GADSDEN STATE
COMMUNITY COLLEGE

# Surgical Technology Student Handbook

## 2026-2027

Welcome to the Gadsden State Community College Surgical Technology Program, and congratulations on your acceptance. We are excited to begin this journey with you. You have chosen a career that requires significant academic preparation; therefore, class sizes are relatively small to maximize the student-to-instructor ratio. Your attendance and active participation are essential for effective learning. Success is dependent upon your willingness to take responsibility for understanding both academic and professional aspects of Surgical Technology. The Surgical Technology program can be challenging, mentally and physically, and requires a strong commitment to learning and significant out-of-the-classroom study time. The faculty are focused on providing a program of excellence and helping you become an outstanding surgical technologist.

This program handbook is designed to facilitate understanding of policies/procedures, rules, and regulations of GSCC as well as the Surgical Technology Program. The program handbook is used in conjunction with the GSCC Catalog and Handbook. Some program policies may be more specific than the GSCC policies, and in these cases, program policies take precedence. Please take time to familiarize yourself with the publications. Individual syllabi are provided at the start of each course. These syllabi are a primary source of information from the instructor about the course and may be modified at the discretion of the faculty. Together, we will leave a legacy of excellence for all the students who come after you. We are excited to have you in the program and look forward to assisting you in your academic and professional journey.

*Dr. Stephanie Austin*, CST, FAST

*Genesis Butler*, AS, AAS, CST

# Table of Contents


Surgical Technology Administration, Faculty, and Staff ..... 5
***Surgical Technology Faculty ..... 5***
***Health Sciences Department Administration and Staff ..... 5***
Program Overview ..... 6
***Policy Statement Regarding Handbook ..... 6***
***Program Description ..... 6***
***MISSION AND PURPOSE ..... 7***
SURGICAL TECHNOLOGY PROGRAM GOALS/OUTCOMES ..... 7
***Program Goals ..... 7***
Cognitive Domain ..... 7
Psychomotor Domain ..... 7
Affective Domain ..... 8
Program Outcomes ..... 8
Accreditation ..... 8
Salary and Job Outlook ..... 8
Workplace Setting ..... 9
Admission and Progression Policies ..... 9
***Admissions Requirements ..... 9***
Selection Criteria ..... 10
Retention Policies ..... 10
Readmission Procedures ..... 11
Surgical Technology Essential Functions ..... 11
***Physical Demands ..... 11***
***Communication ..... 12***
***Professional Behaviors ..... 12***
Program Cost ..... 13
Books ..... 13
Health Requirements ..... 13
Uniforms ..... 13
Application for Surgical Technology Certification ..... 13
Application fee for Degree ..... 13
Surgical Technology Curriculum ..... 14
Prerequisite Courses ..... 14
Remaining General Education Courses ..... 14
Core Surgical Technology Courses ..... 14
ACADEMIC DISCIPLINE, APPEAL POLICY, AND DUE PROCESS ..... 15
***Student Honor Code Preamble: ..... 15***
***Statement of Student Honor Code: ..... 15***
***The student honor pledge reads as follows: ..... 15***
***Student Honor Code Violations: ..... 15***
Standards of Professional Behavior: ..... 16
***Unsafe Surgical Technology Practice: ..... 17***

***Procedure for Violations of Unsafe Surgical Technology Practices*** ***17***
***Academic Conduct/Misconduct*** ***17***
***Violations of the Academic Honesty Policy include:*** ***18***
Penalty for Violation 18
Procedure 18
Academic Appeal Policy/ Due Process Procedure: 19
***Non-Academic Misconduct*** ***20***
***Student Grievance*** ***23***
***Student Communication*** ***23***
POLICIES AND PROCEDURES FOR SURGICAL TECHNOLOGY PROGRAM 24
Classroom Policy 24
Laboratory and Clinical Policy 24
Surgical Technology Dress Code 25
***Surgical Technology Documentation*** ***26***
***Proof of Vaccinations/Immunizations*** ***27***
***Identification and Certification*** ***27***
***Miscellaneous Rules and Regulations for Surgical Technology:*** ***27***
Smoking 27
Firearms: 27
Parking 28
Alcohol and Drugs: 28
Inclement Weather and Fire Drills: 28
Exams: 29
Make-up Exams: 29
Rounding Policy 29
Homework and Quizzes 29
Use of Non-Class Electronic Devices 30
Skills Lab Use for Independent Practice: 30
Skills Assessments: 30
Clinical 31
Clinical Work Policy and Safeguards 31
Student Work Policy 31
Clinical Attendance 31
No Call/No Show 31
Change in Health Status 32
Clinical Punctuality 32
Clinical Guidelines 32
Professional Appearance 32
Punctuality and Attendance 32
Respect for Patients and Staff 32
Confidentiality 33
Supervision and Scope of Practice 33
Safety and Infection Control 33

Documentation and Evaluation ..... 33
Use of Technology and Devices ..... 33
Academic Integrity and Honesty ..... 33
***Disciplinary Action ..... 33***
Clinical Case Requirements ..... 34
***Documentation ..... 34***
Clinical Case Distribution ..... 35

# Surgical Technology Administration, Faculty, and Staff

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# Program Overview

## Policy Statement Regarding Handbook

Procedures stated in this handbook require continuing evaluation, review, and approval by appropriate College and Surgical Technology Program administrators. All statements contained herein reflect policies in existence at the time this handbook was revised; the College and the Surgical Technology Program reserve the right to change policies at any time and without prior notice. The Surgical Technology Program will follow college policies and procedures unless noted in this handbook to be more restrictive.

## Program Description

The Surgical Technology program is designed "To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." The individual works under a surgeon's supervision to ensure the operating room environment is safe, equipment functions properly, and the operative procedure is conducted under conditions that maximize patient safety. Instruction includes a combination of classroom work and clinical experience in the operating room/delivery room. This enables the surgical technologist to assist surgeons, anesthesiologists, and nurses with patient care and related services.

The program emphasizes the skills involved in scrubbing and circulating during surgical procedures and in preparing and maintaining sterile and non-sterile supplies. This program is comprised of theory, laboratory, and clinical experience. The theory includes courses in the basic sciences and related subjects. Laboratory skills are included within the theory courses. The correlated clinical instruction stresses manual dexterity in using surgical instruments, the application of aseptic technique, and safe patient care. Emphasis is also placed on medical ethics and legal considerations. Following successful completion of the program, students are qualified to sit for a national certifying examination.

The Surgical Technology program provides quality surgical technology education to the geographically large and rural service area of Northeastern Alabama. The faculty believes that the personal ethics of the surgical technologist and all healthcare workers require certain inherent elements of character, including honesty, loyalty, understanding, and the ability to respect the rights and dignity of others. Personal ethics also requires conscientious preparation during one's academic years for professional duties and responsibilities. The GSCC Surgical Technology Program upholds the foundational beliefs of the Association of Surgical Technologists' Foundational Principles of Surgical Technology. others. Personal ethics also requires conscientious preparation during one's academic years for professional duties and responsibilities. The GSCC Surgical Technology Program upholds the foundational beliefs of the Association of Surgical Technologists' Foundational Principles of Surgical Technology.

## MISSION AND PURPOSE

The mission of the GSCC Surgical Technology Program is to provide an entry-level, affordable, high-quality educational opportunity in surgical technology for the residents of Northeastern Alabama. The purpose of the program is to prepare individuals to:

- Complete the requirements for an Associate of Applied Science Degree in Surgical Technology
- Complete a national certification exam and hold a professional credential in surgical technology
- Provide safe and effective care for diverse populations
- Promote improvement in the quality of life for Northeastern Alabama residents
- Maintain a spirit of inquiry through lifelong learning

# SURGICAL TECHNOLOGY PROGRAM GOALS/OUTCOMES

## Program Goals

Consistently meet the needs of area employers seeking to hire qualified Surgical Technologists. Provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and become contributing members of the healthcare team. This will be accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, (2) meeting or exceeding the criteria outlined in the current professional standards, and (3) providing a relevant degree program for Surgical Technologists that includes college-level coursework in management and leadership applicable to a healthcare institution.

