DEPARTMENT OF ALLIED HEALTH, MENTAL HEALTH AND HUMAN SERVICES

SURGICAL TECHNOLOGY HANDBOOK

2025-2026

**WELCOME TO THE DEPARTMENT OF
ALLIED HEALTH, MENTAL HEALTH, AND HUMAN SERVICES
SURGICAL TECHNOLOGY PROGRAM**

On behalf of the faculty and staff of the Surgical Technology Program and the Department of Allied Health, Mental Health and Human Services, 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 on the Kingsborough Website.

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Director of the AAS Surgical Technology Program

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Assistant Professor
Chairman of Allied Health, Mental Health, and Human Services

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MISSION
The mission and philosophy of the Surgical Technology program are congruent with the mission, and goals of Kingsborough Community College which value the importance of education, knowledge acquisition and love of learning, as well as encouraging students in their recognition and responsibilities as members of society. The Surgical Technology Program's mission is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

ACCREDITATION
Kingsborough Community College, a City University of New York is fully accredited and approved by the Commission of Higher Education of the Middle States Association of Colleges and Schools. The College is a member of the American Association of Community Colleges (AACC), the American Council on Education (ACE), the League for Innovation in the Community College, the Association of Colleges and Universities in the State of New York, the Council of Higher Education Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.

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 and currently has continuing accreditation status. Accreditation exists to establish, maintain and promote appropriate quality standards 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).

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Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

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CERTIFICATION
A surgical technologist who is certified by the NBSTSA provides evidence to employers, other healthcare 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 techniques, and patient care by successfully completing the surgical technology certification examination. Certification by the NBSTSA is nationally recognized and a mandatory term of employment in New York State.
The procedure for applying for certification will be distributed during the last semester.

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National Board of Surgical Technology and Surgical Assisting
6 West Dry Creek Circle, Ste. 100
Littleton, CO 80120
www.nbstsa.org

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PROFESSIONAL MEMBERSHIP
Students are eligible for membership in the Association of Surgical Technologists upon enrollment in the program. During the final semester of the program, the student will become a member of the Association of Surgical Technologists for a variety of reasons.   First, joining as a cohort, each individual student will be eligible for discounts on the national certification exam. Next, the student will have access to student resources such as articles and conference information. Lastly, to promote the ideology of a lifelong learner, the student will now have access to continuing education articles, events and information. Applications for membership will be distributed during the program.

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Association of Surgical Technologists
6 West Dry Creek Circle, Ste. 200
Littleton, CO 80120
www.ast.org

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PHILOSOPHY OF SURGICAL TECHNOLOGY PROGRAM
The philosophy of the Surgical Technology program emphasizes the learners' roles in society, their contributions to patient-centered care, and their ongoing personal and professional development through lifelong learning. This philosophy reflects the faculty's belief that surgical technology is fundamentally a patient-centered discipline. Program members are committed to excellence and uphold integrity by delivering safe, ethical care to a diverse patient population.

Surgical technology integrates concepts from the biological, behavioral, and social sciences with the goal of providing compassionate, coordinated care that respects each patient's preferences, values, and needs. The success of care outcomes depends not only on the technical competencies of perioperative professionals but also on the teamwork and collaboration of surgical technologists. These professionals combine current evidence, clinical expertise, and cultural sensitivity to deliver optimal healthcare.

Surgical technologists utilize principles of patient-centered care, evidence-based practice, teamwork, quality improvement, and patient safety. The faculty recognizes that education is a lifelong commitment to professional growth, which is reflected in the program's integration of adult learning theories, evidence-based practices, and

safety protocols. The curriculum supports the development of students by fostering critical thinking, monitoring care outcomes, minimizing patient harm, and promoting effective communication and decision-making.

STUDENT SUPPORT SERVICES

Kingsborough Learning Center (KLC)

The Kingsborough Learning Center provides a supportive and welcoming learning environment to all KCC students. Our tutors provide academic support and expert guidance to every student. By tailoring our services to each student's needs, and by ensuring access and availability to all students, the KLC team fosters student success in all their courses. We provide tutoring in almost all KCC courses. In addition to content tutors, we have writing tutors as well.

In March 2020, three Centers (**The Center for Academic Writing Success**, The **Center for Math and Technology** and the **Tutorial and Academic Support Center**) united to form one Center, now known as the Kingsborough Learning Center (KLC). One of our main tutoring goals at the KLC is to help students become independent thinkers and learners. KLC strives to maximize academic potential and promote student growth and development. We adhere to the following views of learning modules:

- *Active learning improves a student's ability to be successful and leads to student ownership of learning.*
- *Collaboration encourages the development of critical thinking and benefits both learner and tutor.*
- *Tutors model successful learning strategies that encourage students to thrive academically and in their personal lives.*

The Tutorial Academic Support Center is primarily responsible for supporting students' general welfare and academic progress throughout their academic career. Free tutoring is offered to enrolled students in almost all subject areas. Sessions are in either one-on-one or in a small-group format. The goal of the Center is to assist all students with locating the resources necessary to successfully complete their coursework.

Immersion Program

The Immersion Program is a CUNY-wide initiative offering incoming Fall freshmen and continuing Kingsborough students tuition-free developmental classes and workshops. Incoming Fall freshmen who have not passed one or more of the CUNY Assessment Tests can join the Summer Immersion Program (SIP) in the Summer prior to their first semester at Kingsborough in order to complete all or part of their English and/or math developmental requirement(s). Immersion courses are specifically designed to help students pass the CUNY Assessment Tests. Day and evening courses are offered to accommodate a variety of schedules. Academic, career, and personal counseling are available to the incoming summer cohort who also have access to all campus facilities while in the SIP. Continuing Kingsborough students may enroll in the year-round Multiple Repeater Math Workshops or Express Math classes offered in the winter or summer modules. For more information go to *www.kbcc.cuny.edu/immersion*

Academic Advisement Academies

Kingsborough's Advising Academies are designed to create supportive environments that guide students through academic focused goal setting and decision processes. Each Academy focuses on academic programs and pulls together resources to assist students in learning about and interacting with their chosen paths in thoughtful and purposeful ways. Students are paired with an academy advisor who is dedicated to guiding students through major exploration, degree requirements, career planning and connections to campus resources. There are four Academic Advisement Academies, which include the Business Academy, Education and Justice Academy, Health Sciences and STEM Academy, and Liberal Arts and Humanities Academy.

ADVISEMENT - Health Sciences and STEM Academy

Room E-102, Ext. 4903

Apart from students enrolled in ASAP, College Discovery, and with Access-ability Services, who have one assigned advisor during their academic careers at Kingsborough, students can engage with several academic advisors including their program director or teachers for sound advice about course sequencing. In the past the advisement was not always timely or strategic and there were students that were left to complete an additional semester because they

did not meet their requirements. To provide the students with education and guidance according to need at every point along a clearly defined pathway from admission to graduation, The Surgical Technology students are assigned to the HEALTH and STEM Advisement Academy.

