

College of DuPage

Surgical Technology Program Spring 2023 Student Handbook



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www.cod.edu (630)942-2419

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Clinical Agencies

Adventist Bolingbrook Hospital
500 Remington Blvd
Bolingbrook, IL 60440
(630)312-2660

Advocate Christ Medical Center
4440 95th St
Oak Lawn, IL 60453
(708)684-3006

Advocate Good Shepherd Hospital
450 West Highway 22
Barrington, Illinois 60010
(847) 381.0123

AMITA Hinsdale Hospital
120 N. Oak St.
Hinsdale, IL 60521

AMITA Glen Oaks Hospital
701 Winthrop Ave.
Glendale Heights, IL 60139-1403

AMITA LaGrange Memorial Hospital
5101 S. Willow Springs Rd.
LaGrange, IL 60525

AMITA Saint Joseph Medical Center
333 N. Madison St.
Joliet, IL 60435
(815)725-7133

Ann & Robert H. Lurie Children's Hospital of Chicago
225 E. Chicago Ave.
Chicago, IL 60611
(312)227-4000

Edward Hospital
801 S. Washington St.
Naperville, IL 60566-3060
(630)527-7683

Elmhurst Hospital
155 E. Brush Hill Rd.
Elmhurst, IL 60126
(331)221-0252

Elmhurst Outpatient Surgery Center
1200 S. York Rd. Suite 1400
Elmhurst, IL 60181

Gottlieb Memorial Hospital
701 W. North Ave.
Melrose Park, IL 60160
(708)538-5238

Good Samaritan Hospital
3815 Highland Ave.
Downers Grove, IL 60139-1403
(630)275-8828

Hines VA
5000 South 5th Avenue
Hines, IL 60141
708-202-8387

Hinsdale Surgicenter
10 Salt Creek Lane
Hinsdale, IL 60521

MacNeal Hospital
3249 Oak Park Ave.
Berwyn, IL 60402

Northwestern Memorial Hospital
251 E. Huron St.
Chicago, IL 60611
(312)926-2000

Northwestern CDH Hospital
25 N Winfield Rd
Winfield, IL 60190
(630)933-4588

Northwestern Delnor Hospital
300 S. Randall Road
Geneva, IL 60134
(630)933-4588

Northwestern Medicine Delnor Hospital
300 Randall Road
Geneva, IL 60134
(630) 208-3000

Rush Surgicenter, Ltd.
1725 W Harrison St.
Suite 556
Chicago, 60612-3824

Rush-Presbyterian St. Luke's Medical Center
Tower Building
1653 W. Congress Pkwy.
Chicago, IL 60612

Silver Cross Hospital
1900 Silver Cross Blvd.
New Lenox, IL 60451

West Suburban Hospital
3 Erie Court
Oak Park, IL 60302

Accreditation and Surgical Technology Organizations

The College of DuPage Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Contact info:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street

Clearwater, FL 33756

(727) 210-2350

www.caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120

(303) 741-3655

www.arcst.org

Professional Organization for Surgical Technologists: Association of Surgical Technologist (AST)

6 W. Dry Creek Circle

Littleton, CO 80120

(303) 693-9130

www.ast.org

Certification Examination:

National Board of Surgical Technology and Surgical Assisting (NBSTSA)

6 West Dry Creek Circle, Suite 100

Littleton, CO 80120

(800)707-0057

www.nbstsa.org

Section 1: Introduction

WELCOME!!!

Welcome to the College of DuPage Surgical Technology Program. You have chosen a program that will challenge you to reach your full potential as a surgical technologist. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals. We recognize that students may have individual needs, capabilities, and experiences. The key to success in this program lies in the ability of the student to recognize each learning area that may need improvement, and assume responsibility for strengthening any deficiency. COD has numerous resources to assist you, including help with study habits, test-taking skills, increasing reading skills, and time management.

Please seek help early and take advantage of the assistance available.

We are committed to helping you reach your educational and life goals. You may reach any clinical instructor, faculty member, or administrator by email or in person during office hours. It is important that you are well informed about your surgical technology program. In order to accomplish this task, you should carefully read through the COD Surgical Technology Program Student Handbook, and sign the acknowledgment page at the end. Because the Surgical Technology Program is unique, this handbook has been developed as a specific information resource for you. WE WISH YOU NOTHING BUT GREAT SUCCESS!!!

COD Surgical Technology Program Vision Statement

"Our surgical technologists will deliver compassionate, patient-centered care, while functioning as sterile technique experts in the operating room."

Surgical Technology Mission

The primary purpose of the Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The graduate will demonstrate competency to meet national certification requirements, provide skills that meet standard in patient care, and function as an essential member of the health care and operating room team with knowledge and skilled competence."

Program Outcomes

Surgical Technology Program graduates will:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
- Demonstrate a safe and professional level of practice and knowledge in their role as a Surgical Technologist.
- Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience.
- Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience
- Implement safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
- Integrate principles of surgical asepsis as part of the perioperative experience.
- Accurately apply knowledge and skills of a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
- Perform proficiently and competently as an entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains
- Value the professional attributes of the Surgical Technologist

Academic Honesty

College of DuPage is committed to the promotion of absolute integrity and high ethical standards of individual honesty in academic work. As members of the College community, students are expected to refrain from academic dishonesty in all forms, including but not limited to: cheating, plagiarism, furnishing false information, abuse of academic materials, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

If a student is caught cheating on any assessment, a zero will be given for the assessment and the student will receive a Code of Conduct deficiency.

Become fully knowledgeable of the Code of Academic Conduct:

https://www.cod.edu/student_life/dean-of-students/pdf/code_of_academic_conduct.pdf

Access and Accommodations

College of DuPage is committed to equality of educational opportunities for eligible students with disabilities. If you have the ability to do college-level work and an educational commitment to succeed, we ensure access, provide accommodations, and coordinate support services.

All students requesting accommodations need to self-identify with the Center for Access and Accommodations and provide appropriate documentation of their disability. Referrals can be made to outside agencies if students do not have documentation but feel that they might have a disability.

https://cod-accommodate.symplicity.com/public_accommodation/

Non-Discrimination Policy

The College will not discriminate in its programs and activities on the basis of race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability.