### Cognitive Domain

1. Demonstrate comprehensive knowledge of human anatomy, physiology, microbiology, pathology, pharmacology, and surgical procedures applicable to perioperative patient care.
2. Apply principles of aseptic technique, infection prevention, patient safety, and quality improvement in the surgical environment.
3. Integrate critical thinking and clinical judgment to anticipate the needs of the surgical team and respond appropriately to intraoperative situations.
4. Analyze surgical procedures to select appropriate instrumentation, equipment, supplies, and technologies necessary for safe patient care.
5. Demonstrate knowledge consistent with entry-level practice and successful performance on the Certified Surgical Technologist (CST) examination.

### Psychomotor Domain

1. Demonstrate proficiency in preparing and maintaining the sterile field throughout surgical procedures.
2. Perform surgical scrubbing, gowning, and gloving using accepted aseptic techniques.
3. Prepare, identify, and safely handle surgical instruments, equipment, medications, and supplies for a variety of surgical specialties.
4. Anticipate the surgeon's needs by efficiently passing instruments and assisting with surgical procedures while maintaining patient safety.
5. Perform accurate surgical counts, specimen management, and postoperative instrumentation processing according to established standards of practice.

6. Demonstrate competency in the use of emerging technologies, including minimally invasive and robotic surgical equipment, when appropriate.

## Affective Domain

1. Demonstrate ethical, legal, and professional behavior consistent with the standards of the surgical technology profession.
2. Communicate effectively and collaborate respectfully with patients and members of the interdisciplinary healthcare team.
3. Exhibit accountability, integrity, dependability, and professionalism in all clinical and classroom settings.
4. Demonstrate cultural competence, compassion, and respect for the dignity, privacy, and diversity of all patients.
5. Engage in lifelong learning, professional development, and participation in professional organizations to promote continued competency and advancement of the profession.
6. Advocate for patient safety through adherence to evidence-based practice, quality improvement initiatives, and the principles of surgical conscience.

## Program Outcomes

These goals will be accomplished by preparing competent, entry-level graduates in the **cognitive, psychomotor, and affective learning domains**, and by maintaining compliance in the five outcome areas: retention, certification exam participation and pass rates, graduate placement, graduate survey satisfaction, and employer survey satisfaction.

Program Outcomes

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## Accreditation

The Surgical Technology Program at Gadsden State Community College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status or accreditation nor a guarantee that accreditation will be granted.

## Salary and Job Outlook

The program will increase the number of surgical technology employees to meet the over 6% increase expected for the 2023-2033 period as noted on the Bureau of Labor Statistics 2023 Job Outlook Data. Surgical technology is considered a high-skill, high-wage allied health profession. The median annual salary for Alabama surgical technologists is projected in the range of $46,060.

## Workplace Setting

Surgical Technologists are allied health professionals who work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures at a hospital. A Surgical Technologist possesses expertise in the theory and application of sterile and aseptic techniques and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic
procedures.

# Admission and Progression Policies

## Admissions Requirements

Any student desiring to pursue an associate degree in GSCC Surgical Technology must:

- Unconditional admission to the college. Apply for admission.
- Submit online program application by the end of the first Fall semester mini term (typically the second week in October) before the spring semester the student prefers to be admitted.
- Submit supporting documents to the Admissions Office by the deadline:
  - All official high school and college transcripts or official GED scores o
  - Official ACT scores (a minimum composite score of 18 is recommended but not required. Additional ranking points will be awarded for ACT composite scores of 18 or higher).
  - The Surgical Technology Program will accept an ACT Superscore if it is sent directly from ACT to Gadsden State Community College as your score recipient. Keep in mind the following: ACT does not include ACT Residual On-Campus testing in determining the Superscore. You must contact ACT and request (there is an associated fee) that the Superscore be sent to Gadsden State. We will NOT calculate Superscore. The Superscore must be the official score calculated and sent by ACT. The Superscore must be received by the application deadline. If you plan to use a Superscore, you must send your full name, date of birth, A# and date the Superscore was requested from ACT to Diane Ledbetter at dledbetter@gadsdenstate.edu.
- Must be 18 years old before the summer semester (clinical begins during the summer semester, and clinical affiliates require a minimum age of 18).
- A minimum of 2.5 overall GPA at Gadsden State for all college courses taken. If no courses have been completed at Gadsden State, GPA from High School or from a college institution from which the student is transferring may be used.
- Minimum of 2.5 GPA for required Surgical Technology general education courses
- Must have completed the following prerequisite courses:
  ORI 101 Freshman Seminar
  PSY 200 General Psychology
  BIO 201 Human Anatomy and Physiology I
  MTH 100 Intermediate College Algebra
  HPS 105 Medical Terminology
- Must be eligible for placement in the following courses:
  English 101 English Composition
  Math 100 Intermediate College Algebra
- Must be in good standing with the College

- Must meet the Essential Functions required for Surgical Technology students.
- Pass a criminal background check* and drug test upon admission to the program. Students are also subject to random and “for-cause” drug testing during the length of the program.
- Submit a completed health questionnaire and immunization records upon request by the program.
- Demonstrate proof of medical insurance. Students who do not show proof of insurance will not be allowed to attend clinical.

## Selection Criteria

- Ranking points are achieved based on the grades received in any general education course required in the program.
- First-attempt grade in BIO 201 and BIO 202. A grade of A or B will receive additional ranking points. No additional ranking points for a C.
- Additional ranking points are given for an ACT score of 18 or higher.
- Additional ranking points are given for completion of all general education requirements prior to ranking.
- Candidates must attend a Surgical Technology Information Session to be eligible for the program and will receive additional ranking points for attendance.

## Retention Policies

A student must maintain the following standards, or he/she may be dismissed from the program.

- Students must maintain grades of C or higher in each SUR course.
- In SUR courses that contain laboratory components, all laboratory skills assessments must be completed with a grade of C or higher. Students will be given 2 attempts to pass the skills assessment. If the student is unsuccessful in passing the skills assessment on the second attempt, they will be dismissed from the program.
- Completion of SUR courses as specified by the degree checklist.
- Evidence of malpractice insurance and physical examination prior to clinical training.
- Be physically and mentally capable of performing the essential functions of the program as defined in each program’s Core Performance Standards.
- Any general education not completed prior to admission must be completed with a passing grade. All BIO courses must be completed with a C or higher to remain in the program

## Readmission Procedures

- Students applying for readmission must meet all admissions criteria for the selected degree program.
- The applicant must submit a readmission request in writing to the Program Director at least thirty (30) days before enrollment. The request must be a detailed personal reflection of the reason(s) for the unsuccessful performance and a plan of correction.
- One (1) readmission to the Surgical Technology degree program will be permitted.
- The applicant applying for readmission may be required to meet with the Program Director and other program faculty.
- An acceptable level of discipline-specific competency may need to be demonstrated before readmission.
- A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.

Note: The Program Director will verify that all readmissions are current and valid.
Readmission is contingent upon the availability of space.
Students who are dismissed for reasons associated with academic misconduct or code of ethics violations will not be considered for readmission.