Within this academy, an appointed advisor works with students from entrance to the College through graduation. These advisors are well-versed in the degree sequencing, prerequisites, graduation requirements and subtleties of navigating college policy. Every advisor values equity, diversity and autonomy and seeks to empower all students to be engaged, independent learners who make well-informed, strategic decisions that further their academic career and personal goals. Kingsborough's Advisement Academies are designed to create supportive environments that guide students through academic focused goal setting and decision processes. Each Academy focuses on a group of academic majors and pulls together resources to assist students in learning about and interacting with their chosen paths in thoughtful and purposeful ways. Students are paired with an academy advisor who is dedicated to guiding students through major exploration, degree requirements, career planning and connections to campus resources. Our faculty and staff have developed an excellent rapport with our assigned advisors. We have an excellent line of communication and are in constant contact with them, directing students to their offices and keeping them abreast of all student issues.

Accelerated Study in Associate Programs (ASAP)
CUNY's Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees by providing a range of financial, academic, and personal supports including comprehensive and personalized advisement, career counseling, tutoring, tuition waivers, MTA MetroCards, and additional financial assistance to defray the cost of textbooks. ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with other ASAP students, and attend classes in convenient blocks of time to accommodate their work schedules so that they can earn their degrees as soon as possible. As students approach graduation, they receive special support to help them transfer to four-year colleges or transition into the workforce, depending on their goals.

Access Resource Center (ARC)
Access Resource Center (ARC) connects Kingsborough students and campus community to government entitlements and resources. Whether it's childcare, SNAP, clothing or housing assistance, you can receive a referral for services available to you. ARC also provides financial, legal and tax preparation services. To learn more about ARC services visit, *http://www.kingsborough.edu/arc/homepage.html*. Students can also complete an intake form to be contacted by a coordinator through the following link, *http://www.kingsborough.edu/arc/intake.html*

Counseling Services
All currently enrolled Kingsborough students are eligible to receive free and confidential personal counseling through the Counseling Center. In the Counseling Center, students will find trained and caring mental health professionals committed to providing services in a safe, supportive environment free of judgment.

The mission of the Counseling Center is to facilitate meaningful personal growth and the fullest academic development of each individual. The staff assists students with adjustment, as well as behavioral, emotional and/or academic challenges. Counselors also provide the Kingsborough Community with ongoing education regarding mental health issues and consultation/assessment in crisis situations.

Student Wellness Center
The Student Wellness Center (SWC) is a unit within Counseling and Health Services. The Student Wellness Center provides health and mental health education, and supportive services in an integrated and holistic way. Its main objective is to provide a safe place on campus that takes into account the diverse needs and backgrounds of Kingsborough's students and to promote self-care. During each visit a Wellness Counselor will provide the student with a level of support where their challenges will be respectfully addressed and kept confidential. The Wellness Counselor will also help to facilitate an environment where the student will be able to address their concerns, create a plan, and/or problem solve and will develop health solutions targeted toward positive changes and transformation. In addition to wellness visits, SWC services include, but are not limited to mental health screenings, and preventative

psychoeducational events, HIV testing, and recruitment to health insurance. SWC services and programs are provided by physical and mental health professionals, peer educators, and undergraduate and graduate level interns. For further information go to *https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html#swc*

Women's Center
The Women's Center offers women and non-traditional students a supportive place to gather, socialize, and network. The Center partners with academic departments, programs, and clubs to co-sponsor lectures, workshops, and seminars exploring educational, professional, and lifestyle issues. In addition, they form peer support groups in response to students' needs and schedules. Services include individual and group mental health counseling.

Health Center
The Health Center reviews student medical forms and evaluates the health status of students, facilitates the removal of physical or emotional barriers to learning, and ascertains the need for special adaptations of the college program to ensure the maximum development of each student. First aid, emergency treatment, educational, preventative and advisory services are provided through the Health Center. Registered nurses are present when classes are in session to assist students with specific health problems.

ACADEMIC SUPPORT
Access-Ability Services (Students with Disabilities)
Access-Ability Services (AAS) is committed to opening doors of equal opportunity to students with disabilities at Kingsborough Community College. The goal of AAS is to equalize educational opportunities and to provide access through appropriate academic accommodations. Access-Ability Services serves as a disability resource, promotes equity, and provides appropriate accommodations and assistance to Kingsborough students with disabilities. Students with disabilities who want to utilize accommodations are asked to complete an "Application for Academic Accommodations" and submit supporting documentation. For further information go to
http://www.kbcc.cuny.edu/access-ability/Pages/welcome.aspx

Military and Veteran Affairs Office
The Military and Veteran Affairs Office (MAVA) serves the needs of prospective and enrolled active military personnel, reservists, veterans, and their dependents, spouses and survivors. MAVA aids in applying for and certification of students who are eligible to receive education benefits under various Department of Veteran Affairs (DVA) programs. In this role, the MAVA team facilitates a smooth transition and reintegration into the college community. MAVA provides counseling and advisement services, academic program information, and certifies eligible students to receive DVA education benefits while maintaining productive relationships with the Veterans Administration and other agencies serving veterans. All active military personnel, reservists, veterans and their dependents, spouses and survivors receive priority enrollment at the College each semester. For further information go to *http://www.kbcc.cuny.edu/sub-other/sub-student_current/serve/Pages/default.aspx*

TRiO Support Services
TRiO addresses the academic and vocational needs of students with disabilities or who are first-generation or low income. The program provides advisement, counseling, tutorials, technology and academic workshops, transfer assistance, and other initiatives such as academic coaching. Intakes are available throughout the calendar year.

CUNY Edge
CUNY EDGE envisions a world in which all people have access to the educational opportunities and support they need to realize academic success, a sustainable career, and a brighter future. We commit to contributing to this vision. Our mission is to help CUNY students achieve academic excellence, graduate on time, and find employment.

CUNY EDGE, formerly known as the C.O.P.E. Program, has expanded student services to provide advisement on classes and career, seminars on ways to succeed in college and work, cafeteria or bookstore vouchers for program participants, connection to internship and job resources, tutoring in various subjects, and a computer lab (T4-264).

Men's Resource Center
The Men's Resource Center provides academic and peer support to self-identified men of color to help empower them and improve their college experience. Services provided to help students achieve their goals include professional and peer mentoring, intensive academic support, networking with other students, career exploration, and cultural and educationally-focused trips and activities.

ADVISEMENT
Consultation with the faculty is a crucial step in planning one's academic program. Formal advisement is available through the HEALTH and STEM Advisement Academy during the advisement period scheduled by the college. Please refer to the KCC Academic Calendar. 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.

Co-Curricular and Enrichment Opportunities
Student Life Office
The Department of Student Affairs' co-curricular activities program, coordinated by the Office of Student Life, is designed to enrich students' total college experience. The mission of the Office of Student Life is to provide programs and services that support the activities of student organizations to sponsor and support extra- and co-curricular activities designed to supplement students' classroom experiences, and to contribute to students' personal and intellectual development.
Students and faculty work together to make decisions in areas of college governance and leadership training. Opportunities are available for students to participate on the College Council, the Kingsborough Community College Association, and many other college-wide committees.
Over 80 student organizations, organized and administered by students with assistance from full-time faculty and staff advisors, develop academic, cultural, educational and social programs. Included are team sports and athletics, theater, special interest groups, social groups, a radio station, newspaper, yearbook, literary and arts journal and a student ambassador program.
Many events, open to all students, are scheduled throughout the term. They include lectures, films, art exhibits, socials, music and videos. Dates and campus locations of events are published monthly in an events newsletter and in Scepter, the college student newspaper, as well as posted on easels, the college website, and on Facebook. In addition, students can subscribe to the Student Life Text Messaging Service. To sign-up for the service simply text @KCCEvents to 81010

Clubs and Organizations
From academic and social, to ethnic and special concerns, the more than 80 clubs and organizations at Kingsborough Community College reflect the diverse interests and activities of both day and evening students. Club involvement can introduce a student to new cultural experiences, help develop valuable leadership and organizational skills required in all aspects of life and can lead to lasting friendships. The Surgical Technology Club has been in existence since the program started but the activities have varied based on the participation of the students. Some years, funds go unused, other years, students have organized events to raise money to go to National Conferences and other professional development conferences. I strongly advise Surgical technology students to get involved in club activities.