Essential Functions

You may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases while working as a surgical technologist. Please look carefully at the following Essential Functions for the operating room. These are physical, mental, and emotional characteristics that are required for employment in the operating room. Only you can decide if this career is right for you. It is better to recognize if a program is a right fit before committing to a career. Once admitted into the program, students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. The hospitals may have restrictions that are more prohibitive than the college; however, we are guests at the clinical sites and must follow all hospital guidelines. Non-compliance with rules, regulations and procedures is a basis for dismissal from the program.

Gross Motor Skills

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (adjust overhead lights)
- Reach below waist (plug electrical appliance into wall outlet)
- Reach out front

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands firm under and slight pressure
- Write with pen or pencil
- Key/type (use a computer)
- Pinch/pick or otherwise work with fingers (manipulate a syringe)
- Twist (turn objects/knobs using hands)
- Squeeze with fingers (eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot

Physical Endurance

- Stand for long periods of time from 2-4 hours
- Maintain the same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment for hours

Physical Strength

- Push and pull 50 pounds (carry instrument pans, position patient)
- Support 50 pounds of weight (hold arm or leg)
- Lift 50 pounds (pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment/supplies (lift instrument pans)
- Use upper body strength (retraction, physically restrain a client)
- Squeeze with hands (operate fire extinguishers)

Hearing

- Ability to hear normal speaking level sounds
- Hear faint voices and body sounds (heartbeat)
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips

Visual

- See objects up to 20 inches away
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (color codes on supplies)
- See in darkened room (during endoscope procedures, eye surgery)

Tactile

- Feel vibrations (palpate pulses)
- Detect temperature (solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

Environment

- Tolerate exposure to allergens (latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors
- Exposure and tolerate of unpleasant sights and sounds
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment
- Tolerate working indoors
- Tolerate working in extreme temperatures

Communication Skills

- Speak English
- Write English
- Listen/comprehend spoken/written word
- Collaborate with others (health care workers, peers)
- Comprehend and exhibit non-verbal communication

Surgical Programs Attendance and Late Work Policy

Due to the impact healthcare has on society, attendance and arriving on time are essential to excellent patient care. To meet the needs of healthcare, the COD surgical programs require a high expectation of excellence in professional behavior. The Surgical Programs Attendance and Late Work Policy is consistent throughout all surgical courses and programs. The policy includes clear inflexible guidelines that are necessary for success in each course. The program understands how difficult it can be to balance work, home, and education. Therefore, the policy allows one absence and some flexibility with late work in each course.

Late Work

Late work is defined as any graded assessment that is turned in past the determined due time and date.

- One late assessment will be allowed to make up for full credit.
 - It is the student's responsibility to communicate make-up work with the instructor.
- A second late assessment will be allowed to make up for half credit.
- A grade of "0" will be issued for any further late work

Lecture and Lab Attendance

- Make-up work for one absence will be accepted for full credit.
 - A student does not have to inform the instructor of absence or the reason for an absence.
 - It is the student's responsibility to determine what work was missed and how it will be made up with the instructor.
 - Quizzes and exams will be made up only in the testing center, upon instructor approval.
 - Lab competencies must be made up during a competency day, upon instructor approval.
- A grade of "0" will be issued for all work missed during the second absence.
- A student will be immediately dropped from the course after a third absence.

"Early is on time, on time is late, and late is unacceptable!"

- The classroom door will be closed promptly at the start of class. A student who enters after the door is closed will be considered late.
- A student that returns late from the break will also be considered a late arrival.
- One late arrival will be accepted, no need to inform the instructor ahead of time.
- Two or more late arrivals will be considered an absence for each occurrence, and will then follow the absence policy above.

Clinical Attendance

The following clinical attendance policy mocks the requirements of employment in healthcare. Any variance in attendance requires communication (either by phone or email) with the clinical instructor and clinical site.

- A student is allowed one late arrival during the semester.

- Inform the COD Clinical Instructor and Clinical Site as early as possible.
- A second late arrival will result in a Code of Conduct Deficiency and will follow the Remediation Policy.
- Early dismissals are not allowed and will be considered an absence.
- Students will be allowed 1 clinical absence per rotation.
 - Inform the COD Clinical Instructor and Clinical Site as early as possible. Communication must occur no later than one hour prior to clinical start.
 - Absence must be made up on the scheduled make-up day at the end of the semester.
- A second clinical absence must be made up within the rotation. It is the student's responsibility to speak with the clinical educator and instructor to schedule the make-up days.
 - Clinical make-up days are NOT GUARANTEED. If a clinical site is unable to allow a student to make up for an absence, the student will fail the clinical rotation
- A student will be dropped after a third clinical absence.
- Failure to email the instructor and clinical site of an absence is considered a "no call no show" and will result in a Code of Conduct Deficiency.

Student Code of Conduct and Remediation Policy

Please see the following page for the complete remediation policy.

The code of conduct policy must be adhered to throughout the entire surgical technology program. The code of conduct will be strictly enforced during all aspects of the program, including the in-hospital clinical experience. Depending on severity and situation, a student may be dropped from the program upon receiving one code of conduct deficiency. Regardless of the cause, a student will be dropped from the program upon receiving the third deficiency. If a student is dropped from the program due to Code of Conduct deficiency, they may not return to the COD surgical technology program. Please read carefully through the important remediation policy.

College of DuPage
Nursing and Health Sciences Programs
POLICY FOR PROFESSIONAL CONDUCT IN CLASSROOMS, LAB, SIMULATION, AND CLINICAL SITES
Revised Fall 2021

Socialization of students to appropriate professional conduct is a significant component of the Nursing and Health Sciences Programs of College of DuPage (the “Programs”). Students in the programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent themselves and College of DuPage (the “College”) in a respectful manner, and observe all the rules and regulations of the clinical sites to which they are assigned.

Students also have a responsibility to protect the welfare and safety of the patients/clients/residents for whom services are being provided. Students placed at clinical sites must realize the privilege of this experience, its responsibilities, and the reflection on the College and its numerous health programs. Any violation will be handled immediately so as not to affect the College’s use of the clinical site for future students.

In accordance with these expectations, when participating in laboratory exercises and /or assigned to clinical sites, students in the programs must adhere to the following Policy for Professional Conduct. This policy is in addition to the Student Code of Conduct outlined in the College catalogs and/or policy (Board Policy 20-35).