# Surgical Technology Essential Functions

## Physical Demands

- Stand on both legs for prolonged periods.
- Be able to work in a limited space
- Be able to perform under pressure in stressful or emergencies
- Be oriented to reality and not be mentally impaired by mind-altering substances
- Hear high- and low-frequency sounds within normal range with or without corrective devices
- Possess the visual acuity to read, write, and assess the patient and the environment with or without corrective lenses
- Coordinate hand/eye movements
- Be able to position and transfer patients with assistance as needed during surgical procedures
- Be able to read, comprehend, communicate, and write legibly in the English language
- Be able to send, receive, and respond appropriately to verbal messages
- Possess manual dexterity and tactile ability
- Be able to smell body and environmental odors
- Be able to correctly perform simple mathematical computations
- Possess organizational skills
- Be able to lift and transport 50 pounds

## Communication

- Verbally and in writing, engage in two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately and promptly
- Obtain communications from a computer
- Possess cognitive/critical thinking skills
- Effectively read, write, and comprehend the English language
- Consistently and dependably engage in the process of critical thinking to formulate and implement safe and ethical Surgical Technology decisions in a variety of health care settings
- Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

## Professional Behaviors

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally healthy attitude
- Handle multiple tasks concurrently
- Perform safe, effective care for surgical patients
- Understand and follow the policies and procedures of the College and clinical agencies
- Understand the consequences of violating the Student Code of Conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to disciplinary actions
- Not pose a threat to self or others
- Function effectively in situations of uncertainty and stress
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinical and remain for the entirety of the scheduled shift
- Accept responsibility, accountability, and ownership of one's actions
- Examine and modify one's own behavior when it interferes with the care of the patient and learning
- Ability to make critical decisions in chaotic, disruptive, and complex environments

Any student who has had a medical event (accident, surgery, bed rest, hospitalization, birth, etc.) that would prevent them from meeting the essential functions required for the program must provide a medical release from the physician stating that the student can meet the essential functions before returning to the clinical area.

# Program Cost

## Books

The estimated cost for books for the entirety of the program is $1000.

## Health Requirements

- Student physical and essential function documentation must be completed by a qualified healthcare provider. The out-of-pocket cost for this is dependent upon the medical insurance payment scale.
- Titers for MMR, Varicella, and Hepatitis B will be required. The estimated cost is $250. This could be different based on where the titers are completed. Any titer that is outside of the immune range must receive the required vaccine booster.
- Each student will complete the QuantiFERON Gold TB test. The cost is estimated at $150.
- Background checks and drug screening are required at the beginning of the program. Some clinical facilities may require a second background check and drug screening after a one-year expiration that the student must pay for.
- The initial background check and drug screen will be estimated at $100. If a facility requires the student to have a second background check and drug screening, the cost will again be estimated at $100. If a student must repeat any courses or is required to obtain a drug screen “for cause”, there will be an additional charge of $37.

## Uniforms

- Scrubs are required for all surgical technology classes (unless directed otherwise by the instructor) and for any group activities and field trips.
- Students are required to have scrubs on the first day of class following acceptance into the program, and they must be worn every time the student attends classes. The estimated cost will be $200. This is dependent on the number of sets of scrubs the student decides to purchase.
- A knee-length laboratory coat will be required for all students. The student may have their name embroidered on the laboratory coat in black thread only.

## Application for Surgical Technology Certification

The cost of the certification exam is approximately $300. This is subject to change based on the examination charges.

## Application fee for Degree

The fee for graduation is $10

**Total cost (not including tuition) will be approximately $2,000-$2,500 per student.**

# Surgical Technology Curriculum

## Prerequisite Courses

These courses must be completed before admission into the surgical technology program:

ORI 101 Freshman Seminar
PSY 200 General Psychology
BIO 201 Human Anatomy and Physiology I
MTH 100 Intermediate College Algebra
HPS 105 Medical Terminology

## Remaining General Education Courses

These courses may be taken with surgical technology courses, but they are recommended to be completed before admission. All general education courses must be completed by the end of the third semester in the Surgical Technology Program:

BIO 202 Human Anatomy and Physiology II
SPH 106 Fundamentals of Oral Communication
OR
SPH 107 Fundamentals of Public Speaking
ENG 101 English Composition 1
Humanities and Fine Arts Elective

## Core Surgical Technology Courses

(Students must be accepted to the program to take these courses)

Semester 1 (Spring Semester)
SUR 101 Introduction to Surgical Technology
SUR 102 Applied Surgical Techniques
SUR 109 Intro to Surgical Equipment, Instrumentation, and Supplies
Semester 2 (Summer Semester)
SUR 103 Surgical Procedures
SUR 107 Surgical Anatomy and Pathophysiology
SUR 108 Pharmacology for the Surgical Technologist
Semester 3 (Fall semester)
SUR 104 Surgical Practicum I
SUR 111 Clinical Procedures
Semester 4 (Spring Semester)
SUR 105 Surgical Practicum II
SUR 106 Role Transition in Surgical Technology
SUR 204 Surgical Practicum III

# ACADEMIC DISCIPLINE, APPEAL POLICY, AND DUE PROCESS

## Student Honor Code Preamble:

Students, faculty, and administration represent the three components of the academic community at Gadsden State Community College. These three groups partner and share responsibility to maintain and advance the collegial learning environment at this institution.

To ensure the rights and freedoms for all members of the academic community, both the college as an institution and the members of the academic community are obligated to ensure orderly operation by prohibiting actions that interfere with the achievement of goals or violate the rights of others. This obligation is met, in part, by initiating disciplinary action when either academic or non-academic behavior adversely affects the mission of the college.

The Surgical Technology Program seeks to nurture the development of a strong sense of integrity and of ethical behavior among its students. The faculty and administration ultimately have responsibility for and authority over academic and disciplinary actions concerning surgical technology students, subject to the policies of Gadsden State Community College and any applicable civil or criminal statutes.

## Statement of Student Honor Code:

Student conduct is the practice of personal and professional integrity and thus respects the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on college property and on non-college property used for Surgical Technology students' educational experiences. Student conduct affects the College and the School, the members of the Gadsden State Community College academic community, and the fulfillment of the College and School's mission.

Given the nature of ethical issues in health care, the faculty and administration of the Surgical Technology Program believe that it is important to develop the highest ethical standards among students at all levels in the school. The Surgical Technology Program expects a higher standard of conduct than the minimum required to avoid disciplinary action. The student honor code is used in the Surgical Technology program. Students are informed about the honor code upon admission to the Surgical Technology Program. Each student is required to abide by the code.

## The student honor pledge reads as follows:

*I pledge that I will not be involved at any time in any acts of academic or nonacademic misconduct while enrolled as a student in the Surgical Technology Program, Gadsden State Community College. I have read the Student Honor Code, which explains disciplinary procedures that will result from the aforementioned. I will abide by the Student Honor Code as a condition of admission to the Surgical Technology Program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the Surgical Technology Program.*

## Student Honor Code Violations:

Allegations of an Honor Code Violation will follow the appropriate steps and procedures for Academic Misconduct and Grievance Procedures.

# Standards of Professional Behavior:

Failure to comply with any of the Standards of Professional Behavior may result in disciplinary action including probation or dismissal from the Surgical Technology Program. The Gadsden State Community College Surgical Technology Program reserves the right to dismiss a student at any time on grounds that the Surgical Technology Program judges to be appropriate. Each student, by his/her own admission to the Surgical Technology Program, recognizes this right of the Surgical Technology Program.

The following Standards of Professional Behavior apply to all Surgical Technology Program and course-related activities:

- Attentiveness: The student regularly attends class and other required course-related activities, which include, but are not limited to, lab, clinical, and seminar. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class-related activities and stays until the end of the activity. The student is alert during the activity and demonstrates attentiveness by taking notes, asking appropriate questions, and completing assigned activities.
- Demeanor: The student has a positive, open attitude towards peers, teachers, and others during Surgical Technology studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.
- Cooperation: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the healthcare team, giving and accepting freely in the interchange of information.
- Maturity: The student functions as a responsible, ethical, law-abiding adult.
- Inquisitiveness: The student demonstrates an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.
- Responsibility: The student has Surgical Technology school performance as his/her primary commitment. Student-student and student-faculty academic interchanges are carried out in a respectful, reliable, and trustworthy manner.
- Authority: A student shows appropriate respect for those placed in authority over him/her both within the College and in society.
- Personal Appearance: The student's personal hygiene and dress reflect the high standards of a Surgical Technologist.
- Communication: The student demonstrates an ability to effectively communicate verbally, nonverbally, and in writing with peers, teachers, patients, and others.
- Professional Role: The student conducts self as a professional role model always and in compliance with AST Standards of Practice regarding professional conduct. The student demonstrates the personal, intellectual, and motivational qualifications of a Surgical Technologist.
- Judgment: The student shows an ability to think critically, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.
- Ethics: The student conducts self in compliance with the AST Code of Ethics.
- Moral Standards: The student respects the rights and privacy of other individuals and does not violate laws of our society.