Career Development and Experiential Learning
The Center for Career Development and Experiential Learning offers career counseling to all Kingsborough students, from their first day on campus through graduation. The mission of the Center is to prepare students with specific

knowledge to find, organize, and utilize career resources as they progress through various stages of career exploration. Career advisors assist students in career planning and in the development of skills needed in the job search. Listings of part- and full-time jobs, as well as internships, are available to students via the KCC Online Jobs Board. The Career Center's recruitment events, such as Job Fairs and On-Campus Recruitment, bring representatives from major corporations, government, and social service agencies to the campus. Job search assistance is offered to all students from résumé writing to interview technique workshops. For more information on the jobs board go to *https://kbcc-csm.symplicity.com/students/index.php*

Honors Program

The Honors Program provides students who have a 3.20 or higher grade point average with the opportunity to challenge themselves academically in Honors classes that emphasize critical thinking, independent research, analytical writing, oral debate, and public speaking.

Students can select from a variety of Honors coursework: they can enroll in All-Honors courses, which are smaller in size than regular classes and where all participants have a 3.20 or higher grade point average, or add an Honors Enrichment Component (HEC) to one of their regular courses. Highly motivated students may also work with a professor to do a substantial research project called an Honors Contract, which usually involves writing a 10-page paper using documentation appropriate to the discipline to earn Honors credit.

The Honors Program celebrates student success. *Distinctions: The Honors Student Journal,* is the bi-annual publication of the Kingsborough Honors Program. Honors students are encouraged to submit scholarly work in *Distinctions*.

An "Honors" designation is entered on the student's transcript for every Honors course taken. Honors academic participation is also noted in the commencement program for students who have successfully completed a minimum of nine (9) or more Honors credits.

The Honors Program also seeks to enrich students' lives outside of the classroom. Through participation in a number of special programs, such as the Presidential Scholars Honors Program, and Honors sponsored student groups, such as the Honors Assembly and the Phi Theta Kappa International Honors Society.

In keeping with the college's mission to prepare students for transfer and for the workforce, the Honors Program enables students to become "Citizen-Scholars." Co-curricular programming empowers students to successfully transfer to top public and private four-year colleges and universities. As a result of their involvement in the Honors Program, many students are competitive candidates for scholarships such as the Jack Kent Cooke Foundation Scholarship.

 The criteria for admission into the Honors Program are as follows:

1. Day or Evening, full-time or part-time students who have completed 12 credits or more in residence at Kingsborough and are English Proficient as per the CUNY Proficiency Index or Exemptions, earned a grade of "B" or higher in ENG 1200 or ENG 2400, and have maintained a cumulative grade point average of 3.20 or higher are eligible to participate in the Honors Program.
2. Kingsborough students who have accumulated less than 12 credits locally with a grade point average of at least 3.20, but have additional transfer credits, may participate in the Honors Program if they can produce transcripts of their transferred credits showing a grade point average of 3.20 or higher.
3. Transfer students with 12 transferred credits or more who are English Proficient as per the CUNY Proficiency Index or Exemptions and have a cumulative grade point average of 3.20 or higher for their transferred credits will be allowed to participate in the Honors Program upon presentation of their transcripts to the Honors Program Director.
4. Entering freshmen with a high school average of 85 or higher, and/or a combined SAT score of 950, and are English and Math Proficient as per the CUNY Proficiency Index, are eligible to participate in the Honors Program. They must present a one- to two-page essay expressing their interest in the Honors Program to the Honors Program Director.

5. High school students entering Kingsborough with College Now credits who received a "B+" or higher in every College Now course they have taken and have maintained a high school average of 80 are eligible to participate in the Honors Program.

The Honors Office in M-377 and Honors Lounge in M-378 serve as a one-stop shop for all Honors needs and services. For more information go to *www.kbcc.cuny.edu/honors*

PROGRAM LEARNING OUTCOMES FOR SURGICAL TECHNOLOGY

1. To correlate the knowledge of medical terminology, surgical procedures, anatomy, and physiology to the student's role as a surgical technologist and recognize their relationship to safe patient care.
2. To understand the principles of safe patient care in the preoperative, intraoperative, and postoperative surgical settings.
3. To develop and apply fundamental surgical technology skills through practice and evaluation in the laboratory and clinical settings
4. Accurately apply the principles of asepsis across the spectrum of common surgical experiences.
5. Recognize the variety of patients' needs and the impact of their personal, physical, emotional, and cultural experiences.
6. Demonstrate professional responsibility in performance, attitude, and personal conduct in the classroom and clinical setting.

MINIMUM ENTRANCE REQUIREMENTS

To be considered for the Surgical Technology Program, students must pass the CUNY ACT in Reading and Writing and the COMPASS Math test or satisfy all requirements for existing developmental coursework.
ST 990, ENG 12 & BIO 11 are prerequisites for entry into the program. These courses must be completed before applying and to be considered for entrance into the program. These courses combined must equal a **2.7 GPA**. 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:

1. Meet with an advisor in the Health and STEM Advisement Academy to discuss your academic performance and degree map to make sure that you are eligible.
2. Once the prerequisite courses have been satisfied and you are in good academic standing, you will complete the online application for the upcoming cohort submitted by the deadline outlined in the website.

3. Upon meeting the Program Director, you will have an interview with a panel of faculty members. After final grades have been recorded for each semester, your application is reviewed by the Surgical Technology faculty. Despite the submission of the change of curriculum form, the registrar will not be informed of any change in curriculum status until the end of each semester, after prospective applicants have completed all entrance requirements and have met the Program Director. The Registrar will notify students of the effective change, and the Program Director will send a letter of acceptance or denial before the start of the semester due to limited clinical site availability, enrollment in the program is limited. Therefore, **completion of the minimum prerequisite courses is not a guarantee of admission into the Surgical Technology program**.

All Surgical Technology students must provide documentation as to their legal status in one of these categories:
   a. **U.S. Citizenship**
   b. **Permanent residency**
   c. **International Student with F1 status**
      If you have any questions or concerns about an alternate legal status please reach out to the director or the Department Chairperson.