The Policy for Professional Conduct includes, but is not limited to:

1. Providing competent and reliable services to patients/clients/residents using sound judgment and discretion. Students are expected to:
 - a. Be prepared for the learning environment and actively participate in appropriate ways to ensure learning of key components
 - b. Be on time
 - c. Refrain from excessive absenteeism
 - d. Remain in assigned work areas, leaving only with permission
 - e. Not leave patients unattended and/or release patients without prior approval from a qualified staff member (if applicable)
 - f. Provide care to all patients/clients/residents regardless of age, gender, gender identification, race, sexual orientation, or religion
2. Demonstrating respect and courtesy to patients/clients/residents and their families
3. Demonstrating respect and courtesy to peers/classmates, instructors, supervisors and all other members of the health care provider team in classrooms and at the site
4. Cooperating with faculty, staff and peers without insubordination
5. Providing care and/or services on a non-discriminatory basis
6. Performing only procedures and/or services authorized by supervisor(s) in accordance with accepted professional standards
7. Observing the rules and regulations of classrooms, lab, simulation, and all clinical facilities including (but not limited to):
 - a. Proper use of equipment and other property
 - b. Not removing property of clinical facilities
 - c. Not distributing, possessing, and/or being under the influence of any illegal drugs or controlled substances
 - d. Not possessing and/or being under the influence of alcohol
 - e. Complying with all current health requirements, drug testing and criminal background checking requirements
 - f. Not possessing or using any type of weapon
 - g. Comply with cell phone or other electronic device (e.g.iPod, iPad, electronic tablets, etc.) usage consistent with the policies of the classroom, lab, and clinical sites.
8. Maintaining the confidentiality of patient/client/resident information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data
9. Maintaining proper dress, appearance, hygiene and decorum in accordance with the standards set by the program, clinical site, and professions
10. Complying with the ethical and professional standards set by the profession and the programs including (but not limited to):
 - a. Never taking prescription blanks or writing prescriptions
 - b. Never falsifying documents regarding student performance or the care of patients

The penalty for violating the Policy for Professional Conduct will be discipline up to and including suspension or dismissal from the program. Due to the sequential design of the curriculum in most Nursing and Health Sciences Programs, any period of suspension or dismissal may result in a delay in program completion.

Final - Policy for Professional Conduct Fall 2021.docx

If the disciplinary action is suspension or dismissal from one of the programs, the Student Violation of Professional Conduct form will be completed by the Program Coordinator and submitted to the Dean. The student may appeal that disciplinary action to the Nursing and Health Sciences Professional Conduct Review Board within 10 business days of the discipline imposed. The Student Appeal of Professional Conduct form must be submitted to the Dean in the program area (HSC 1220).

The student will not be permitted to participate in the clinical/lab portion of the programs during the appeal process. However, the student may continue with on campus courses until a final decision is rendered from the appeal process. The appeal will result in a hearing before the Nursing and Health Science Professional Conduct Review Board, comprised of faculty from other COD Nursing and Health Science Programs within 5 business days of the date the appeal is filed with the Dean. Both the student and faculty involved in the disciplinary action may make an oral presentation to the Board in addition to written comments; there is no further appeal, the decision of the Board is final. If the decision to dismiss or suspend a student from a program is upheld, no refund of tuition, fees, equipment or books will be provided. When a student is dismissed from a health program for professional misconduct, they are not eligible for readmission, or admission to any other health program at the College of DuPage.

All health programs require completion of current health requirements and drug testing as a condition of program participation. Drug testing (performed at the student's expense) will precede clinical experience in all cases, and will be required prior to admission in some programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from, or non-admittance to the particular program(s). When a student is dismissed from or not admitted to a program for a positive drug screen, he/she may reapply to the same program or to any other College of DuPage health programs after one year has elapsed.

If your drug test results in a negative dilute, you will be required to re-take the drug test (performed at the student's expense). If a student wishes to dispute the results of a positive drug test, only the original specimen will be re-tested (performed at the student's expense).

Criminal background checks are performed at the student's expense, and are required for many programs prior to admission. Positive results will be handled by individual program faculty, as per program policies.

In order to maintain public health and safety, the following CDC guidelines need to be followed:

- a. While on campus and in clinical, students will wear a mask at all times
- b. When possible, students will maintain social distancing of at least 6 feet
- c. Any actual or potential COVID or communicable disease transmission must be reported to the instructor and subsequently the Program Chair