## Unsafe Surgical Technology Practice:

Faculty members in the Surgical Technology Program have a legal, academic, and ethical responsibility to protect the public, health care community, and educational system from unsafe Surgical Technology practice. In accordance with this responsibility, Surgical Technology faculty members evaluate student behavior in terms of safe care principles, determine what represents safe care, and take disciplinary actions against unsafe practice.

An act or behavior that is threatening or potentially threatening to the physical, emotional, mental, or environmental safety of clients, family members or significant others, students, faculty, staff, or other health care providers.

Examples of Unsafe Surgical Technology Practice include (but are not limited to):

- Participation in any behavior/activity which either threatens or potentially threatens the safety of others.
- Careless, rude, argumentative, or disruptive behavior.
- Failure to follow faculty/preceptor direction.
- Falsification of documents, records, or reports.
- Failure to maintain confidentiality of client data.
- Reporting to the clinical setting when, in the opinion of the faculty/clinical partner/preceptor, personal judgment has been impaired by alcohol or other drugs.
- Evidence of knowledge deficit which, in the opinion of the faculty/clinical partner/preceptor, or potentially, jeopardizes the safety of a patient, other health care professionals, or the student.
- Theft of supplies, equipment, drugs, etc.
- Assault and battery.
- Illegal possession of dangerous weapons or substances.

## Procedure for Violations of Unsafe Surgical Technology Practices

The Gadsden State Community College Surgical Technology Program faculty/preceptor/clinical partner is responsible for determining when a student is unable to function at a safe level. Depending on the gravity of the incident, the student may be asked to leave the clinical setting and be recommended for course failure or administrative withdrawal. The faculty will follow the procedures for Academic Misconduct and Grievance Procedures.

## Academic Conduct/Misconduct

Academic conduct is generally considered to be related to the actions of students that are associated with the teaching-learning environment to include classroom, clinical/practicum, simulation laboratories, distance education/online learning, use of electronic devices, and ceremonies such as graduation, etc. Surgical Technology is a profession based on the values of human worth, honesty, ethics, and acquisition of knowledge.

## Violations of the Academic Honesty Policy include:

- Cheating- using or attempting to use unauthorized materials, information, study aids, or computer-related information; unauthorized copying or collaboration in the preparation of any assignments; during the taking of any tests or examinations, looking at another student's paper/computer during a test or examination; or communicating in any way with anyone other than the test administrator.
- Plagiarism- representing the words, data, works, ideas, computer program, or output of someone else as one's own (The student should be aware that electronic means may be used to discover plagiarism and cheating).
- Misrepresentations- falsifying, altering, or misstating the contents of documents or other material related to academic matters, including schedules, prerequisites, and transcripts.
- Violating explicit rules in clinical activities.

### Penalty for Violation

Due to the impact surgical technology has on human life, academic dishonesty will not be tolerated in the Surgical Technology program and will result in dismissal from the program for students guilty of academic dishonesty.

### Procedure

- Academic misconduct cases shall be resolved by the division chair in which the alleged action took place. Appeals from the division chair/program director may be made to the appropriate cabinet member.
- A course instructor who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the division chair/program director.
- The program director will discuss the circumstances involved with the faculty member and review any pertinent materials to determine if a reasonable basis exists for believing that academic misconduct may have occurred.
- If the program director concludes that there is a reasonable basis for believing that academic misconduct may have been committed, a conference will be arranged with the faculty member and the student. The student will be informed at the start of the conference that the issue of possible academic misconduct exists and will be given a copy of the Academic Honesty Policy.
- If a student has violated the Academic Honesty Policy, the student may receive a grade of "F" for the course, overriding a student withdrawal from the course. The appropriate supervising instructional dean may refer the matter to the Academic Standards Committee or may issue the following disciplinary sanctions if this is not the student's first violation:
    - Disciplinary admonition and warning
    - Disciplinary probation with or without the loss of privileges for a definite period
    - Suspension from the College for a definite period (i.e., suspension of the privilege to attend Gadsden State for a definite period)
    - Expulsion from the College (i.e., removal of the privilege to attend Gadsden State).

The supervising instructional dean may appoint an Academic Standards Committee to serve as a special due process committee to hear any case and to make recommendations, but the final decision with respect to the charge rests with the supervising instructional dean and the president of the College. Only these two officers have the authority to dismiss a student from a program or from the College for academic misconduct.

Unsatisfactory grades and inadequate grade point average also fall within the bounds of academic misconduct, for which a student can be dismissed from a program or from the College. The student who fails to meet the published requirements of GSCC or a program has no right to appeal. To review the College Academic Honesty Policy:

https://catalog.gadsdenstate.edu/academic-honesty-policy

# Academic Appeal Policy/ Due Process Procedure:

An academic complaint is defined as a concern about strict academic matters, i.e., grades, work assignments, examinations, and/or clinical education. Academic appeals, except for final grades, must be initiated within five (5) business days of their occurrence.

The following procedures should be followed for academic complaints.

- The student should first contact the instructor and discuss the problem within five (5) business days of the occurrence.
- If the student does not receive satisfaction from the instructor, she/he should contact the Director within five (5) business days after contacting the instructor. The Director will confer with the student and the faculty member in an informal attempt to reach closure. If the problem is resolved at this point, a memorandum of record will be prepared by the Director and be maintained on file.
- The Surgical Technology Program Director will review the information, prepare a written recommendation, and notify the student and instructor of the decision within ten (10) business days after the written appeal is received.
- The student may file a final formal academic appeal to the Dean of Health Sciences within five (5) business days of receiving the decision of the Surgical Technology Director. This appeal must be written and include all elements of explanation in step number three.
- The decision of the Dean of Health Sciences is final.
- Students may appeal to the college academic grievance committee.

To review Grade Appeals Policy and Procedures:

https://catalog.gadsdenstate.edu/grade-appeal-policy

# Non-Academic Misconduct

Any member of the college community may file charges against a student or group of students for nonacademic misconduct affecting the College or its operations. Except for Residence Hall violations, the following procedure should be followed:

1. Complaints shall be prepared in writing and directed to the Dean of Student Services.
2. Any complaint should be submitted as soon as possible, preferably within fifteen (15) days of the occurrence but no more than one (1) year.
3. The Dean of Student Services shall investigate and charge students or members of any College-sponsored organization with misconduct when there is reasonable cause to believe that a violation of the Code of Conduct or other applicable law or regulation may have occurred as alleged in the complaint.
4. The Dean of Student Services must make a preliminary investigation by consulting the primary parties involved to determine whether the complaint has merit and/or if it can be disposed of informally without the initiation of disciplinary proceedings.
5. All charges shall be presented to the accused student in written form by the Dean of Student Services and shall contain a short summary of the actions or complaints of misconduct.
6. The Dean of Student Services may suspend the student pending consideration of the case when the Dean of Student Services determines that the presence of the student presents a continuing danger to any person or property or an ongoing threat of disruption of the institution or its operations. In such case, a hearing must be held within three (3) business days of the student's suspension, unless the student requests an extension in writing.
7. The Dean of Student Services may issue a summons for any student or member of a college-sponsored organization to appear for discussions about a case or a hearing in a pending case. The summons may be delivered by U.S. Mail, Security Office, e-mail, or a combination of the three to give the student appropriate notice of the complaint or charges being brought. The summons may also include an order to produce records, which may be helpful during an investigation or the prosecution of a case. However, upon findings of the investigation, the Dean of Student Services may find that the initial charges need to be amended, or additional charges need to be issued to the accused.