CRITERIA FOR RETENTION IN THE SURGICAL TECHNOLOGY PROGRAM

ST200P: Maintaining a grade of a **75** is required to pass the course, a grade below a **75** will result in failure of the course. If you receive a failing grade in **ST200P** and wish to continue in the program, the student may file an *intent to return.* The student must also take and pass a challenge exam with a minimum grade of *85* demonstrating their competency in **ST100** & **ST200** courses. ***Readmission to the program is subject to seat availability.****

If a student passes **ST200P with a **75** but has received a **FAILING** grade on the practicum evaluation, an *INC* will be offered to the student. The student must retake the practicum and pass with a minimum score of **85**. Failure to do so will inhibit the student from moving forward in the program.****

OPEN-LAB: Surgical Technology is a fast paced and content heavy program that requires a significant time commitment. In addition to your assigned class time students are required to complete a mandatory **15** open-lab hours. Open-lab is a place for students to gain additional hands-on practice to help perfect your newly developing skill set. It has been a proven formula for success – the students that come to lab to practice tend to receive higher scores on their practicum exam as well as their unit exams and finals, have a higher passing rate in the program, have reported that they are more confident when they are in a clinical setting for their first time, and have a greater chance of graduating and getting hired immediately upon graduation.

CLINICAL PRACTICUM COURSES:

Clinical Performance in the practicum courses must be at a satisfactory level to remain in the program. This satisfactory level is determined by the clinical instructor based on an evaluation rubric. Regardless of accumulated grades during a practicum course, receiving an **UNSATISFACTORY** final evaluation will result in dismissal from the program. **Receiving an UNSATISFACTORY final course grade in any practicum course will result in ineligibility to apply for readmission.**

CRITERIA FOR REMAINING Didactic SURGICAL TECHNOLOGY COURSES:
1. Receive no more than two grades below **"75"** in any of the required courses including core and co-requisites.
1. Earn a minimum grade of **"75"** in all Surgical Technology Courses to progress.
2. Students earning less than a **"75"** grade in a Surgical Technology Course may repeat the course one time. The minimum grade for a repeated course is a **"85."** (please review the readmission policy for more detailed information.)
3. A second earned grade of less than **"75"** in any Surgical Technology course will result in dismissal from the program and **ineligible for readmission.**

READMISSION CONSIDERATIONS:
Students achieving a grade of less than **"75"** in any Surgical Technology core course must appeal in writing to repeat the course. Students must submit an *"Intent to Return to 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. It is not an automatic process, as your appeal will be reviewed by a department committee. Upon approval from the committee, there are other considerations that need to be addressed. *After appeal review and acceptance for possible readmission, the student must take a challenge exam demonstrating proficiency in the course material by receiving a minimum grade of 85. If the student fails to meet this requirement they will not meet the criteria for readmission to the program.*

GRADUATION REQUIREMENTS

To satisfy the requirements for the associate degree a variety of requirements must be satisfied. Eligibility for graduation requires the completion of one of the programs of study as outlined within the Academic Programs section of this catalog. Some departments also require a minimum grade point average for specific courses, refer to the Academic Program and Course Description sections of this catalog.

In general, the requirements include:
College Requirements
English and Math proficient as determined by the CUNY Proficiency Index, unless otherwise exempt, or successful completion of any required developmental course(s).
Writing Intensive Course - One (1) course
Civic Engagement - One (1) Civic Engagement experience
CUNY Common Core Pathways
Required Core - Depending on the major, courses in English Composition, Mathematical and Quantitative Reasoning, and Life and Physical Sciences
Flexible Core - Depending on the major, courses in World Cultures and Global Issues, U.S. Experience in its Diversity, Creative Expression, Individual and Society, and Scientific World
Requirements of the Major and Elective Credits
Specified courses as required for the major by the academic department for each degree program as well as any electives
Cumulative Grade Point Average (GPA)
A minimum cumulative grade point average of 2.3 GPA on Degree and Certificate programs
Matriculated Status
Must be matriculated during the last term of attendance at Kingsborough.
Residency
30 credits must be completed in residency at Kingsborough.
Minimum Credits for the Degree
A minimum of 60 credits is required for all degree programs. However, some programs require additional credits. Surgical Technology is one of these programs that require more than 60 credits. Consult the KCC College Catalog for credit information on each major.
Note:
A review of degree requirements occurs during registration and advisement and can be verified on the Student Advisement Degree Audit. Students can review their progress towards graduation on-line anytime by checking the Student Advisement Degree Audit by accessing
https://www.kbcc.cuny.edu/registrar/degree_works.html

BRIGHTSPACE
Brightspace is a course management system that allows faculty to conduct fully on-line and hybrid (face-to-face) classes. Faculty can post materials, deliver assignments and surveys, hold on-line discussion and many other course-related functions. All currently-enrolled students and faculty can access the Brightspace system that is available 24/7 from anywhere on the internet. All surgical technology courses are expected to utilize Brightspace to communicate course materials and important program information.

CLINICAL PLACEMENT POLICY

The Clinical Coordinator is responsible for assigning all clinical placements to students. Clinical placement is designed to provide students with exposure to a wide range of areas within the field, enabling them to develop the foundational skills essential for daily practice as a Surgical Technologist. All student activities related to the curriculum, particularly during clinical rotations, are strictly educational in nature.

The program ensures the availability of adequate clinical sites, enabling students to progress through the clinical phase of the curriculum without delays. Kingsborough maintains numerous hospital affiliations across the five boroughs, and **students may be assigned to any of these locations, irrespective of their home address.** Students are **not permitted** to request specific clinical placements.

During clinical rotations, the time spent at the affiliated institution will be focused on educational development. **Students will not receive monetary compensation for their clinical experience, nor will they serve as substitutes for paid staff within the clinical setting in the role of Surgical Technologist.**

As healthcare professionals, our primary duty is to provide exemplary care to the public. Patients have the right to receive high-quality care regardless of race, creed, color, or health status. Care must be delivered in a nonjudgmental and compassionate manner. Students are expected to treat all patients with equal respect and empathy and **must be prepared to work with all patients.**

The method for selecting student assignments may vary by affiliation facility. Failure to accept an assigned patient may impact the student's course outcome and could **result in a failing grade (F) for the course.**

CRIMINAL BACKGROUND CHECK HEALTH CLEARANCE and CPR CERTIFICATION
Along with medical clearance, CPR certification, COVID vaccination status and flu vaccination confirmation, each student will be responsible for completing a criminal background check. Each student must understand that this is a mandatory CUNY policy. If there is a potential "red flag" that will prevent you from passing a background check, each student must understand that it is ultimately their responsibility and your inability to attain "clearance" will result in your inability to progress in the program.

Health Clearance
Prior to the start of the clinical sequence, students enrolled in the Surgical Technology Program are required to obtain health clearance. Documents and forms to be submitted will be provided to the students. Students should obtain information regarding annual physical examination, 10-panel drug screening, immunizations, tuberculosis testing, MMR updates, COVID and Flu vaccinations. Some clinical sites require alternate documentation, so copies of all personal medical information should be maintained by the individual and may have to produce it upon arrival at a clinical affiliated site. Since the documentation is good for one year, you will need to complete this process twice during your time here at Kingsborough.

CPR Certification: Students in Surgical Technology must obtain CPR certification from the American Heart Association and provide documentation to the program director prior to registration in the first Practicum course (ST3P00). I always recommend Community CPR (HE 2000) which is a one-credit course, offered on campus every semester. This one credit may not be necessary to graduate, but it can make a difference if you are a full-time student.
CPR is also offered through the Continuing Education Department , as well as private agencies in the local area. **On-line courses will not be accepted.**

FATIGUE
Fatigue can certainly impair a health care worker's ability to provide safe, professional care. All students need to carefully assess his/her level of fatigue, school requirements in terms of lecture, on-campus labs and clinical experiences and their 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. Although we continue to offer personal support and referrals to student services for additional help, it is ultimately the student's responsibility to complete all coursework and attend classes regardless of personal matters.