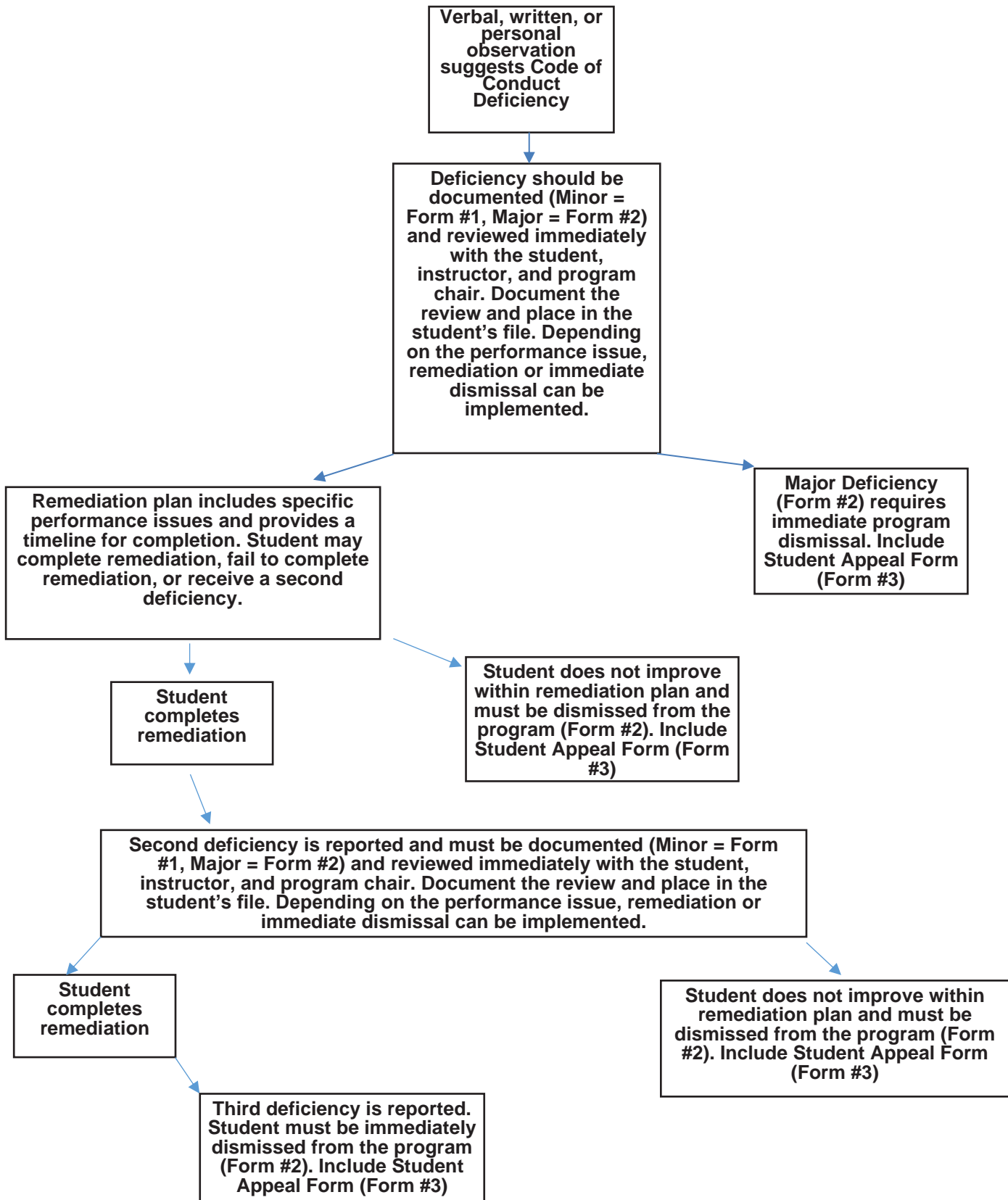
ACKNOWLEDGMENT

I acknowledge receipt of the Nursing and Health Sciences Programs Policy for Professional Conduct. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in my suspension or dismissal from the program. I understand that I will not receive a refund of tuition, fees, books, supplies or equipment purchased, should I be dismissed from the program for violating this policy.

Code of Conduct Deficiency Examples:

- a) Found to be under the influence or have possession of illegal drugs, mind/mood altering substances, including prescription medications and alcohol while in the classroom, laboratory or clinical setting(s).
- b) Unprofessional or unethical conduct.
- c) If a clinical education center requests the removal of a student from their facility for violations such as, but not limited to, theft, misconduct, insubordination, or patient endangerment.
- d) Breach of confidentiality.
- e) Posting patient/hospital information on social media.
- f) Any falsification of records.
- g) Insubordination to faculty members and/or personnel at any clinical/lab site.
- h) Conduct that is deemed detrimental to the operating room environment or patient including **disregard of any surgical principle.**
- i) Sexual harassment
- j) Use of cell phone within the operating room or inner core
- k) Failure to accomplish clinical/lab assignments and objectives.
- l) Failure to display appropriate workplace principles (poor attitude, inappropriate behavior, communication problems.)
 - a. Communication to any instructor, chair, or clinical employee must be written in a professional manner. Emails should always include a greeting, salutation, proper spelling, and proper grammar. Do not send an angry or argumentative email. An email should request a personal meeting to address any disagreement between student and instructor.
- m) Inability to follow policies/procedures in the clinical/lab setting.
- n) Smoking or smelling of smoke while at a clinical/lab site.
- o) Failure to wear eyewear.
- p) Wearing jewelry of any kind.
- q) Arriving to OR after start of shift.
- r) Leaving lab or clinical early without permission
- s) Not returning completed weekly evaluations on time
- t) No call, no show

Remediation Flow Chart



Form #1

Deficiency and Remediation Plan of Action

Date _____ Course # _____ Instructor Name _____

Clinical Site Location (if applicable) _____

Student Name _____ (cell) _____

E-mail Address _____ Student ID # _____

Write a short description of the deficiency. Follow with instructions on how the student will remedy the deficiency. Focus on specific performance issues. Provide a timeline with an endpoint for completion. Be specific about the next steps for failure to complete the plan. Document plans and meetings in writing and keep them in the student's file. A third-party should be part of the discussion with the student.

Faculty Signature _____

Student Signature _____

Date _____

Form #2

Student Deficiency of Professional Conduct

(Must be submitted to the appropriate Dean within 10 business days of alleged deficiency if it results in suspension or dismissal from the program. Signed Policy for Professional Conduct in Classrooms/Lab/Clinical sites must be attached to this form.)

Date _____ Course # _____ Instructor Name _____

Section # _____ Clinical Site Location (if applicable) _____

Program Name _____ Telephone (home) _____

Student Name _____ (cell) _____

Address _____

E-mail Address _____ Student ID # _____

Write a short description of the deficiency – include date(s), names of faculty/clinical staff, or students involved, names of any witnesses, and where the situation occurred. Please be as complete as possible, listing facts that you can confirm, and any other pertinent information about your concern.

_____ (please continue on back if more space is needed)

What can the student do to remedy this deficiency?

When did you discuss this deficiency with the student? _____

Detail the discussion

Faculty Signature _____ Student Signature _____ Date _____

For Internal Use Only – only used if violation resulted in suspension/dismissal from the program:

Name of Dean handling this deficiency _____

Date student submitted an appeal (must be within 10 business days of suspension or dismissal from program) _____

Method Received (circle one) hard copy e-mail

Date of Health Science Professional Conduct Review Board meeting (must be within 5 business days of appeal filed by student) _____

Results of Health Science Professional Conduct Review Board Meeting – list faculty members participating in review.

Attach any pertinent notes or e-mails to this form.

Form #3

Student Appeal of Professional Conduct

(must be submitted to appropriate Dean within 10 business days of alleged deficiency if it results in suspension or dismissal from the program. Signed Policy for Professional Conduct in Classrooms/Lab/Clinical sites must be attached to this form.)

Date _____ Course # _____ Student Name _____

Section # _____ Clinical Site Location (if applicable) _____

Program Name _____ Telephone (home) _____ (cell) _____

Address _____

e-mail Address _____ Student ID # _____

Write a short description of why you are appealing this decision – include date(s), names of faculty/clinical staff, or students involved, names of any witnesses, where the situation occurred. Please be as complete as possible, listing facts that you can confirm, and any other pertinent information about your concern.