Charges may be disposed of by an informal process with resolution agreed upon by the student, the complainant, and the Dean of Student Services. Specific charges include:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties.
2. Lewd, obscene, licentious, indecent or inappropriate dress.
3. Any form of gambling.
4. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or College-sponsored function.
5. Smoking, chewing, dipping, electronic cigarettes, or other use of tobacco products in college-owned or College-controlled property, except in designated areas.
6. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this Student Conduct and Discipline Code and the annual campus safety and security publication.
7. Trespassing or unauthorized entry.
8. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on the property of the College which includes, but is not limited to, tents, mobile homes, camping devices, trailers, vans, motor homes, and/or use of sanitary facilities on a regular, daily basis.
9. Disruptive devices such as tape players, radios or other electronic devices in the student center,

hallways, lecture room, classrooms, library, or any other place where such devices might interfere with the normal activity of the College.

10. Unauthorized use or possession of all electronic devices (i.e., cell phones, laptops, tablets, MP3 players, etc.) in the classroom (Emergency authorization must be requested in advance of class, in writing, to the Department Chair);
11. Forgery, alteration, or misuse of college documents, records, or identification.
12. Failure to comply with the authority of college officials acting within the capacity and performance of their positions.
13. Violation of written College rules, policies, and regulations.
14. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on the College premises by either College or non-College persons or groups.
15. Destruction, damage, or misuse of college, public, or private property. (The student(s) or member(s) of any College organization is responsible for any damage done to college property);
16. Conduct in violation of federal law, state statutes, or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College.
17. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College.
18. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, telephone system, labor, material, space, facilities, or services.
19. Hazing, which is any mental or physical requirement or obligation placed on a person by a member of any organization or by an individual or group of individuals, which could cause discomfort, pain, injury, or which violates any legal statute or College rule, regulation, or policy. ("Hazing" is defined as the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing also includes the creation of a situation, which results in or might result in mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors.")
20. Lewd, obscene, licentious, indecent conduct or the verbal / written threat of such action against another person.
21. Harassment, intimidation, bribery, physical (or any other means of) assault (implied or explicit), to influence the proceedings or outcome of the Student Discipline Committee, including witnesses, faculty members, staff members, and students, before, during, or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, and advisors
22. Possession, while on college-owned or controlled property, of weapons, firearms, ammunition, explosives, fireworks, or other dangerous devices.
23. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on college property or at a student or college-sponsored function.
24. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia is defined as illegal under local, state, or federal law. Theft, accessory to theft, and/or possession of stolen property.
25. Unauthorized sale, delivery, or possession of prescribed, controlled drugs defined as illegal under local, state, or federal law.
26. Theft, accessory to theft, and/or possession of stolen property.
27. Physical or verbal abuse, threats of violence, intimidation, and physical or mental harassment.
28. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment.

29. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities.
30. Use of college computer terminals and personal computers or telecommunications equipment on college-owned or college-controlled property in any manner other than for college-authorized use or for purposes of obtaining pornographic or sexually explicit information.
31. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, cell phone, or other methods of data/information transmission.
32. Terrorist threat to or from GSCC, College-owned property, or College-controlled property.
33. Software tampering, espionage, sabotage, and criminal mischief.
34. Engaging in any acts that constitute sexual harassment or discrimination (Complaints of sexual harassment and discrimination will be referred to the Title IX Coordinator as provided in the College's Policy Against Harassment and Discrimination);
35. Any other activity or conduct not specifically stated herein that impairs or endangers any person or property or the educational environment of the College.

After the initial investigation, the Dean of Student Services may decide what disciplinary action is required. The Dean of Enrollment and Retention will notify the student (s), and the party brings the charge(s). The student and the charging party may seek a hearing before the Student Discipline Committee, or the Dean of Student Services may determine that the alleged misconduct must be referred to the Student Discipline Committee.

If the matter is referred to by the Student Discipline Committee, the Dean of Student Services will inform the accused, in writing, of the formal charge(s), including specific violations of the Student Code of Conduct and Discipline. The Dean of Student Services will also send a copy of the charge(s) and the investigation report to the Chairperson of the Student Discipline Committee.

Except for cases involving a temporary suspension or a no-trespass, the Chairperson must set a time and date for a hearing within 10 (ten) calendar days from receipt of the charges. The Chairperson must notify all parties, in writing, of the time, date, and location of the hearing.

The Student Discipline Committee is responsible for both safeguarding the rights of the accused student and maintaining a climate of integrity and safety for all members of the College community. The Chairperson will be selected by the Committee members. A recording or a written record of the hearing and the decision (not the deliberations) will be kept in the Office of the Dean of Student Services for the requisite record retention duration. The record shall include a summary of the evidence upon which the Committee based its decision. The recordings or written records of the hearings cannot be made available to anyone except members of the Student Discipline Committee, the Dean of Student Services, and the President due to the confidentiality of student records. However, students have the right to the specific provisions concerning themselves and may, by submitting a written request to the Dean of Student Services, obtain a transcript with the confidential information of other students redacted. The student must pay for the transcript before it is released to him/her. https://catalog.gadsdenstate.edu/student-code-of-conduct-and-discipline-nonacademic-policy

## Student Grievance

The College recognizes the importance of students being able to submit legitimate complaints relating to courses, programs, and personnel. Students should submit complaints using the following steps:

1. Students are encouraged to seek to resolve the matter through discussions with the relevant College personnel most associated with the matter. College personnel with whom concern is raised by a student is expected to deal with the matter openly and professionally and take reasonable and prompt action to try to resolve it informally. The student should consult with the relevant college personnel in person or in writing, within the semester that the grievance occurs.
2. If the student is not satisfied that the matter has been resolved, the student should submit a written complaint to the appropriate supervisor of the college personnel. Complaints will be acknowledged by the director/division chair/dean within five working days upon receipt of the complaint. The supervisor will work with the parties to resolve the complaint. The resolution process may include meetings with relevant college personnel and the students but should take no longer than 5 working days.
3. If the matter is not resolved by the supervisor, then the supervisor will forward the complaint to the appropriate dean. The resolution process may include meetings with the relevant college personnel, the student, and the supervisor to resolve the complaint but should take no longer than 5 working days. The dean will make a written decision to the student.
4. If the student is not satisfied that the matter has been resolved, then the student should submit a written appeal to the president. The president will issue a final written determination within 10 days of receipt of the student's appeal.
5. If the student is not satisfied with the president's final determination, the student may appeal to the Alabama Community College System (ACCS) by utilizing the System's official Student Complaint Form, which is available online. Instructions for filing the complaint are located on this website.
   https://www.accs.edu/student-complaints/.

**Timelines may be extended by agreement of all parties. *This policy does not apply to complaints of harassment and discrimination, violations of the Americans with Disabilities Act, admission decisions, academic and non-academic conduct and other student grievance policies addressed in the catalog and the student handbook.*

https://catalog.gadsdenstate.edu/student-grievance-policy

## Student Communication

It shall be the policy of Gadsden State Community College that all forms of student communication that are shared with people outside the College shall adhere to community standards of decency. These forms of student communication may include, but are not limited to, spoken and written communication in any medium, musical and dance performances, and art displays. It shall be the responsibility of the instructor, club sponsor, or program director to review all communications before display or presentation to ensure that the sensibilities of all people in our service area are considered.

Further, College personnel who instruct or supervise students who display works or engage in performances within the College are directed to exercise similar caution. Student work products in the classroom should not be obscene or offensive to other students, College employees, or visitors to campus.

This policy is not intended to stifle creativity in the classroom or freedom of speech. However, it is important that we consider the community standards and comfort level of all students within the College community.

https://catalog.gadsdenstate.edu/student-communication-policy

# POLICIES AND PROCEDURES FOR SURGICAL TECHNOLOGY PROGRAM

Surgical Technology requires compliance with clinical agencies and with standards of best practice. To that end, Surgical Technology students are subject to the same standards and requirements as currently practicing Surgical Technologists. Additionally, the GSCC Surgical Technology program must demonstrate compliance with regulations for state, institution, and accreditation agencies for all instructors and students. Documents that demonstrate compliance with these agencies include demonstration of immunity from disease, ability with skills, and legal preparation for patient care.