GRADING POLICIES

97-100	A+	93-96	A	90-92	A-
87-89	B+	83-86	B	80-82	B-
75-79	C+	73-74	C	70-72	C-
67-69	D+	60-66	D	<59	F

The grading schematic for Surgical Technology is slightly different from the college grading system. A grade of 75 is the minimum passing grade for all Surgical Technology courses. The final course grade is determined by unit tests, quizzes, assignments, oral presentations, and final examinations for the didactic courses.

EXAM POLICY
To prevent any exam compromise, exams and quizzes given during the program shall not be redistributed to the students after the exam is completed. After an exam is given, the faculty conducts an item analysis of every question and considerations are given to the effectiveness of each individual question. Exams are retained for review by the Program Director and will remain in the possession of the Department. Faculty will be available to review exams at a mutually agreeable, specified time during office hours. No recording of exam review is permitted at any time. You will be allowed to review your scantron along with a blank copy of the exam and the professor will have an exam key. The original copy of the exam will not be available and your recorded answers on the scantron sheet will serve as your final answer.

GRADE APPEALS
Students who wish to appeal a grade should follow these guidelines:
1. Speak with the instructor first to understand the posted grade
2. If you are unclear about the posted grade or are dissatisfied with the instructor's response, then speak with the Program Director
3. If that is unproductive, speak with the Department Chairperson. Be sure to provide adequate supporting documentation for your appeal.

ATTENDANCE POLICIES

One goal of the Surgical Technology Program is to prepare students to practice competently and professionally in the healthcare work environment. Among the many desirable qualities we expect our students to possess, courtesy to others, punctuality for obligations, and completion of responsibilities. These qualities are also expected in the work environment. Students are expected to attend all courses and required to attend all laboratory and clinical courses. Attendance will be taken at the beginning of each class and serves as a record of a commitment to the course. 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.

ST200P:

Attendance:
As per Kingsborough policy, you are allowed to miss up to **11** hours of instructional time per semester. If you miss **6** instructional hours you must *schedule a meeting with the program director.* If you have missed **9** hours of instructional time you must *schedule a meeting with the chairperson*. If more than **11** hours are missed it will result in a failing grade **(F)** for ST200P. **This includes "excused" or "unexcused" absences.** For ie: if you are out for an injury, surgery, or any circumstance that will cause you to miss the 11 hours, that will not be an exception to the required time to attend. This program requires you to complete the scheduled lab hours in order to gain the skills required to safely perform in a hospital environment with real patients. No exceptions relating to attendance will be made.

Lateness:
Class starts promptly at 8:30AM/12:00PM. You will be considered **LATE** if you arrive between 8:45AM and 9:00AM, or 12:15pm-12:30. **2** latenesses are considered **1** absence. The classroom door will be closed **30** minutes after start time, and no students will be permitted entry to the class after this time. **Arrival 30 minutes will be counted as 1 absence.**

ST100, 200, 300, 400, 500 & 600:

Attendance:
As per Kingsborough policy, you are allowed to miss up to **11** hours of instructional time per semester. If you miss **6** instructional hours you must *schedule a meeting with the program director.* If you have missed **9** hours of instructional time you must *schedule a meeting with the chairperson.* If **11** or more hours are missed it will result in a failing grade **(F)** for the course. **This includes "excused" or "unexcused" absences.** For ie: if you are out for an injury, surgery, or any circumstance that will cause you to miss the 11 hours, that will not be an exception to the required time to attend. This program requires you to complete the scheduled lecture hours, in order to be prepared for the next semester.

Lateness:
Class starts promptly at the scheduled time. You will be considered **LATE** if you arrive **15** minutes later than the start time. **2** latenesses are considered **1** absence. The classroom door will be closed **30** minutes after the start time, and no students will be permitted entry to the class after this time. **Arrival after 30 minutes will be counted as 1 absence.**

ST300P, 400P, 500P, & 600P

Attendance:
As per the standards set by the Surgical Technology Program, you are allowed to miss up to **2** days of clinicals per semester. If more than **2** days are missed it will result in a failing grade **(F)** for your clinical rotation. **This includes "excused" or "unexcused" absences.** For ie: if you are out for an injury, surgery, or any circumstance that will cause you to miss 2 days,, that will not be an exception to the required time to attend. Students are required to attend **ALL SCHEDULED CLINICAL DAYS,** even after completion of required surgical cases.

Lateness:
Clinicals start promptly at the scheduled time. The operating room waits for no one. You will be considered **LATE** if you arrive **15** minutes later than the start time. **2** latenesses are considered **1** absence. **Clinical instructors may send a student home that arrives late (15 minutes or more) to their clinical site.. This will be counted as a full-day absence.**

Keeping a constant line of communication with your clinical instructor is required. If a noticeable pattern develops, an **UNSATISFACTORY** clinical grade may be given at the discretion of the clinical instructor. Clinical experience is critical to the success of the Surgical Technology student. In order to be eligible to graduate, the student must have completed 120 cases. Absences not only detract from the experience but also from the total number of countable surgical procedures that can be assigned during a clinical experience. **Failure to complete 120 surgical procedures (according to an accreditor-specific, regimented policy) will result in the student's inability to sit for the National Board Examination.**

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. This assessment tool is 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. Your instructors and Program Director will explain the process and timeframe for submission.

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.

ISSUE	STANDARD	EXAMPLES OF ACTIVITIES
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, respond to health care provider orders, and write legibly and correctly. Computerization access skills.
Interpersonal	Interpersonal abilities are 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 are sufficient to move from room to room, maneuver in small spaces, navigate stairwells, and bend 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 are 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 is 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 acuity is sufficient for observation and assessment of the needs of the surgical team including handling small-scale instrumentation.	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 is sufficient for participation in fine skills required in the surgical field.	Perform required skills for participation in the surgical field including manipulation of surgical needles, and assembling complicated equipment.

All students entering 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. Should you feel that you need a special accommodation, please speak to your instructor or the Program Director first. Not all accommodations can be adapted in the program, and we will do our best to try to accommodate students with special needs.

FACULTY AND STUDENT COMMUNICATIONS
Transparent and accurate communication is a key component to the education process and quality health care. Students should communicate problems/concerns with the faculty. Should there be a concern, all faculty members have assigned office hours. Please call your instructor or the director to schedule an appointment to speak with them. Should you feel that a problem needs to be resolved with the assistance of the department chairperson, you can call (718) 368-6918 or email at Tyronne.Johnson@kbcc.cuny.edu.

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, the program director, or a lab specialist for remediation or discussion. A student may schedule an official appointment with any instructor during their allotted office hours.

RETURN TO LAB
Clinical professors who believe a student requires remediation in the lab will issue a Return to Lab form. This is not intended as a punitive measure, but rather as a process to ensure that the student's skills meet the necessary standards for both patient and student safety. The CLT/CST will assess the student's readiness to return to clinical practice. The student will be required to attend remediation sessions during designated open-lab hours, which provide an opportunity for focused skill development and practice. During these sessions, the student will receive personalized feedback and guidance on the areas that need improvement. Successful completion of this remediation process is necessary before the student is allowed to return to clinical practice.

