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Get a PDF of the complete 2016 Student Handbook - Surgical Technology Supplement.

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Welcome to the Surgical Technology, A.A.S. Program!

It is a pleasure to welcome you to Berkeley College. We are glad that you have chosen us to assist you in attaining your educational goals. Everyone at the College wishes you an enjoyable and productive academic year.

This Surgical Technology Student Handbook Supplement is intended to clarify policies and procedures specific to the Surgical Technology program. The policies in this Handbook Supplement supersede any conflicting statements made by faculty, administrators, the general Berkeley College Student Handbook, and the College Catalog. The Surgical Technology Student Handbook Supplement is updated regularly. You are urged to provide us with recommendations and suggestions for future revisions by communicating your ideas to Student Development and Campus Life.

Once again, let me extend my sincerest welcome from the entire Berkeley College community. We look forward to assisting you in reaching your goals!

Joseph Charleman, M.S., CST, CSFA, CRCST, LPN
Department Chair, Surgical Technology Program

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This Student Handbook Supplement is a valuable resource for Surgical Technology students and should be referred to throughout your program. The policies and procedures outlined in this Student Handbook Supplement are specific to the Surgical Technology program. By participating in the Surgical Technology program you are agreeing to abide by the policies and procedures outlined in the Surgical Technology Student Handbook Supplement. These program-specific policies and procedures supersede any conflicting statements made by faculty, administrators, the general Berkeley College Student Handbook, and the College Catalog. Students should refer to the College Catalog and the general Berkeley College Student Handbook for all other College policies.

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Surgical Technology Program Goals and Objectives

The Surgical Technology (ST) program is designed to prepare students for employment as surgical technologists and to provide supplemental training for persons previously or currently employed in this occupation.

The Surgical Technology program includes classroom instruction, laboratory simulation, and clinical experiences. The curriculum is designed according to the accreditation standards set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), a programmatic accrediting agency, and the Core Curriculum published by the Association of Surgical Technologists (AST).

The main objective of the program is to build practical and functional knowledge of surgical technology through progressive terms (depending on full-time or part-time status) integrating written work, verbal skill, and demonstrative performance. This program requires strong critical thinking and decision-making skills.

The goal of the Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Cognitive Domain:

- To provide students with a comprehensive background in the basic sciences, with mastery of aseptic technique, with perfection of surgical skills, and with a keenly developed surgical conscience as established in the AST Core Curriculum.

- To educate students as to the scope of their practice as the patient's advocate, as well as to the ethical, legal, and professional principles of surgical technology.

- To prepare students for successful completion of the national certification exam, administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Psychomotor Domain:

- To ensure that students enter the workforce as qualified and technically skilled surgical technologists.

- To educate students with practices of safe patient care and of anticipating the needs of the surgical team in the perioperative setting.

- To instruct students to employ HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.

Affective Domain:

- To prepare students to effectively interact with patients, families, and members of the healthcare team in a therapeutic and professional manner.

- To help students achieve respect for the diversity factors of others including but not limited to socio-cultural, socio-economic, spiritual, and lifestyle choices.

- To stimulate and develop within students a pattern of personal growth and improvement and a commitment to lifelong learning.

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Accreditation and Approvals

The 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).

Only graduates of a CAAHEP accredited program may take the National Board of Surgical Technology and Surgical Assisting certification examination.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
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Clearwater, FL 33756
727-210-2350

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Technical Standards

The Surgical Technology program at Berkeley College prepares and educates students to become surgical technologists in operating rooms. The profession's scope of practice requires demonstration of responsibilities and accountability within the role and competencies expected of a surgical technologist. It is important to note that the profession of surgical technologist is one that is physically, mentally, and emotionally demanding. Indicated below are several examples of the scope of practice, roles, and competencies that will be encountered.

The Department will consider any applicant who demonstrates the ability to learn to perform all the competencies listed and does not present any safety hazard towards self or recipient of care. These competencies are required skills in order to render safe care to patients in the clinical setting.

Some chronic or recurrent illnesses and problems could interfere with patient care and safety, and may be incompatible with surgical technology education and practice, since they may lead to a higher chance of absences. Surgical technology students are not required to disclose any chronic or recurrent illness and/or disability; however, students with concerns about meeting these technical standards are strongly encouraged to discuss the issues with the Department Chair. Deficiencies in knowledge, skills, judgments, integrity, or professional attitude may jeopardize patient care and, as a result, may be grounds for course failure and possible dismissal from the Surgical Technology program.