## Classroom Policy

- Students must wear scrubs to all scheduled classes.
- Students must attend class.
- Students must be present for 85% of the classroom instruction. If a student falls below 85%, the student may be dismissed from the program.
- If a student is absent, they must email the instructor and director at least 2 hours before the start of class.
- In-class assignments, including quizzes and tests, can only be made up at the discretion of the instructor.
- Any requests to make up a missed exam due to absence must be submitted in writing no later than 48 hours after the class was missed.
- A 20% penalty will be deducted from the final grade received on the late exams.
- Any makeup exam will not be the same as the original exam.
- Cell phones are not allowed in class unless being used for classroom interaction.
- Students are expected to come to class prepared to be interactive during class.
- Any reading assignments should be completed before class.
- Disruption in the classroom will not be tolerated and will result in disciplinary action, including but not limited to reduction in classroom participation and professionalism points.

## Laboratory and Clinical Policy

- In the laboratory setting, the laboratory is to be treated as an actual operating room.
- All rules that apply in the hospital will apply in the laboratory.
- No sitting on the floor or on the furniture. We will prepare you for the operating room in the laboratory.
- Jewelry is NOT allowed (no rings, watches, bracelets, visible necklaces); no facial piercings of any kind (a single pair of stud earrings that can be covered are allowed)
- Acrylic nails, nail polish of any kind, or long nails are NOT allowed.
- Fake eyelashes are NOT allowed.
- All hair (facial and on your head) must be contained in a scrub cap and/or beard cover.
- Shoes must be closed-toed with a back.
- Crocs or slides are NOT allowed in the laboratory.
- Shoes with holes in them are NOT allowed.
- It is preferred that shoes are leather with no mesh. If they have mesh, you must wear shoe covers.
- Phones are NOT allowed in the laboratory unless approved by the instructor.

# Surgical Technology Dress Code

Students' attire in the classroom, lab, and clinical setting represents the profession of surgical technology, as well as Gadsden State Community College. The purpose of the clinical dress code is to convey a professional appearance to patients, visitors, and clinical staff in health care settings as well as student peers and faculty on-campus.

**POLICY:** Gadsden State Community College Surgical Technology Education expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical/simulation settings. Students not complying with this policy will be given an "unsatisfactory." If the violation cannot be corrected and/or interferes with patient care, the student will be sent home. (See Policy for Class and Lab below).

**UNIFORM:** Uniforms are to be laundered after each wearing, and a fresh, pressed uniform worn daily. A solid black or white short-sleeved crew-neck T-shirt without a logo or advertisement may be worn under the uniform. Students may also wear a lab jacket with the uniform while in clinical until they are ready to scrub. A dark gray regulation sweatshirt with the newest Gadsden State logo + Health Sciences can be worn with the uniform only during on-campus activities such as class. Hats, visors, and sunglasses are not considered professional attire and may not be worn at any time. ***Students may only wear the regulation uniform purchased from the GSCC Book Store.***

**IDENTIFICATION:** Students should wear the Gadsden State picture identification badge above the waist and in clear sight while in uniform. Lanyards are not permitted. The name badge can be on a badge reel.

**SHOES:** Shoes must be closed-toe and have a heel. Shoes can be made of any material, but it is preferable for the shoes to be most/all leather. If the shoes contain mesh, the student is required to wear shoe covers in the operating room. During the clinical experience, the student is expected to have a new pair of shoes that have not been worn outside. These shoes will be left at the hospital to prevent contamination from the outside being brought into the hospital and to also prevent exposure to blood-borne pathogens at home.

**HAIR:** Hair should be clean and neat when coming to class or into the clinical setting. Surgical hats (bouffant or surgeon style) must cover all hair during laboratory and clinical experience. In the event you have extremely long or thick hair, the use of two surgical hats may be required. Men with beards or long sideburns must wear a beard cover while in the laboratory or clinical setting.

**JEWELRY/TATTOOS:** Jewelry, including but not limited to rings, watches, earrings, clips, cuffs, gauges, disks, expanders, clear posts, and body or facial piercing jewelry, is prohibited in the lab and clinical settings.

Tattoos are permitted provided they are not offensive. Students may obtain new tattoos after acceptance into the program; however, students should not obtain a new tattoo after the middle of the summer semester prior to beginning clinical rotations.

For program purposes, a new tattoo is considered an **open wound for 6–8 weeks after application**. A student with a tattoo that has not fully healed within this 6–8-week period may not participate in clinical rotations, regardless of the tattoo's location.

In addition, **a new tattoo located on the arms will prevent the student from scrubbing in the laboratory or participating in clinical rotations until the tattoo is fully healed**.

Students who miss lab or clinical due to a new or unhealed tattoo will receive a **zero for each missed day** and must make up all missed time. All make-up dates must be approved by the Clinical Coordinator and/or Program Director.

**Students are responsible for planning tattoos accordingly to ensure they do not interfere with required laboratory or clinical participation.**

**NAILS/EYES:** Nails are to be kept clean and short, not extending beyond the tip of the fingers. Nail polish (color and clear), artificial nails, nail extenders, and nail glue-on decorations are prohibited. Artificial eyelashes and eyelash extensions are also prohibited.

**HYGIENE AND GROOMING:** Personal hygiene, including oral care, daily bathing, and the use of an effective deodorant, is expected. Make-up should be worn in moderation. Students should not wear cologne, perfume, scented lotion, or aftershave in the clinical setting.

**OTHER:**

- Students should refrain from chewing gum at clinical and in the laboratory.
- Students should not bring personal cell phones, computers, and other technology to the clinical facility or laboratory unless approved by the instructor. This will only be allowed if needed for clinical documentation or laboratory experience.
- Students should not smoke or vape while in uniform for clinicals and simulation, as the smoke can cling to clothes and be an irritant to patients.

## Surgical Technology Documentation

- Documents to demonstrate compliance with all stakeholders that are required for students include the following:
- Background check and drug screen will be completed upon admission to the surgical technology program, then annually.
- Physical examination by an MD, DO, NP, or PA is required upon admission to the surgical technology program and is valid for 3 years. It must be completed with no outstanding requests for clearances.
- Essential Functions Ability: students must prove ability with essential functions through documentation by their primary provider.

*For a significant change in health status that limits the student's ability to perform Essential Functions (Section 2.1) students must notify course and clinical instructors immediately and submit the Change in Health Status form. This includes pregnancy. Gadsden State Community College or associated clinical agencies is/are not responsible for any injury or exacerbation of health problems because of classroom, laboratory, or clinical attendance related to a change in student health status.*

## Proof of Vaccinations/Immunizations

- 2-Step TB Skin Test OR an IGRA blood test (Quantiferon Gold or Tspot) is required upon admission to the surgical technology program. A new (single test) TB Skin Test or IGRA blood test is required annually. Chest x-rays are accepted but remain at the discretion of your healthcare provider.
- Proof of a Hepatitis B Surface Antibody (IgG) titer showing immunity to Hepatitis B. If the titer shows you are not immune to Hepatitis B, you must repeat the series of 3 Hepatitis B vaccines or 2 Heplisav-B vaccines.
- Proof of a MMR antibody titer showing immunity to mumps, measles, and rubella. If the titer shows you are not immune, you will be required to repeat the vaccination.
- Proof of a Varicella antibody titer showing immunity to Varicella. If the titer shows you are not immune to Varicella, you will be required to repeat the vaccination.
- Proof of a Tdap vaccine administered within the past 10 years. Must be Boostrix or Adacel.
- Proof of a flu vaccine for the current flu season. Documentation of flu vaccination is due no later than September 30th each year.