(Please continue on the back if more space is needed)

Student Signature _____ Date _____

Attach any pertinent notes or e-mails to this form.

Section 2: Curriculum and Lecture

The organizing framework includes unifying concepts, core abilities, and program outcomes based on the Association of Surgical Technologists Core Curriculum for Surgical Technology Seventh Edition. The curriculum is designed to assist the student in accomplishing program goals. Each course contributes to the knowledge and skills needed in the development of a Surgical Technologist employed in today's operating room.

Course Sequence

Each course is foundational for subsequent courses, must receive a C or better in each course.

Prerequisites

SURGT1000 Ethics in Health Care	3 Credits
ORPCT1001 Operating Room Patient Care Technician	5 Credits
CSPD1111 Central Sterile Processing and Distribution	4 Credits

General Education Courses Required Before Entry

Communications	6 Credits
Mathematics	3 Credits
Science	4 Credits
Humanities	3 Credits
Social and Behavioral Science	3 Credits
Global/Multicultural Studies	3 Credits

Spring (First Semester)

SURGT1101 Surgical Technology Concepts I	12 Credits
*16 week lecture. First 8 weeks lab, second 8 weeks clinical	

Summer (Second Semester)

SURGT1102 Surgical Technology Concepts II	8 Credits
*10 week lecture and clinical	

Fall (Third semester)

SURGT1103 Surgical Technology Concepts III	12 Credits
*16 week lecture, 8 week clinical, 8 week review	

Program Total = 66 Credits for AAS

Lecture Attendance

Each lecture has been designed to include important information necessary to become a Surgical Technologist. One absence will be excused each semester and through communication with the instructor, all make-up work will be accepted. Two absences are considered a code of conduct deficiency and will follow the remediation policy above.

One tardy, or leave early, will be excused each semester. A second tardy/leave early will be unexcused and will be considered a code of conduct deficiency that will follow the remediation policy.

Cell Phones

Cell phones are to be placed on mute during class. Please refrain from using your cell during lecture or lab. The cell phone can be brought to clinical; however, the student must not use the cell phone for personal use throughout the clinical day.

Testing/Grading

Grades are computed using the total points earned from course assessments and then divided by the total possible points for a percent (%) grade. This percent grade is converted to a letter grade according to the following scale:

90-100%	A
80-89%	B
70-79%	C
Below 70%	Failing

Students must receive a minimum grade of "C" in each of the required courses in the curriculum. Students must meet clinical expectations and objectives. If students fail a course they will be allowed to repeat one more time.

National Certification Examination

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) National Certification Examination will be scheduled at COD on the last day of the fall semester. This exam is 175 questions and is a required component of the course. You must score 102 on the exam to pass.

Withdrawal from Courses

The student may withdraw from a course by contacting the Registration office up to the eighth calendar day following the midterm date in any term (or the equivalent in any session of nonstandard length) and receive a grade of "W". See the attached link for COD student withdrawal procedures:

http://www.cod.edu/registration/general_info.aspx

(See COD catalog, "Student Rights and Responsibilities," Administrative Procedure 5715)

<http://www.cod.edu/catalog/GettingStarted%8009-11.pdf>

Withdrawal Procedures: The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session (see the Registration Calendar) through myACCESS or in person at the Registration office, Student Services Center (SSC), Room 2221. After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes. Upon withdrawal, students may repeat the following year.

Graduation

It is the responsibility of the student to know and fulfill all certificate academic requirements and graduation procedures. In order to qualify for the Associates of Applied Science in Surgical Technology, the Surgical Technology student must complete each program required course with a minimum of a "C" grade, complete all AAS course requirements, and meet clinical expectations in each clinical laboratory course.

An application must be submitted to the college as you will not automatically receive a degree or certificate. Please see the step-by-step directions below:

1. Go to cod.edu
2. Student services
3. Office of Student Records
4. Graduation Information
5. Under "Diplomas" click the Application for Degree or Certificate link
6. Complete application

https://cod.edu/registration/records/forms/application_degree_certificate.aspx

Certificate Program Codes:

Surgical Technology Associates Applied Science Degree: **SURGT.AAS**

Readmission Policy

Students who withdraw, or fail, SURGT1101, 1102, or 1103 may re-enter one more time the following year. A student who is dropped based on Code of Conduct deficiency may not re-take SURGT1101, 1102, or 1103.

Student Grievance Policy

The grievance must be submitted in writing, dated, and signed no later than 30 days after the occurrence.

Section 3: Campus Laboratory

Lab Expectations

The lab provides a setting for students to practice and demonstrate skills in a mock operating room under faculty supervision. The following are strict expectations for the lab:

- Arrive 10 minutes prior to start.
- Must wear assigned scrubs purchased for ORPCT
- No jewelry, fake nails, or nail polish.
- Do not enter the OR without cap and scrubs. The entire semester it should be treated like a real OR.
- Students may request extra lab time for more practice, please email the instructor to schedule.
- Practice at home, come in for extra practice. Do not take lab for granted!!

Lab Attendance

- Absences due to vacation or personal reasons will not be permitted. You must plan personal events around your lab experience.
- A student is allowed one tardy or one early dismissal during the semester. A second tardy or early dismissal will be considered a professional code of conduct deficiency and will then follow the remediation policy. An early dismissal must be arranged and approved by the instructor prior to the start of class.
- Students will be allowed 1 excused lab absence. If you are absent on a skill practice day, it is your responsibility to find the time to practice the competencies before you are signed off. If you are absent on an assessment day, the lab skills must be made up on the last day of the semester.
- 2nd lab absence is unexcused. A second absence will be considered a professional code of conduct deficiency and will then follow the remediation policy. The student will receive a zero for all missed competencies. The student must attend the lab makeup day and show competency of missed skills for successful completion of lab.
- **3rd lab absence will result in removal of the program based on the COD Code of Conduct agreement.** If removed from the program for a third code of conduct deficiency, a student may not return to the surgical technology program. If a student is suffering from a medical condition that will cause three or more absences, the student should require a medical withdrawal and rejoin the program the following cohort.
- **If a student tests positive for COVID, individual accommodations may be considered
- The student must email the lab instructor **AT LEAST ONE HOUR PRIOR to the lab start time to report absence.** Failure to email the lab instructor of an absence is considered a “no call no show” and will result code of conduct deficiency.

