe good personal hygiene. Only non-perfumed hygienic products are to be used, no perfume or cologne in the clinical setting.
- Fingernails should be kept short, clean and healthy. Some clinical agencies may have policies prohibiting the use of nail polish; therefore it is not permitted in any clinical setting. Artificial nails are prohibited as they increase the risk of surgical infection.
- Any attire that may negatively impact a client's physical or emotional safety is not permitted.
- No attire/tinted glasses which cover the students' eyes and/or face is permitted outside the parameters of surgical attire.
- Students are required to wear scrub suits for clinical practice. The student will wear the assigned facility's scrub apparel consistent with AORN Standards and Practices. A long sleeve,  $\frac{3}{4}$  length white lab coat and appropriate shoes are required. Students will have a KCC patch sewn onto the left upper sleeve of the lab coat, 2 inches below the shoulder seam. Students are expected to report to and from the clinical agency in professional office dress.
- Students must also have the KCC picture identification badge at all off-campus clinical agency experiences.

## **STANDARD PRECAUTIONS**

Standard Precautions are expected to be implemented by all students in the clinical setting.

- Exudative lesions, weeping dermatitis or other possible communicable conditions should be brought to the attention of the clinical instructor prior to giving care.
- Appropriate barrier precautions should be implemented to prevent skin and mucous-membrane exposure when in contact with blood and other body fluids is anticipated.
- Exposure to blood, body fluids or needle sticks must be reported to the clinical instructor in a timely manner.

## **ACCIDENTS/INJURY/INCIDENTS DURING CLINICAL EXPERIENCES**

If a student is injured during a clinical agency experience they must be examined and treated in the emergency room and/or by their private physician. Health clearance must be obtained from the Office of Health Services before the student can return to the clinical agency.

Relevant incident reports for the agency and Kingsborough must be completed by the faculty and student.

Students who have any change in their health status during the semester (due to injury, illness, pregnancy/childbirth) are required to submit documentation to the Office of Health Services. Students must receive clearance from this Office prior to returning to clinical agency experiences.

## **PROFESSIONALISM**

The concept of professionalism in health care is motivated by the primary goal of providing quality service to the health care consumer. It is also a concept that involves a commitment to the development and maintenance of a level of knowledge, which enables the provider to utilize standards of care in the daily delivery of health care to the consumer.

The Surgical Technology Faculty is dedicated to providing students with the knowledge and background necessary to develop a sense of professionalism, which will extend into their career.

## **PATIENT ASSIGNMENT**

As health care providers, our primary responsibility is to serve the public. The patient has the right to expect quality care, regardless of race, creed, color or health status. The care must be delivered in a non-judgmental manner.

All patients are to be treated with equal care and compassion.

Students must be prepared to work with all patients. The method for selecting student assignments varies with each affiliation facility. Failure to accept a patient assignment will be reflected in the course outcome. It may also result in a course grade of F.

## CLINICAL ADVISEMENT

Consultation with the faculty is a crucial step in planning one's academic program. Formal advisement is available during the period schedule by the college. Please refer to the KCC Academic Calendar. Appointments can be scheduled through the Nursing Department secretary. At other times, individual conferences can be scheduled with the faculty. To ensure the faculty member has time to answer specific concerns, an appointment may be necessary. Students who "drop in" for advice must remember that the faculty member may have other responsibilities or tasks planned for that hour.

Placement in Clinical agencies varies each semester based on agency availability. Students who are employed in a health care agency will not be assigned to that agency for clinical classes. Students who have special needs (i.e. work schedule) must submit a request for consideration in writing to the Program Director no later than November 30 (for Spring placement) and May 30 (for Fall placement). Every effort will be made to accommodate the request. However, there can be no guarantees and students may need to make other accommodations.

## PRACTICUM REQUIREMENTS

**Course Completion:** The student must complete and achieve a grade of "C" in the following courses:

**ENG 12**  
**BIO 11**  
**ST 1**  
**ST 2**

**Health Clearance:** Prior to registration, students in Surgical Technology are required to obtain health clearance from the Kingsborough Community College Office of Health Services (A-108). Students should obtain information regarding annual physical examination, immunizations, tuberculosis testing and forms from the Nursing office.

**Malpractice Insurance:** Students in practicum courses must obtain malpractice insurance that is valid for the entire semester and provide documentation of this to the Nursing Department (MAC 401) prior to registration.

**CPR Certification:** Students in Surgical Technology must obtain CPR certification and provide documentation to the Nursing Department (MAC 401) prior to registration in the first Practicum course.