## Identification and Certification

- Health Insurance – A copy of the front of your health insurance card that includes your name OR a letter from the health insurance company confirming coverage is required. Military IDs are not accepted. If medical insurance is through the military, you need to submit a letter from the company verifying coverage.
- Surgical Technology liability/malpractice insurance is required annually while in the Surgical Technology program. The cost is $16.00 per year and is included in tuition and fees.
- BLS Certification – Current Basic Life Support (BLS for Healthcare Providers) certification issued by the American Heart Association is required. A copy of your BLS card or certificate is required and must be kept current while in the Surgical Technology program. Other CPR certifications that are not AHA BLS will not be accepted.
- Driver's License – Submit a copy of the front of your current state driver's license.
- Must be current.
- GSCC Student ID – Submit a copy of your current GSCC student ID.
- Students will receive information about these requirements when they attend the orientation program prior to starting in the Surgical Technology program.

## Miscellaneous Rules and Regulations for Surgical Technology:

### Smoking

- No tobacco or nicotine products are allowed in any building at Gadsden State. This includes cigarettes, chewing tobacco, and electronic cigarettes.
- No use of tobacco or nicotine products (including electronic cigarettes) is allowed within 30 feet of any building at Gadsden State.
- Place cigarette butts in provided receptacles.

### Firearms:

Possession of firearms or any dangerous weapon on college premises or at college-related activities is prohibited.

## Parking

Park in the appropriate space (see below). The current Gadsden State Community College Hang Tag must be visible. All cars without a hang tag or those that demonstrate incorrect parking will receive a GSCC ticket from security staff. Unpaid GSCC parking tickets will result in a financial hold on the student's account, and the student will not be allowed to register for classes.

| | |
|---|---|
| White Curb – Faculty | Non-colored curb – Students |
| Blue Curb – Disabled | Yellow Curb – No Parking |

## Alcohol and Drugs:

- No alcohol or controlled substances are allowed on college property.
- Drug screening will be done at the beginning of the semester of admission and annually.
- Drug screening can be done thereafter for cause. This drug screening is random, and the student is responsible for the cost of such test(s).
- Additional drug screening may be required at the discretion of the Surgical Technology faculty.

## Inclement Weather and Fire Drills:

In case of severe weather or weather drills, students are to go immediately to the designated shelter at the campus site. In case of fire or fire drills, exit the building according to fire evacuation routes.

When bad weather requires the closing of Gadsden State Community College, refer to the Gadsden State Community College official website. Gadsden State Community College does not follow local city or county school closing policies.

If inclement weather occurs during clinical rotations, follow these procedures:

- If Gadsden State Community College is closed and you have not arrived at the clinical facility, you do not have to attend that day.
- If the college closes after you have arrived at the clinical facility, remain at the facility. If the weather deteriorates, the faculty will call the facility and have you released.
- If you do not feel safe to travel during inclement weather, stay home but contact the facility and faculty as per usual absenteeism procedures.

Be sure to log in to Gadsden State's emergency notification Cardinal Alert, to be notified of various campus emergencies, as well as weather alerts that may cause closure of one or all campuses.

**Log-in instructions:**
Go to www.gadsdenstate.edu
Click on Current Students.
Click on Student Life.
In the menu to the right under Student Life, click the dropdown at "Campus Life at Gadsden State."
Click Cardinal Alert. Here you can set up the communication methods you prefer, i.e., email, cell phone, text, etc.
https://www.gadsdenstate.edu/student-life/cardinal-alert.cms

## Exams:

1. Exams will begin promptly at the scheduled time. Arrive at least 15 minutes early for check-in.
2. Tardy students will not be allowed into the testing areas to take the exam.
3. No electronic devices are permitted during exams.
4. A GSCC ID is required for admission to testing.
5. Books, bags, purses, drinks, caps, coats, and toboggans are not to be brought or worn into the testing room.
6. Cellphones and electronic devices will not be allowed in the classroom/computer lab during testing or test review, including "smartwatches", pens, or recording devices of any type. Students who have such a device at the time of entry into an exam are in violation of the Academic Honesty Policy.
7. Students are expected to take care of physical needs before testing. If an emergency arises, please notify the instructor or proctor. Do not leave your computer/monitor after starting the exam.
8. The test review will not be available until the test has closed and the instructors have reviewed the exam's statistical information. Answers to individual questions will not be given. The concepts that are most missed on the exam will be reviewed with the entire class. If you have a question or need clarification on a topic or answer, please make an appointment with the lecturing instructor within 48 hours of the review. A written statement must be presented with the rationale. Proof of evidence must be included with the request (for example, page number of text, etc.). An appointment can be requested with the faculty member responsible for the test item. Students will not debate with the instructor.

## Make-up Exams:

Students will only be approved to make up one exam per class per semester. Make-up exams will only be given as approved by the instructor.
Students must follow the tardy/absent policy to be considered for a make-up exam.
The make-up exam will not be identical to the original exam and may contain alternate format questions.
75% or higher is required in all Surgical Technology courses. The grading scale in the Surgical Technology program is:
90-100% = A
80-89% = B
75-79% = C
60-74% = D
Less than 59% = F

## Rounding Policy

A grade of less than 75% in any Surgical Technology course constitutes failure. There will be no rounding on Surgical Technology grades. Example: 74.99 is a 74

## Homework and Quizzes

- Students must complete all homework assignments before the posted deadline. All homework assignments must be completed. Students who do not complete and submit all homework assignments will be considered for dismissal.
- Quizzes are given at the beginning of class. Any student who is tardy to class will not be allowed into the testing area.
- Any student absent or tardy for any quizzes given will not be allowed to make up the quiz.

## Use of Non-Class Electronic Devices

- No electronic devices will be permitted during exams, in class, labs, clinical, or during off-campus course activities. This ban includes but is not limited to cell phones, smartwatches, and recording devices of any type.
- Inappropriate pictures or video recordings made on college premises at any time are strictly prohibited. Pictures and/or video recordings during class, labs, or clinical without permission from the Surgical Technology Program Director or Gadsden State Community College are strictly prohibited. Any pictures taken with appropriate permission are considered school property and are not to be posted on social networks. Failure to comply with this policy will be considered non-academic misconduct and will result in college-wide disciplinary action.
- Use of inappropriate electronic devices during an exam will be interpreted as cheating, and the student will be deemed to violate the Academic Honesty Policy. This will result in a score of zero for the exam. Additionally, this may result in course and program failure.
- Cell phones are not permitted during any clinical rotation. If a student violates the clinical cell phone policy, they will be given a clinical unsatisfactory ("U") for the day. A second violation results in another clinical "U" and being sent home immediately.

## Skills Lab Use for Independent Practice:

During the first and second semesters of the Surgical Technology program, the focus is on clinical laboratory skills.

- Semesters begin with college lab presentation of selected skills, followed by practice time, and finally skill assessment.
- Additional individual lab practice may be needed, depending on the difficulty of the skill. Students may be required to complete additional practice in the laboratory environment if they demonstrate poor performance. Students may return to the college lab any time and any semester needed to practice a skill that has been difficult in the clinical setting.
- If there is a conflict with the lab time or validation, please contact your instructor.

## Skills Assessments:

- Skills being taught in the laboratory will be assessed following instruction and student practice of the skill.
- Students will be given 2 attempts to pass the skills assessment.
- Regardless of the exam/participation grade for the lecture portion of the course, if a student is unsuccessful during the second attempt of the skills assessment, the student will receive a failing grade and be removed from the course.
- The grade given by the instructor is final.

# Clinical

Students who successfully complete the first two semesters of classroom and laboratory instruction, as well as the final skills evaluation, will be eligible to begin clinical experience. During this phase, students will participate in surgical procedures under the direct supervision of a preceptor, as the student fulfills the role of the surgical technologist. Students will receive daily evaluations from their preceptor and periodic evaluations from GSCC faculty during scheduled rotations.