Lab Grading

The lab portion of SURGT1101 must be passed with a 70% or above in order to receive a passing grade in SURGT1101. If a student finishes lab below 70%, an F will be issued as the final SURGT1101 grade. A student may repeat the course one time.

A lab calendar will be supplied through the SURGT1101 syllabus. Students must test out of their competencies by the required date. If a student fails the competency, it may not be retaken for an improved grade. Therefore, students should practice sufficiently before testing out of a competency. A student may request, or may be recommended, to attend multiple lab sections if struggling with competencies.

Lab Skill Competencies

ORPCT Review:

1. Opening Sterile Supplies: Back table pack, basin set, hand held wrapped package onto the sterile field, peel pack, & instrument Set
2. Surgical Scrub
3. Surgical Hand Antisepsis
4. Drying the Hands and Arms
5. Self-Gowning
6. Closed Gloving & Turning the Gown
7. Draping the Mayo Stand
8. Organizing the Back Table
9. Removal of the Instrument Set from the Container System
10. Organize the Mayo Stand

NEW SURGT SKILLS

1. Loading and Unloading Scalpel
2. Preoperative Counts
3. Draping: Laparotomy
4. Pulling Mayo Stand and Back table to sterile field
5. Passing Off Cords & Time Out
6. Passing Scalpel and Instruments
7. Loading, Passing Suture, and Cutting suture
8. Specimen Handling
9. Common Contaminations
10. Closing Counts
11. Clean up and PPE Removal
12. Mock Hernia
13. Mock Laparotomy

Section 4: In-Hospital Clinical

Professional Conduct and Behavior

See Code of Conduct and Remediation Policy

Clinical Expectations

- a) Follow all directions and procedures as instructed. Only attempt new skills under direct supervision in the clinical setting.
- b) Inform the preceptor of what procedures you have not had the opportunity to perform. Show initiative in finding learning opportunities.
- c) Do not discuss your personal life and problems with patients or hospital personnel. Leave your personal life at home. The clinical experience should be as if you are a guest in their facility. You should look at this experience as a long interview.
- d) Refrain from talking once the patient and surgeon are in the room. At this point, questions to your preceptor should be kept quiet and to a minimum. Write down ALL procedural questions after the procedure to discuss with your circulator, preceptor, clinical instructor, or classroom instructor after the patient and surgeon have left the room.
- e) Make sure your assigned preceptor is aware of your whereabouts at all times including break time and lunchtime.
- f) DO NOT leave your assigned operating room or clinical site without permission. Do not take breaks without permission.
- g) DO NOT wander the halls or enter another room just to look. You may enter the room if the team needs a supply, positioning help, etc., then return to your assigned room when done. Remember not to neglect your own responsibilities in your room to help in another.
- h) CELL PHONES SHOULD BE KEPT IN YOUR LOCKER OR COVER GOWN POCKET AT THE CLINICAL SITES. You may check your cell phone for messages while on break or at lunch. Do not use cell phones for personal reasons and **DO NOT USE CELL PHONES WITH PATIENT PRESENT. Using cell phones at inappropriate times are grounds for code of conduct deficiency.****
- i) Your student ID is mandatory while at the clinical sites.
- j) Surgical rotation will be graded on a pass/fail basis and must receive a 70% in order to pass. Grading is based on submission of clinical logs and clinical instructor evaluations.

Dress Code

- Hair - Hair must be clean and off the face. Conservative hair color and a professional style are required. No ribbons, flowers, barrettes, hair rollers or bandanas are to be worn. Hair must be completely covered by a surgical cap while in the surgical areas.
- Teeth – Oral hygiene is critical to your appearance as a professional. Teeth should be cleaned appropriately.
- Nails- Fingernails must be kept short, trimmed and clean. The nail should not be allowed to grow out past the end of the finger. Nail polish is NOT allowed. NO FALSE FINGERNAILS OR ARTIFICIAL OVERLAYS.
- Make-up – Is allowed in minimal amounts. False eyelashes are not permitted.
- Fragrance – Cologne, perfume, tobacco/smoke odor, scented after shave, and scented lotions are NOT allowed. Many patients have severe allergic reactions to these “triggers”. In addition, many operating room patients experience nausea, and presence of these scents can exacerbate these symptoms greatly.
- Beards - No longer than 1 inch and trimmed neatly. Beards must be completely covered with a mask in the operating suite.
- Cigarette breath, halitosis and body odors are most distasteful. Good personal hygiene includes: personal cleanliness, use of effective deodorant and good oral hygiene.
- Deodorants, mouthwash, breath fresheners or mints are recommended. Gum chewing is permitted in the lab or clinical sites, no chomping!
- SMOKING IS NOT PERMITTED ANYWHERE--INSIDE OR OUTSIDE—AT THE CLINICAL FACILITY. THIS INCLUDES ANY PARKING LOTS/GARAGES, OR EVEN INSIDE YOUR CAR, ON THE CLINICAL SITE.
- JEWELRY – None allowed. No earrings, necklaces, or bracelets allowed. Jewelry for body piercings NOT allowed! (Example: eyebrow, nose, tongue, etc.) The hospital and school will not be responsible for jewelry worn to the clinical area and left in lockers or pinned to scrub attire. The best policy is to leave your jewelry at home.
- Wear your COD Surgical Technology scrubs, or business casual attire, to report to the clinical facilities. Socks or hose must be worn while at the facility. If students arrive at the clinical site in inappropriate dress, they will be dismissed and counted absent.