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 course grade of "F". 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 failing (F) course grade. Examples, although not inclusive,

include 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.

Kingsborough Community College affirms the values of intellectual inquiry through its Academic Integrity policy. All members of KCC's academic community agree to follow the five core values of academic integrity: Honesty, Trust, Fairness, Respect, and Responsibility. Making a positive commitment to these values will support your learning and reduce the risk of failing an assignment/course, and/or suspension from the college, as a result of cheating and/or plagiarizing. I encourage you to not only become familiar with the Academic Integrity policy and its definitions of plagiarism and cheating, but also to develop strategies that will help you uphold the policy and ensure their academic success. Please feel free to consult me if you have any questions or concerns.

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

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, a faculty member, preceptor 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 notice describing the direct threat and that he/she is under consideration for involuntary withdrawal will be sent to the student by the program Director.
2. The student will be provided with an opportunity to present evidence (written and/or request a meeting to present the evidence) to the Surgical technology faculty for consideration.
3. A written notice of the determination will be sent to the student within 5 days of determination of the direct threat.
4. If the program Director upholds the involuntary withdrawal, the student may then appeal in writing to the Department Chairperson. This appeal must be submitted before the beginning of the next semester.

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, inhalation agent 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 Allied Health 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 mind-altering drugs by prescriptions 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 mind-altering drugs (legal or illegal) or alcohol while on campus, are subject to removal from the campus and possibly disenrolled.

- 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 require a 10-panel drug screening (urine and blood tests) prior to onboarding. Students who have any positive test results will not be allowed to progress in the program.
- 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.

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.

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, other students or instructors which can 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 will be required to wear **a navy-blue scrub suit** to the college lab sessions and clinical rotations.

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. There are no perfumes or colognes in the clinical setting.
- Fingernails should be short, clean and healthy. Some clinical agencies may have policies prohibiting the use of nail polish and/or artificial nails; therefore, as a student it is not permitted in any clinical setting. Students must be prepared to remove nail polish at the request of the clinical instructor or hospital personnel if they show up on a clinical day with nail polish. Artificial nails are not permitted at all.
- There is to be no jewelry worn to clinical sites. This includes earrings and other visible piercings.
- No attire/tinted glasses which cover the students' eyes and/or face is permitted outside the parameters of surgical attire.
- Students cannot wear any shirts underneath their scrubs that are visible beyond the short sleeve of a scrub top. Proper head covering is required if a student has long hair or wears any head covering.
- Students are required to wear scrub suits for clinical practice. The student will wear the assigned facility's scrub apparel consistent with hospital facility protocols and policies. A long sleeve, ¾ length white lab coat and appropriate shoes are required for clinical days.
- 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.
- All COVID protocols must be observed in the clinical setting as the hospital policies supersede college guidelines.

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. The hospital affiliate's policy should be immediately followed. 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.
The student should be aware that they will be participating in real surgical interventions during their clinical rotation and there is an inherent risk of being exposed to airborne or blood borne pathogens. Not all patients are aware of an illness, or disease that they may have, nor are they required to disclose that information according to the Health Insurance Portability and Accountability Act of Privacy (HIPAA). While we prepare the student for an entry-level position as a Certified Surgical Technologist, the risk of contracting a disease or illness is understood to be a hazard of the profession, but the safety of the student in the learning environment is a priority for the faculty and instructors.
If the student is alerted prior to the start of a surgical intervention that the patient does have any airborne or blood borne pathogen, or considered a high-risk patient, then the student will be excused and not be allowed to participate in the surgical intervention. The student should make their clinical instructor aware of the situation and an alternate experience will be assigned to the student.

PROFESSIONALISM
The concept of professionalism in healthcare 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 and CLINICAL RESPONSIBILITY
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 CASE LOGS AND CASE REQUIREMENTS
- All clinical case experiences should be recorded in the **CLINICAL CASE LOG**, even if the cases do not count toward completion of the required standard of **120 cases** upon graduation, in compliance with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).
- Students are required to complete **30 cases in General Surgery**. **Twenty** of the cases must be in the **First Scrub role**.
- Students must complete a minimum of **90 cases in various surgical specialties,** excluding General Surgery and distributed amongst a minimum of four surgical specialties, and students are required to listed on the CLINICAL CASE LOG
  - A minimum of **60** cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
    - 1) A minimum of **10** cases in four different specialties must be completed in the FS role (**40** cases total).
    - 2) The additional **20** cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
    - The remaining **30** cases may be performed in any surgical specialty in either the FS or SS role.

- Diagnostic endoscopy and vaginal delivery cases are not mandatory. Still, up to **10** diagnostic endoscopies and five vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.

Example: A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.

The Program Director is required to verify through the CLINICAL CASE LOG the students' progression in First and Second Scrubbing surgical procedures of increased complexity as they move towards entry-level graduate abilities. **Students are responsible to maintain their Clinical Case Logs.** Each student will be responsible to correctly document with appropriate signatures and type of procedure/s (service). Proper maintenance includes Platinum Planner, as well as a Clinical Case Log. The purpose of this document is to ensure that the student participates in the required number of procedures as outlined by the AST requirements.

DEFINITION OF SCRUB ROLES FOR CLINICAL ROTATIONS

SCRUB ROLE – FIRST SCRUB ROLE   (1S)

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting at least the five criteria below (**independently/spontaneously without being prompted)** cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medications, and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SCRUB ROLE – SECOND SCRUB SOLO (2S)

The second scrub role is defined as the student who is at the sterile field who has not met all of the criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

SCRUB ROLE – OBSERVATION ROLE (O)

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

PLATINUM PLANNER

All students participating in clinical courses will be required to utilize a program called Platinum Planner. This tool is essential for tracking and documenting all cases throughout the clinical rotation. Accurate and thorough documentation of cases and procedures is a critical component of clinical education, as it ensures compliance with industry standards, facilitates proper assessment of student progress, and supports patient safety. Mastery of this documentation process is vital for the successful completion of clinical rotations and for the development of professional competencies.

CLINICAL SESSION DELAY

If for any reason the clinical session is delayed, the Clinical Professor may schedule a Zoom session/assignment or schedule a lab session at KBCC. Students are **REQUIRED** to attend or they will be marked **absent** for the day. ***Two clinical absences will equal a grade of F for the semester.**

STUDENT RIGHTS AND RESPONSIBILITIES

Education is a cooperative effort between the expertise of the Faulty and willingness of the student to learn. The faculty believe that 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

NETIQUETTE

1. Be mindful that electronic communication does not convey facial expression or tone of voice. It is important to consider what is written could be misinterpreted.
2. Typing messages all in caps is regarded as shouting; so unless you mean to yell at someone, (which is frowned upon) type your message in standard format.
3. It is appropriate to share your point of view as well as indicate disagreements with another's posts- however. It is not okay to make negative personal statements about another's posts.
4. Since many people read their email on small screen devices, when appropriate, be brief.
5. Clearly indicate the nature of your email messages.
6. If you send an email from a personal email account, sign the message. Often the names of personal email accounts are different from a person's given name. Use the KCC email whenever possible.