***Information on obtaining CPR certification and malpractice insurance is available in the Nursing Department Office, MAC 401.***

***The academic requirements are demanding and students are cautioned to plan their work schedules and extra curricular activities with this in mind.***

**Documentation of Clinical Practice:** Each student will be responsible to maintain a log of their surgical procedures on the Core Case Requirement Documentation (CCCRD). The purpose of this document is to ensure that the student participates in the required number of procedures as outlined by the ARC-ST requirements. The clinical faculty will sign the procedures performed each day and sign the verification sheet at the end of the semester and reviewed by the Program Director. This document will follow the student throughout the four clinical courses in the program acting as a communication tool for subsequent clinical faculty as they select appropriate case assignments for the student. Throughout the program a minimum of 125 cases must be performed in the 1A (first scrub with assistance) or 1S (first scrub, solo) role. Thirty five (35) must be solo. This

Level I Core Cases:	10
Level II Core Cases:	10
Level I Specialty Cases:	10
Level II Specialty Cases:	5

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Education is a cooperative effort between the expertise of the Faculty and willingness of the student to learn. The Faculty believe the student has certain rights upon enrollment as well as responsibilities.

### **Students have a right to:**

- Accurate, organized, relevant, cohesive and quality education and materials
- Faculty who are knowledgeable, clinically experienced, up-to-date, and able to communicate information effectively.
- Quality classroom instruction that is punctual, clearly communicated, stimulating, and presented in a positive learning environment that is free of bias and/or hazards.
- Quality clinical instruction that is safe provides a variety of experiences and guides students toward effective practice.
- Fair, impartial, and prompt evaluation of performance: both theory and clinical.
- Support services to facilitate participation in the learning process.
- Regular availability of Faculty (scheduled as their office hours) for advice and assistance with academic and clinical matters.

### **Students have a responsibility to:**

- Be in charge of learning including the KCC attendance policies. Commitment to learning theory and practice through whatever means necessary. Be aware of personal strengths as a learner and learn to live with or overcome weaknesses. Be an active participant in all learning experiences.
- Learn from the expertise and knowledge of the Faculty. Be prepared for all classes and clinical experiences; submit all assignments as scheduled.
- Attend class promptly and regularly. Be attentive to classroom activities, avoid talking out of turn, conversing with friends, or sleeping during a classroom presentation.
- Follow accepted standards of behavior for health professionals as well as the KCC codes and standards for behavior on and off campus. Be prompt and responsible for all assignments and activities. Remember that students are guests in the clinical agency, and to demonstrate appropriate social manners. Learn and abide by the clinical agency's clinical policies and procedures.
- Allow sufficient time for the Faculty to grade assignments with fairness and thoughtfulness. Make appointments with Faculty to discuss grades, issues and concerns.
- Avoid interrupting Faculty during meetings with other students, phone calls or outside office hours, unless invited to do so.

## **FEES AND EXPENSES**

Students are required to purchase their own books. Students incur the expense of purchasing a school patch for the uniform. They may also prefer to purchase their own pair of protective goggles.

### **ESTIMATED COSTS OF PERSONAL EXPENSES- 2008-2009**

Tuition and Fees	\$ 3,500.00
Books and Supplies	938.00
Transportation	816.00
Personal	
Lunch	1,020.00
Entertainment, Apparel	3,00.00
Room and Board	1,500.00
 TOTAL	 \$ 10,774.00

## **FINANCIAL AID**

Kingsborough's Financial Aid Office is located in Room U-201. This office may be contacted by phone at 368-4644. Their webpage address is: [www.kbcc.cuny.edu/financialaid/index/html](http://www.kbcc.cuny.edu/financialaid/index/html). In addition to answering any questions you may have regarding tuition, scholarships and financial matters related to school, the office also distributes a copy of Student Budgets.

## **RESOURCES**

Information about surgical technology as a career as well as job opportunities can be obtained from the Association of Surgical Technologists at [www.ast.org](http://www.ast.org).

## REQUIREMENTS FOR MATRICULANTS

### College Requirements:

Successful completion of CUNY/ACT in Reading and Writing and COMPASS Mathematics test with passing examination scores or remedial courses may be required.

ENG 12	Freshman English I	4 credits
ENG 24	Freshman English II	3

### Department Requirements:

MAT 7	Principles of Mathematics	4 credits
BIO 11	Human Anatomy & Physiology I	4
BIO 12	Human Anatomy & Physiology II	4
BIO 51	Microbiology of Health & Disease	4
NUR 45	Pharmacology *	3

ST 1	Surgical Technology I	3
ST 2	Surgical Technology II	2
ST 3	Surgical Technology III	4
ST 3P	Practicum I	2
ST 4	Surgical Procedures IV	3
ST 4P	Practicum II	3
ST 5	Advanced Surgical Procedures V	4
ST5P	Practicum III	3
ST 6	Professional Strategies for the Surgical Technologist	2
ST6P	Practicum IV	3

### Group Requirements:

Group I	3 credits
Group II	3
Group IV	3

Total	64 credits
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\* Online section reserved for Surgical Technology students.

## **SURGICAL TECHNOLOGY COURSES**

### **ST 1 –SURGICAL TECHNOLOGY I – (3crs., 3 hrs.)**

This introductory course intends to introduce the student to the broad field of Surgical Technology. The Basic General information section introduces the student to the Perioperative environment and professional roles of the surgical team members. The Patient Care section is a comprehensive overview of the historical development of surgery and the practice of Surgical Technology. Professional conduct is discussed in conjunction with communication skills and surgical ethics.