Students must have the aptitude and abilities in six areas: sensory ability and skills; fine and gross motor skills; strength, mobility, and physical endurance; the ability to communicate, comprehend, read, and write in English; behavioral stability; and cognitive ability and critical thinking skills.

- Able to stand, bend, and/or sit for long periods of time in one location with minimum/no breaks.
- Able to lift a minimum of 20 pounds.
- Able to refrain from nourishment or restroom breaks for periods up to six hours.
- Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing eye protection.
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet.
- Hear activation/warning signals on equipment.
- Able to detect odors sufficient to maintain environmental safety and patient needs.
- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.
- Ambulate/move around without assistive devices.
- Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
- Able to effectively communicate with others, both verbally and in writing.
- Possess short and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.

- Able to make appropriate judgment decisions.
- Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially in emergency situations.
- Exhibit positive interpersonal skills during patient, staff, and faculty interactions.

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Academic Progression

Passing Grade:
The minimum passing grade required for a surgical technology (SUR) course is a C+ (75 percent). Any grade below a C+ (75 percent) is a failing grade. In addition, the minimum passing grade required for Anatomy and Physiology I and II, Anatomy and Physiology Laboratory I and II, and Microbiology is a C+ (75 percent). Students who enrolled in the Surgical Technology program prior to June 2016 must also achieve a C+ (75 percent) in Pathophysiology.

Repeating a Surgical Technology Course:
Surgical Technology students who receive a grade of C or below in any surgical technology (SUR) course must repeat that course. A minimum grade of C+ in the repeated course is required to remain in the program.

Repeating a Science Course:
Surgical Technology students who receive a grade of C or below in any of the following science courses must repeat that course: Anatomy and Physiology I, Anatomy and Physiology II, Anatomy and Physiology Laboratory I, Anatomy and Physiology Laboratory II, and Microbiology. Students who enrolled in the Surgical Technology program prior to June 2016 and who receive a grade of C or below in Pathophysiology must repeat that course. A minimum grade of C+ in the repeated course is required to pass the course.

Note that failed courses may lead to additional charges and may also delay graduation.

Automatic Dismissal:
Surgical Technology students who receive a grade of C or below in any surgical technology (SUR) course they are repeating will be dismissed automatically from the Surgical Technology program.

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Add/Drop Policy

Students interested in adding a course or courses to their schedule must meet with the Academic Advisement Department to obtain approval prior to the start of the second week of the term. Requests will be considered only if appropriate arrangements can be made to make up missed class time. Clinical courses cannot be added after the start of the term.

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Attendance

Students enrolled in the Surgical Technology program are expected to demonstrate a commitment and dedication to the healthcare profession through professional conduct that is consistent with the requirements needed to be successful in the industry. Healthcare is a profession that demands attention to detail and commitment to caring for others who are in need of assistance and who are vulnerable without it. For this reason, students are expected to exemplify this level of professionalism in their school attendance and participation.

Excused Absences:
Excused absences can only be granted by the Department Chair or the Clinical Coordinator and may, at the discretion of the Department Chair, require proper documentation (e.g., a physician's letter).

Unexcused Absences:
Unexcused absences will result in a reduction in the student's final course grade, which could lead to course failure.

Make-up Work:
Make-up days are not available at clinical sites. Since clinical cases are tallied in accordance to eligibility rules for certification, absences may adversely affect a student's eligibility to take the national certification exam and endanger a student's ability to successfully complete the course.

Students are reminded of the mandatory C+ (75 percent) grade requirement for all SUR courses.

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Class Hours

Generally, classes are in session from 7:00 AM to 11:00 PM. Clinical rotations typically are scheduled from 7:00 AM until 11:00 PM, Monday through Saturday.

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Course Withdrawal

Students who wish to drop a course must do so in writing and must have the approval of the Academic Advisement Department. Courses dropped during the first two weeks of classes do not appear on the student's transcript. Withdrawal from a 12-week course between weeks three and nine will result in a grade of WP or WF, and withdrawal from a 14- or 15-week course between weeks three and 12 will result in a grade of WP or WF, which indicates whether the student was passing or failing the course at the time it was dropped. Students enrolled in the Surgical Technology program are permitted to withdraw from one SUR course during the length of their Surgical Technology program. A grade of W will be assigned to students who enrolled but did not participate in a course. Students who do not officially drop a course will receive a letter grade that reflects their achievement. Students enrolled in an accelerated course(s) who wish to withdraw must do so by the fourth week of the course.