CIVILITY

Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. Civility in the classroom and clinical setting as well as respect for the opinions of others is very important in an academic environment. It is likely you may not agree with every topic that is discussed in the classroom. Courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability is not acceptable. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.
Incivility will not be tolerated and can be grounds for withdrawal from the program.

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. Textbook costs are a consideration for the faculty when choosing references for assignments; therefore, it is the program policy to disclose the need for textbooks prior to the start of the semester, to allow ample time for the student to procure the textbook(s).

ESTIMATED COSTS OF PERSONAL EXPENSES- 2024-2025

NEW TUITION RATES

	RESIDENT STUDENTS	NON-RESIDENT STUDENTS
FULL-TIME (12-18 Credits/equated credits)	$2,400 per semester	$320 per credit
PART-TIME (1-11 Credits/equated credits)	$210 per credit	$320 per credit
NON-DEGREE	$265 per credit	$420 per credit
Non-Refundable Fees		
CUNY Consolidated fee To ensure CUNY Operation	$15.00	
CUNY Technology fee To improve computing services for students and faculty	Full Time (12-18 Credits/Equated)$125.00 Part time (1-11Credits/equated) $62.50	
Student Senate fee To ensure the operation of CUNY's University Student Senate	$1.45	
Student Activities fee To fund student government, athletics and other activities	Full Time (12-18 Credits/Equated) $85.00 Part time (1-11 Credits/equated) $42.50	
PART TIME FEES IN TOTAL	$121.45	
FULL TIME FEES IN TOTAL	$226.45	
FULL TIME RESIDENT FULL TIME FEES	$2,626.45	
Surgical Technology program specific fees:		
Total cost for the program:	$10,982.80 (approximately)	

FINANCIAL AID

Kingsborough's Financial Aid Office is located in Room U-201. This office may be contacted by phone at (718) 368-4644 or accessed via the KCC website. 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.
If you are admitted into the program and have many credits towards your AAS in Surgical Technology, there may be some difficulty with maintaining your financial aid based on relevant courses needed for the degree. It is the student's responsibility to work with the financial aid office and their advisor to maintain their matriculation status.

REQUIREMENTS FOR MATRICULANTS

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

Required Core:

ENG 12 Freshman English I *		3 credits
BIO 11 Human Anatomy & Physiology I *		4
ST 990 Integrated Healthcare Sciences and Medical Terminology*		3

Department Requirements:

ENG 24	Freshman English II	3
MAT 4A0	Quantitative Reasoning	3
BIO 12	Human Anatomy & Physiology II	4
BIO 51	Microbiology of Health & Disease	4
PHI 76	Medical Ethics	3
PSY 11	Intro to Psychology	3
SOC 31	Intro to Sociology	3
ST 1	Surgical Technology I	3
ST 2	Surgical Technology II	3
ST2P	Lab Practicum	3
ST 3	Surgical Technology III	3
ST 3P	Practicum I (clinical)	2
ST 4	Surgical Procedures IV	3
ST 4P	Practicum II (clinical)	2
ST 5	Advanced Surgical Procedures V	3
ST5P	Practicum III (clinical)	3
ST 6	Professional Strategies for the Surgical Technologist	3
ST6P	Practicum IV (clinical)	3
Total		64 credits

* Pre-Requisites to the Program

SURGICAL TECHNOLOGY COURSES

Throughout the program, there are common themes in many courses that help to define individual achievement and success as a Surgical Technology student. These common themes have been designated as Program Learning Outcomes which are continually monitored and evaluated to maximize your success as a student.

1. To correlate the knowledge of surgical Procedures, anatomy and physiology to the student's role as a surgical technologist and recognize their relationship to safe patient care.

2. To understand the principles of safe patient care in the preoperative, intraoperative and postoperative surgical settings.

3. To develop and apply fundamental surgical technology skills through practice and evaluation in the laboratory and clinical settings

4. Accurately apply the principles of asepsis across the spectrum of common surgical experiences.

5. Recognize the variety of patient's needs and the impact of their personal, physical, emotional and cultural experiences.

6. Demonstrate professional responsibility in performance, attitude and personal conduct in the classroom and clinical setting.

ST 990 - INTEGRATED HEALTHCARE SCIENCES AND MEDICAL TERMINOLOGY - (3 credits, 3 hrs.)

This comprehensive course aims to provide students with a strong foundation in healthcare sciences, microbiology, medical terminology, pathophysiology, wound healing, medical math, sterile processing decontamination, and surgical-medical equipment terminology. Through a combination of lectures, practical exercises, and hands-on learning, students will gain a deep understanding of the principles and practices essential in the healthcare field.

Co-requisite: BIO 1100 and ENG 1200

ST 100 - SURGICAL TECHNOLOGY I – (3 credits, 3 hrs.)

The Surgical Technology Level One course offers a comprehensive introduction to the essential skills and knowledge required in the surgical field. Topics covered include tech science, information technology, and communication strategies, with an emphasis on managing conflict and fostering effective teamwork in the operating room (OR) environment. Students will learn about OR floorplans, temperature and humidity regulation, hazard preparedness, and disaster response protocols. The course also addresses legal practices, leadership skills, and the importance of understanding healthcare facility operations. Additionally, students will explore biopsychosocial concepts and how they relate to surgical technology, preparing them to excel in a dynamic and high-stakes healthcare setting.

Prerequisites: ENG 12, BIO 11, ST 990
Co-requisite: ST 200, ST 200P

ST 200 - SURGICAL TECHNOLOGY II – (3 credits, 3hrs.)

This course is designed to provide students with the essential skills and knowledge necessary to function effectively as a surgical technologist. The course covers a comprehensive range of topics critical to the success of surgical procedures, emphasizing asepsis and sterile technique. Students will gain an in-depth understanding of maintaining a sterile environment and ensuring patient safety during surgery. Key topics include the proper use of surgical attire, hand hygiene protocols, and the techniques for gowning and gloving. Emphasis will also be placed on the handling and care of specimens, as well as the correct management of surgical supplies and instrumentation. Additionally, students will learn techniques for patient positioning, prepping, and draping to ensure optimal surgical outcomes. The course will introduce students to the different types of sutures and their appropriate applications, along with an overview of infection control practices and standard precautions required in the surgical setting.

Prerequisites: ENG 12, BIO 11, ST 990
Co-requisite: ST 100, ST 200P

ST 200P - LAB PRACTICUM - (3 credits, 6hrs.)

This course intends to prepare the student with the necessary hands on skill set to perform the duties of a practicing surgical technologist. The student will be introduced to the practice of surgical asepsis, and be expected to successfully perform the duties outlined for them. These HANDS ON skills will be assessed through evaluations as well as a final clinical practicum.

Prerequisites: ENG 12, BIO 11, ST 990
Co-requisites: ST 100, ST200

ST 300 – SURGICAL TECHNOLOGY III – (3 credits, 3 hrs.)

This course is designed to equip students with the specialized knowledge and hands-on skills required to assist in a variety of surgical settings. Emphasizing a broad range of surgical procedures, students will explore key areas including general surgery, pediatric surgery, minimally invasive surgery, robotic surgery, interventional radiology (IR), and post-anesthesia care (PACU). The course will delve into the specific considerations and techniques required for each surgical specialty, with a focus on patient safety, optimal surgical outcomes, and the role of the surgical technologist in these diverse environments. Students will also learn about pharmacology, including the administration and management of medications commonly used in surgery, as well as wound healing principles and how they relate to surgical care.