Clinical Attendance

- Absences due to vacation or personal reasons will not be permitted. You must plan personal events around your clinical experience.
- A student is allowed one tardy or one early dismissal during the semester. A second tardy or early dismissal will be considered a code of conduct deficiency and will follow the remediation policy. An early dismissal must be arranged and approved by the clinical instructor prior to the start of class.
- Students will be allowed 1 excused clinical absence that must be made of at the end of the rotation. All clinical logs and evaluations will not be exempt and still must be handed in by due date for full points.
- 2nd clinical absence is unexcused. All clinical logs and evaluations must be handed in by due date, however the student will only receive half points. A student will also be issued a Code of Conduct deficiency.
- **3rd clinical absence will result in removal of the program based on the COD Code of Conduct deficiency agreement.** If removed from the program for a third code of conduct deficiency, a student may not return to the surgical technology program. If a student is suffering from a medical condition that will cause three or more absences, the student should requires a medical withdrawal and rejoin the program the following cohort
- If a student tests positive for COVID, individual accommodations may be considered
- The student must email the clinical instructor, and phone the clinical site, **AT LEAST ONE HOUR PRIOR to the clinical start time to report absence.** Failure to email the lab instructor of an absence is considered a “no call no show” and will result in a code of conduct deficiency.

Clinical Skill Competency

A student's grade will not include points from the actual preceptor evaluation. However, the preceptor evaluation is an essential component of the clinical experience. If a student receives a 2 or below in any area, or if the clinical educator reaches out with any concern, an immediate observation/evaluation by the clinical instructor will take place. During the evaluation, if a student receives below 70%, they will be temporarily removed from the clinical site and brought to the classroom/lab for remediation and assessment of skills. If a student does not pass the classroom/lab assessment with a 70% or above, this will be considered a failing grade for the course and the student will be removed from the clinical site. If the student passes the remediation they will return to their clinical rotation and a preceptor evaluation will be required every week. If a student receives a 2 or below in any area of the preceptor evaluation, an immediate observation/evaluation by the clinical instructor will take place. If the student receives below 70%, this will be considered a failing grade for the course and the student will be removed from the clinical site.

Clinical Placements

Students who currently work in a hospital or surgery center may request clinical placement at your institution. Please let Anna Campbell or your classroom instructor know you are an employee early in the program. Although no guarantees can be made, we will do our best to place you at the site for at least one rotation. We try to place students within reasonable driving distance from home. At times this is impossible and a student may have to drive up to an hour to attend. You will only be required to continue the long commute through one rotation.

Transportation, Parking, and Clinical Costs

Students are to provide their own transportation to and from all clinical agencies and may have to pay for parking at some clinical sites. Students may be required to drive up to an hour for clinical rotation. Students are to follow the parking regulations of the agency and park only in those areas designated for students. Students may also have to incur clinical management systems costs depending on location of clinical site.

Ethics and Confidentiality

All patient records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation. Patients and hospital staff members must not be identified by name in assignments or other exercises used for learning purposes. Patients, hospital staff members, and care issues are not to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public places, and are not topics of discussion with friends, classmates, or family.

Surgical cases may only be discussed as part of a classroom activity. But, even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school lounge, or in any other setting.

Personal integrity is expected of all Surgical Technology students that includes maintaining a "Surgical Conscience" and adhering to the Code of Ethics of the Association of Surgical Technologists.

Social Media Conduct

Students are not to post or discuss any clinical experience or information regarding the experience with the clinical agency, its staff, or its clients/patients on any internet social media. Students will be prohibited from returning to the clinical site if the Social Media Conduct policy is violated in any way. Students are prohibited from all forms of video/audio recording. Such violations may result in disciplinary action.

Student Work Policy

Students are never utilized for hospital service or as substitution for agency personnel. Students shall not be paid by the clinical affiliation site during the clinical component of the program.

Physical and Health Requirements

Evidence of immunity/current immunization status (Rubella, Rubeola, Varicella, Tetanus, Pertussis), yearly TB test, and written permission from your healthcare provider are required prior to the first clinical experience.

It is strongly suggested that all Surgical Technology students receive the complete series of Hepatitis B immunizations. If students choose not to receive this vaccine, he/she must sign a declination statement prior to attending their first clinical experience.

*A student who has any change in her/his physical and/or psychological condition (**including pregnancy and postpartum period**) that requires medical attention and/or affects her/his physical or emotional endurance must have written permission signed by a physician to continue in the Surgical Technology program.

Criminal Background Check / Drug Testing

The Illinois Department of Public Health (IDPH) and the Joint Commission (TJC) has laws and regulations that require COD to mandate Criminal Background Checks (CBC) and Drug Testing (DT) of all students in the Surgical Technology Program. The College will comply fully with IDPH and TJC regulations and requirements governing criminal background checks and drug testing. Those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks (no more than 90 days before the first day of class) and drug testing (no more than 30 days before the first day of class) are required of all SURGT students after being accepted into the program and are based on the Illinois Healthcare Worker Background Check Code and IDPH and TJC requirements. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

CPR Certification

Current **American Heart Association Basic Life Support for the healthcare provider CPR certification** is required of all Surgical Technology students in clinical courses. Certification must be up-to-date for the entire length of the clinical laboratory experience. A copy of the student's CPR card will be kept on file with CastleBranch.

Snow Days

Students are not expected to attend clinical laboratory if the college is closed due to inclement weather. If COD is closed due to weather, the student must notify the clinical agency of the snow day absence.

Medical Insurance

Students must carry personal medical insurance. A copy of the student insurance card is to be kept on file at the college. If a student injury occurs in clinical laboratory, such as a needle stick, the cost of medical care is the student's responsibility.

Accidents and Incidents in the Surgery Department

If the student is involved in any kind of accident or incident at the clinical site, i.e. fall, needle stick, etc. the clinical instructor and program chair should be notified immediately, at the time of the occurrence. We will help you through the process, as hospital procedures must be followed with respect to Incident/Accident reports.

Students, during the course of the education, will become very familiar with Universal Precautions and will know the precautions to follow when there is a chance of contact with bodily fluids. Students are expected to observe Universal Precautions during the clinical rotation to minimize incidents in the Surgery Department.

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

Eye Protection and Personal Protective Equipment

Students will be required to wear instructor approved eye protection and all other personal protective equipment at appropriate times in the operating room. They will also be required in other areas (i.e. central supply/ decontamination area) where there is a risk of contact with bodily fluids. Students disregarding this rule are subject to disciplinary action and dismissal from the Surgical Technology Program.

Bloodborne Pathogen Exposure and HIPAA

Students will be required to complete bloodborne pathogen exposure and HIPAA training during the first week of class. Students will receive a certification of completion that will remain in their files and can be accessed throughout the program.