**Pre/Co requisites: ENG 12, BIO 11**

**Co requisite: ST 2**

### **ST 2 - SURGICAL TECHNOLOGY II – (2 crs., 6 hrs.; 2 lecture, 4 lab)**

This course provides theoretical knowledge for the application of essential skills during the perioperative phase of patient care. It introduces the student to the practice of surgical technology with a focus on those skills necessary for functioning in the first scrub role. This course will be taught as lecture in conjunction with an active hands-on practice laboratory component. Principles will be integrated with practice at all times.

**Pre/Co requisites: ENG 12, BIO 11**

**Co requisite: ST 1**

### **ST 3 – SURGICAL TECHNOLOGY III – (4 crs., 4 hrs.)**

This course intends to introduce the student to the practice of surgical technology with a focus on those functions that impact the circulating role. Both the principles and practices of circulating will be covered. It provides an introduction to surgical pharmacology, anesthesia and wound healing physiology. This course will be taught as lecture in conjunction with an active hands-on component in the practice lab. It will also afford the student the opportunity to observe the Technologist in the actual Clinical setting.

**Prerequisite: ST1, ST 2**

**Co requisite: ST3P**

### **ST3P – PRACTICUM I – (2 crs., 8 hrs.)**

This course is designed to provide the student with individualized experience in practice in the field. Emphasis is placed on demonstrating proficiency in the skills necessary to participate in surgical procedures.

**Prerequisite: ST 1, ST 2**

**Co requisite: ST 3**

#### **ST 4– SURGICAL PROCEDURES – (3cr., 3hr.)**

This course is an orientation to specific surgical specialties including General Surgery, Surgery of the Gastrointestinal tract, Biliary system, Gynecology, Urology, Ear, Nose and Throat, Plastic and Pediatric Surgery. This course intends to introduce the student each body system with a focused systems review of pathology in conjunction with those specific procedures performed. The instrumentation and surgical modalities of each Surgical Specialty will be taught as it relates to the practice of Surgical Technology. This course is taught as lecture with a hands-on component as it relates to specialized equipment. The associated practicum is performed in the Hospital Setting as the student develops competence in performing in the role of Surgical Technologist.

**Prerequisite: ST 3, ST 3P**

**Co requisite: ST4P**

**Pre/Co requisites: BIO 12**

#### **ST4P – PRACTICUM II – (3 crs., 8 hrs.)**

This course will afford the student the opportunity to build on skills learned and to actively participate in selected surgical procedures in the basic surgical specialties in the Clinical environment.

**Prerequisite: ST 3. ST 3P**

**Co requisite: ST 4**

**Pre/Co requisites: BIO 12**

#### **ST 5 – ADVANCED SURGICAL PROCEDURES (4 crs., 4 hrs.)**

This course is an orientation to specific surgical specialties including Ophthalmic, Vascular, Orthopedic, Neuro, Thoracic and Cardiac Surgery. This course intends to introduce the student to each body system with a focused systems review of pathology in conjunction with those specific procedures performed. The instrumentation and surgical modalities of each Surgical Specialty will be taught as it relates to the practice of Surgical Technology. In addition, Trauma and Transplant considerations are discussed. This course is taught as lecture with a hands-on component as it relates to specialized equipment. The associated practicum is performed in the Hospital Setting as the student develops competence in performing in the role of Surgical Technologist.

**Prerequisite: ST 4 , ST 4P**

**Co requisite: ST5P**

**Pre/Co requisite: BIO 51**

#### **ST5P – PRACTICUM III – (3 crs., 16hrs.)**

This course will afford the student the opportunity to demonstrate skills required to actively participate in advanced procedures in the clinical environment.

**Prerequisite: ST 4, ST 4P**

**Co requisite: ST 5**

**Pre/Co requisite: BIO 51**

**ST 6– PROFESSIONAL STRATEGIES FOR THE SURGICAL TECHNOLOGIST  
(2cr., 3hr.)**

This course prepares the student for certification and life in the work force. It is both a review course for certification as well as preparation for employment, i.e. resume writing, interviewing techniques and job seeking skills. It will also review those requirements for the Certified Surgical Technologist for recertification and continuing education throughout his/her career.

**Prerequisite: ST 5, ST 5P**

**Co requisite: ST6P**

**ST6P – PRACTICUM IV – (3 crs., 16hrs.)**

The Surgical Technologist is required to function with independence in a team environment. This course will afford the student the opportunity to demonstrate that independence and readiness to take a role in the clinical setting.

**Prerequisite: ST 5, ST 5P**

**Co requisite: ST 6**

**KINGSBOROUGH COMMUNITY COLLEGE  
DEPARTMENT OF NURSING  
SURGICAL TECHNOLOGY PROGRAM**

**This is to certify that I have read and understood the information found in the Kingsborough Community College Surgical Technology Student Handbook. I agree to abide by all rules, regulations and guidelines contained herein.**

**I understand that any new rules/regulations may be added through the course syllabi distributed at the beginning of each course.**

**I also understand that failure to abide by the Rules and Regulations may serve as grounds for my withdrawal from the program.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_