## Clinical Work Policy and Safeguards

All GSCC Surgical Technology students are required to wear their official student identification badge under the following circumstances:

- While on campus, including classrooms and laboratories
- During any school-sponsored activity, whether on or off campus
- At all times while participating in clinical experiences

In clinical settings, students must also comply with the specific identification policies of the affiliated hospital or healthcare facility. This includes wearing any additional identification required while participating in surgical procedures or other clinical duties.

Failure to comply with these identification requirements may result in disciplinary action or removal from the clinical site.

## Student Work Policy

All activities required in the program must be educational in nature, and students must not be substituted in the operating room for staff.

## Clinical Attendance

Clinical affiliates schedule students based on established clinical rotations and expect students to report to the assigned facility at the designated date and time. Students are responsible for maintaining punctual and regular attendance at all clinical experiences.

If a student is unable to attend a scheduled clinical experience, the student must notify the assigned operating room and email and text the clinical instructor **at least two hours before the beginning of the clinical experience.**

All clinical absences must be made up. A maximum of **two clinical absences** may be made up within the semester. If a student misses more than two clinical days, the student will receive an **Incomplete ("I")** in the associated SUR course until all clinical requirements have been successfully completed. Clinical makeup days must be approved and scheduled by the clinical instructor and must occur at a time that does not interfere with scheduled classroom, laboratory, or instruction.

## No Call/No Show

Failure to report to a scheduled clinical experience without notifying the assigned operating room and clinical instructor is considered a "no call/no show." Following the first occurrence, the student must meet with the Program Director. A second no call/no show will result in clinical failure, regardless of the student's theory grade.

## Change in Health Status

Students who experience a significant change in health status that may limit their ability to perform the program's Essential Functions must immediately notify the clinical coordinator. This requirement includes pregnancy and any other temporary or permanent health conditions that may affect the student's ability to safely participate in classroom, laboratory, or clinical activities.

Gadsden State Community College and its affiliated clinical agencies are not responsible for injury or exacerbation of any health condition resulting from participation in classroom, laboratory, or clinical activities following a change in the student's health status.

## Clinical Punctuality

Punctuality is an essential professional behavior expected in the healthcare environment. Students are expected to arrive at the clinical facility and be prepared to begin the clinical experience at the designated time.

Tardiness during clinical rotations will not be tolerated. Each occurrence of clinical tardiness will result in an "F" for the clinical day and a written warning. Accumulation of three clinical-day failures ("F's") due to tardiness will result in clinical failure, regardless of the student's theory grade.

# Clinical Guidelines

The following guidelines for behavior and performance in the clinical setting must always be followed. Failure to adhere to these standards may result in disciplinary action, up to and including dismissal from the Surgical Technology program:

## Professional Appearance

- Always wear the approved program uniform and student ID badge.
- Maintain proper personal hygiene and grooming in accordance with clinical site policies.
- No jewelry (no rings, watches, bracelets, visible necklaces), no facial piercings of any kind (a single pair of stud earrings that can be covered are allowed).
- Acrylic nails, nail polish of any kind, or long nails are NOT allowed.
- No fake eyelashes are allowed.
- Shoes must be closed-toed with a back. Crocs or slides are not allowed in the clinical setting. No shoes with holes in them. It is preferred that shoes are leather with no mesh.

## Punctuality and Attendance

- Arrive on time for all scheduled clinical shifts.
- Notify the clinical coordinator and clinical contact a minimum of two hours in advance of the beginning of your shift of any absences or tardiness.

## Respect for Patients and Staff

- Treat all patients, healthcare professionals, and fellow students with courtesy and professionalism.
- Always maintain a respectful and cooperative attitude.

### Confidentiality

- Strictly adhere to HIPAA regulations and facility policies regarding patient confidentiality.
- Do not discuss patient information outside the clinical environment.

### Supervision and Scope of Practice

- Perform only those tasks for which you have been trained and are permitted under supervision.
- Always work under the direction of a qualified preceptor or clinical instructor.

### Safety and Infection Control

- Follow all safety protocols and infection control guidelines as outlined by the clinical site.
- Report any incidents, exposures, or unsafe conditions immediately.

### Documentation and Evaluation

- Accurately complete all required documentation and clinical evaluations.
- Submit evaluations and logs by designated deadlines.

### Use of Technology and Devices

- Personal electronic devices (e.g., phones, smartwatches) are not permitted in the clinical area unless explicitly authorized.
- Use of facility equipment must be under supervision with permission. Substance Use and Mental Fitness
- Students must not report to clinicals under the influence of drugs, alcohol, or any impairing substance.
- Report any condition that may affect performance to the program director or clinical coordinator.

### Academic Integrity and Honesty

Falsifying clinical documentation or engaging in dishonest behavior will result in disciplinary action.

## Disciplinary Action

If a clinical facility requests that a student be removed from the clinical setting due to concerns related to patient safety, attendance, use of electronic or other devices, professionalism, violation of facility or program policies, or other conduct-related concerns, the student may be subject to dismissal from the Surgical Technology Program. The program is not obligated to secure an alternative clinical placement for a student who has been removed from a clinical facility. If the student is unable to meet the program's clinical requirements because of removal from a clinical facility, the student may be unable to continue in the program. Dismissal may also affect the student's eligibility for future readmission.

A student who is dismissed from the program and wishes to reapply with a subsequent cohort may be considered for readmission when that cohort reaches the semester in which the student was previously dismissed. Consideration for readmission is contingent upon the availability of a position within the cohort and a comprehensive review by an appointed readmission committee. The student must provide documentation demonstrating how the circumstances or behaviors that contributed to the previous dismissal have been addressed and identify actions taken to support successful completion of the program.

Readmission is not guaranteed. The readmission committee will consider each request individually

based on the circumstances surrounding the previous dismissal, evidence that identified concerns have been appropriately addressed, the student's ability to meet current program requirements, and the availability of a position within the cohort.

# Clinical Case Requirements

To successfully complete the GSCC Surgical Technology program, students must meet the following clinical case and hour requirements:

**Minimum Case and Hour Requirements**
Total Cases: 120 surgical cases; Minimum Clinical Hours: 240 hours

**Case Distribution**

1. **General Surgery**
   - Minimum of 30 cases
   - At least 20 cases must be in the first scrub role

2. **Surgical Specialties**
   - Minimum of 90 cases across a minimum of 4 specialties
   - At least 60 cases must be in the first scrub role
   - No more than 15 cases in any one specialty will be counted toward the 120-case total

**Additional Guidelines**
1. Once the minimum case and hour requirements are met, students will continue to participate in additional cases. These cases must still be documented in the clinical case log.
2. **Observation cases** must be recorded in the clinical case log but do not count toward the 120 required cases.
3. Up to **10 endoscopy cases** and **5 vaginal deliveries** may be applied toward the **maximum of 40 second scrub cases.** These cases are optional and not required.

## Documentation

All clinical experiences, including first scrub, second scrub, and observation cases, must be accurately documented in the **Clinical Case Log**.
Failure to document cases properly may result in the case(s) not being counted toward graduation requirements.

# Clinical Case Distribution

| Surgical Specialty | Min # 1st Scrub | Min # 2nd Scrub | Total # Cases Required |
|---|---|---|---|
| General Surgery | 20 | 10 | 30 |
| Surgical Specialties | 60 | 30 | 90 |
| Cardiothoracic<br>ENT<br>Eyes<br>GU<br>Neuro<br>Ob-Gyn<br>OMFS<br>Orthopedics<br>Peripheral Vascular<br>Plastics<br>Procurement/Transplant | | | |
| Diagnostic Endoscopy<br>Bronchoscopy<br>Colonoscopy<br>Cystoscopy<br>EGD<br>ERCP<br>Esophagoscopy<br>Laryngoscopy<br>Panendoscopy<br>Sinoscopy<br>Ureteroscopy | | 10 (second scrub only) | |
| Labor and Delivery | | 5 vaginal deliveries (2nd scrub only) | |
| Totals | 80 | 40 | 120 |