Surgical Case Requirements

The clinical experiences are assigned according to the 6th edition of the AST Core Curriculum of Surgical Technology. A minimum of 120 surgical cases are required in the first or second scrub role. The cases are accomplished through two semesters. The cases will be divided among general and specialty procedures, as well as First Scrub, Second Scrub, or Observation roles.

First Scrub Role (FS)

To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

- a) Verify supplies and equipment
- b) Set up the sterile field
 - 1) Instruments
 - 2) Medication
 - 3) Supplies
- c) Perform required operative counts
 - 1) AST guidelines
 - 2) Facility policy
- d) Pass instruments and supplies
 - 1) Anticipate needs
- e) Maintain sterile technique
 - 1) Recognize sterility breaks
 - 2) Correct sterility breaks
 - 3) Document as needed

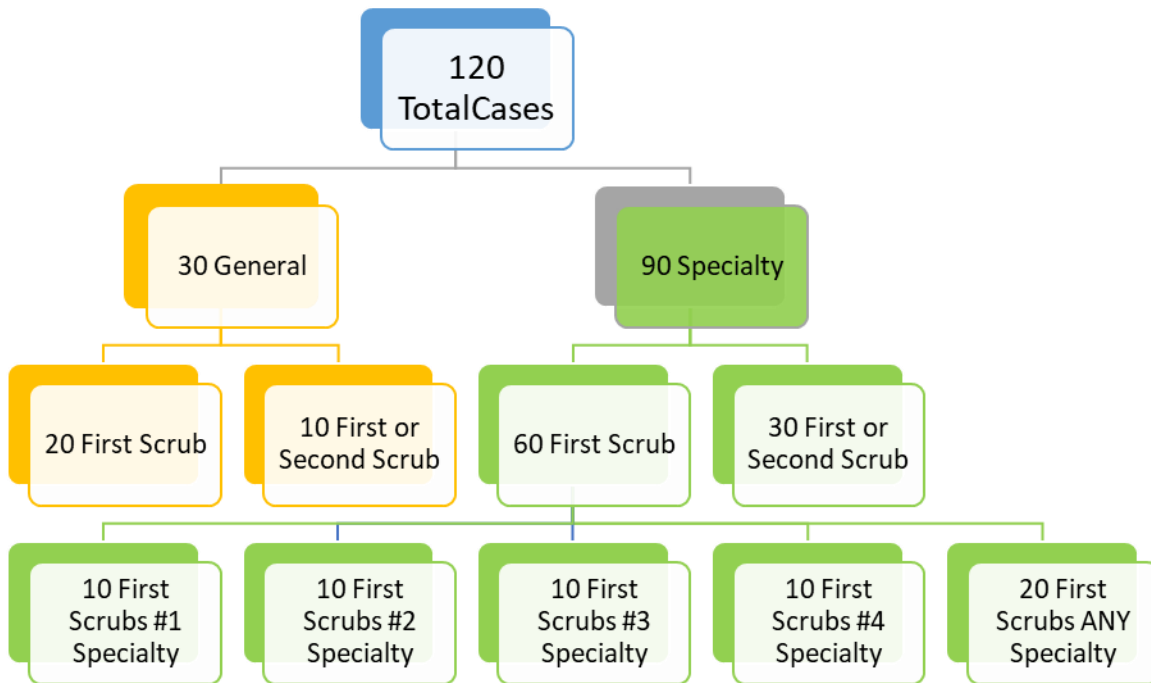
Second Scrub Role (SS)

The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:

- a) Assistance with diagnostic endoscopy
- b) Assistance with vaginal delivery
- c) Cutting suture
- d) Providing camera assistance
- e) Retracting
- f) Sponging
- g) Suctioning

Observation Role (O)

The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.



TRAJECSYS: Clinical Case Logging

An online clinical management and tracking system will be used for logging surgical procedures, evaluations, and clocking in and out. Specific instructions and training will be offered early in the program.

Clinical Evaluation

Clinical Preceptor Evaluations

Evaluations will be completed by the student's clinical site every two weeks. The evaluation will be completed and signed by a surgical tech or circulator that the student has worked with during the week.

All evaluations are considered legal documents that may not be altered in any way. Altered documentation will result in immediate dismissal from the program.

The evaluations are an excellent way to improve skills. A critical evaluation will help will help the student focus on important areas to improve.

**If a student receives a 2 or below in any area, or if the clinical educator reaches out with any concern, an immediate observation/evaluation by the clinical instructor will take place. During the evaluation, if a student receives below 70%, they will be temporarily removed from the clinical site and brought to the classroom/lab for remediation and assessment of skills. If a student does not pass the classroom/lab assessment with a 70% or above, this will be considered a failing grade for the course and the student will be removed from the clinical site. If the student passes the remediation they will return to their clinical rotation and a preceptor evaluation will be required every week. If a student receives a 2 or below in any area of the preceptor evaluation, an immediate observation/evaluation by the clinical instructor will take place. If the student receives below 70%, this will be considered a failing grade for the course and the student will be removed from the clinical site.

Self-Evaluations

Self-Evaluations should be completed every two weeks. The student should reflect on the notes from the clinical preceptor from the prior week as well as any verbal comments for areas of improvement. Students should always comment on at least one area of needed improvement.

Clinical Instructor Observation and Evaluation

An assigned clinical instructor will schedule an observation two to three times each semester. The observation should include a preop, intraop, and postop observation. A written evaluation with grade will be given to the student within a week of the observation.

Morale

During the clinical experience, a student may witness some of the human behaviors and responses that result from working in a stressful, fast-paced environment. It is important for the student to understand that these behaviors also occur in the student's absence and should not be taken personally.

If you need someone to talk with about your concerns, it is imperative that you seek out your clinical

or classroom instructor. They are your advocate and can assist you in adjusting to the many personalities in the operating room.

Get a good night's sleep before each clinical lab day and plan time for a nutritious breakfast that morning. Look upon the clinical day as a marvelous time of discovery and learning. Don't get caught up in any of the difficulties the staff may be having with each other. Remember you are a guest in the agency and are not there forever!

COD Surgical Technology Program Agreement

The Surgical Technology Handbook states all program requirements. The student will be notified of any revision or addendum to the handbook. After reading the entire handbook please sign the attestation below.

"I have read the Surgical Technology Handbook in its entirety. I agree to all program requirements necessary for successful completion of the program."

Surgical Technology Student Printed Name

Surgical Technology Student Signature

Date