Prerequisite: ST100, ST 200, ST 200P
Co-requisite: ST300P
Pre/Co-requisites: BIO 12

ST3P00 – PRACTICUM I – (3 credits, 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 100, ST 200, ST 200P

Co-requisite: ST 300, ST 400, ST 400P

ST 400– SURGICAL PROCEDURES – (3 credits, 3hr.)

This course provides students with an in-depth understanding of specialized surgical procedures across various medical fields, including obstetrics and gynecology (OBGYN), genitourinary (GU) surgery, gender reassignment surgery, plastic surgery, ear, nose, and throat (ENT) surgery, and oral and maxillofacial (OMF) surgery. Students will gain knowledge of the unique surgical techniques, instruments, and patient care considerations specific to each area.
Prerequisite: ST 100, ST 200, ST 200P
Co-requisite: ST 300, ST 300P, ST 400P

ST4P00 – PRACTICUM II – (3 credits, 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 100, ST 200, ST 200P
Co-requisite: ST 300, ST 300P, ST 400
Pre/Co-requisites: BIO 12

ST 500 – ADVANCED SURGICAL PROCEDURES (3 credits, 3 hrs.)

This course covers advanced surgical specialties, including ophthalmology, peripheral vascular surgery, neurosurgery, cardiothoracic surgery, trauma surgery, and organ recovery. Students will learn the specific techniques, instruments, and protocols used in each of these high-stakes surgical areas. Emphasis is placed on patient care, surgical preparation, and the unique challenges presented by these complex procedures.
Prerequisite: ST 300, ST 300P, ST 400
Co requisite: ST 500P
Pre/Co-requisite: BIO 51

ST5P00 – PRACTICUM III – (3 credits, 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 300, ST 300P, ST 400
Co requisite: ST 500
Pre/Co-requisite: BIO 51

ST600– PROFESSIONAL STRATEGIES FOR THE SURGICAL TECHNOLOGIST (3 credits, 3hr.)

This course prepares the student for certification and life in the workforce. 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 500, ST 500P
Co-requisite: ST 600P

ST6P00 – PRACTICUM IV – (3 credits, 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 500, ST 500P
Co-requisite: ST 600

Current Cohort structure and Degree Map

Degree Map for Surgical Technology, A.A.S.

Your Degree Map contains the suggested term-by-term course sequence for your academic path towards graduation. To ensure successful and timely completion of your degree, it is recommended that you meet with your academic advisor to discuss your unique map. Please note some courses may only be offered once an academic year.

http://catalog.kingsborough.edu/mime/media/9/396/Degree+Map+for+Surgical+Technology%2C+A.A.S..pdf

*Spring Cohort
*ST 990 - Prerequisite
Spring semester

ST 100	3 contact hours per week, lecture on Monday and Wednesday
ST 200	3 contact hours per week, lecture on Monday and Wednesday
ST 200P	6 contact hours per week, lab on Tuesday and Thursday

Summer: OFF

Fall semester

ST 300	3 contact hours per week, lecture on Tuesday
ST 300P	8 hours in the clinical setting on Mondays
ST 400	3 contact hours per week, lecture on Thursday
ST 400P	8 hours in the clinical setting on Wednesdays

Winter: OFF

Spring Semester

ST 500	3 contact hours per week, lecture on Mondays and Wednesdays
ST 500P	16 hours per week in the clinical setting on Tuesdays and Thursdays

Summer: OFF

Fall semester

ST 600	3 contact hours per week, lecture on Mondays and Wednesdays
ST 600P	16 hours per week in the clinical setting on Tuesdays and Thursdays

*Fall Cohort
*ST 990 - Prerequisite
Fall semester

ST 100	3 contact hours per week, lecture on Monday and Wednesday
ST 200	3 contact hours per week, lecture on Monday and Wednesday
ST 200P	6 contact hours per week, lab on Tuesday and Thursday

Winter: OFF

Spring semester

ST 300	3 contact hours per week, lecture on Tuesday
ST 300P	8 hours in the clinical setting on Mondays
ST 400	3 contact hours per week, lecture on Thursday
ST 400P	8 hours in the clinical setting on Wednesdays

Summer: OFF

Fall Semester

ST 500	3 contact hours per week, lecture on Mondays and Wednesdays
ST 500P	16 hours per week in the clinical setting on Tuesdays and Thursdays

Winter: OFF

Spring semester

ST 600   3 contact hours per week, lecture on Mondays and Wednesdays
ST 600P   16 hours per week in the clinical setting on Tuesdays and Thursdays

*Occupational Risk of Being a Surgical Technologist

Being a surgical technologist comes with certain occupational risks due to the nature of the job and the environment in which they work. While efforts are made to ensure safety, there are inherent hazards associated with the role. Here are some potential occupational risks faced by surgical technologists:

Exposure to Bloodborne Pathogens: Surgical technologists may come into contact with blood and bodily fluids during surgical procedures. This puts them at risk of exposure to bloodborne pathogens such as HIV, hepatitis B and C, and other infectious diseases. Strict adherence to infection control protocols, including wearing personal protective equipment (PPE) like gloves, masks, and gowns, is crucial to minimize the risk of transmission.

Musculoskeletal Injuries: Surgical technologists are often required to stand for long periods and perform repetitive tasks, such as passing instruments to surgeons. This can lead to musculoskeletal injuries like back pain, neck strain, and repetitive motion injuries. Proper body mechanics, ergonomics training, and regular breaks can help reduce the risk of such injuries.

Sharps Injuries: Surgical technologists handle sharp instruments like scalpels, needles, and sutures during procedures. Accidental needlestick injuries or cuts can occur, potentially exposing them to bloodborne pathogens. Strict adherence to safe handling practices, using safety-engineered devices, and proper disposal of sharps can minimize this risk.

Chemical Exposure: Surgical technologists may be exposed to various chemicals and disinfectants used in the operating room, such as sterilizing agents, anesthetic gases, and cleaning solutions. Prolonged exposure or improper handling of these substances can have adverse health effects. Following safety protocols, ensuring proper ventilation, and using appropriate PPE can help mitigate this risk.

Radiation Exposure: In some surgical procedures, fluoroscopy or other imaging techniques involving radiation may be used. Surgical technologists assisting in these procedures may be exposed to ionizing radiation, which can pose long-term health risks if not properly managed. Adherence to radiation safety practices, such as wearing lead aprons and maintaining a safe distance from the radiation source, is essential.

Emotional and Psychological Stress: The high-stress environment of the operating room, dealing with critical or life-threatening situations, and witnessing surgical procedures can take an emotional toll on surgical technologists. They may experience stress, anxiety, and emotional exhaustion.

Supportive work environments, counseling services, and self-care practices are important in managing these risks.

It's important to note that healthcare facilities and surgical teams prioritize safety measures and take steps to minimize these risks. Training, education, and adherence to established protocols are crucial in ensuring the well-being of surgical technologists and reducing occupational hazards.

*PLEASE MAKE SURE THAT BEFORE STARTING THE PROGRAM YOU FEEL COMFORTABLE WITH THE ITEMS OUTLINED ABOVE.

Student Name: _____

Student Signature: _____

Date: _____