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Credit for Prior Learning

Students in the Surgical Technology program wishing to earn credit for prior learning may do so by participating in challenge exams.

In order to participate in a challenge examination for a surgical technology (SUR) course, the student must have completed a similar course from a CAAHEP-accredited Surgical Technology program.

For courses other than SUR, challenge examinations can only be attempted once for each course and may not be taken for any courses in which the student received a failing grade in a previous term. Students may not attempt to test out of courses in which they are currently enrolled.

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Graduation

To qualify for graduation, students in the Surgical Technology program must fulfill the following requirements:

- Pass each surgical technology (SUR) course and required science courses with a minimum grade of C+
- Successfully complete the prescribed clinical case requirement
- Successfully complete the prescribed course of study with a minimum cumulative grade point average of 2.00
- Meet the credit-hour requirements for the major
- Discharge all financial obligations to the College
- Participate in the NBSTSA certification examination for surgical technologists (CST)

Students are required to meet all graduation requirements prior to participating in the formal graduation ceremony.

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Transfer Credit

In addition to the transfer credit guidelines outlined in the Berkeley College Student Handbook, students enrolled in the Surgical Technology program who wish to have credits considered for transfer must note the following:

- A grade of C+ or higher is required for all transfer credits.

- Courses that contain clinical or laboratory credits are not eligible for transfer credit due to the affective and psychomotor learning domains covered in clinical and laboratory experiences.

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- **Patient Confidentiality**
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- **Record of Clinical Attendance Time**
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- **Site Visit by the Department Chair**
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- **Student Work Policy**
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- **Summary of Surgical Rotation Case Requirements**
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- **Transportation**
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Cardiopulmonary Resuscitation (CPR) Certification

Students in the Surgical Technology program must successfully pass the health provider Basic Life Support (BLS) course prior to participating in Clinical Practicum. The certification must be valid from the start of Operating Room Clinical Practicum I through the end of Operating Room Clinical Practicum II. Students will be scheduled for the CPR course as part of their program of courses. Any student who fails to attend or pass this course will not be permitted to enroll in Operating Room Clinical Practicum I.

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Clinical Case Logs

Students must maintain a written log (record) of all skills or procedures performed while at the clinical site. This log helps to maintain a record of the number of scrubs, the level of complexity, and the student's role during each case throughout the clinical rotation. This log is the responsibility of the student and must be made available for inspection by the Clinical Coordinator.

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Clinical Case Requirements

Clinical case requirements are defined by the Association of Surgical Technologists (AST) in the Core Curriculum for Surgical Technology, 6th edition, and are as follows:

1. Students must complete a minimum of 120 cases.
2. Students are required to complete a minimum of 30 cases in General Surgery. Twenty of these cases must be in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
3. Students are required to complete a minimum of 90 cases in various surgical specialties, excluding General Surgery. Sixty of these cases must be in the First Scrub Role and be distributed amongst a minimum of four specialty cases. The additional 30 cases may be performed in either the First or Second Scrub Role.
4. As a student progresses towards graduation, the Surgical Technology program is required to verify through review of the surgical rotation documentation, the student's progression in First and Second Scrubbing surgical procedures of increased complexity.
5. Participation in diagnostic endoscopy cases and vaginal delivery cases is not mandatory. But up to 10 diagnostic endoscopic cases and five vaginal delivery cases may be counted toward the maximum number of Second Scrub Role cases.
6. Observation cases must be **documented**, but do not count toward the 120 required cases.

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Clinical Paperwork

Students are responsible for having adequate copies of all blank forms for use at the clinical site.

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Clinical Practicum

Throughout their education, students are exposed to a variety of surgical procedures utilizing the most current technology available in the field. The high volume of surgical cases performed provides students with the opportunity to assist with a wide variety of surgical procedures prior to achieving competency.

The off-campus clinical component of the program is supervised by a comprehensive team of professionals, including Berkeley College's Surgical Technology Clinical Coordinator, a hospital liaison, Certified Surgical Technologists, and perioperative staff nurses.

Policies and guidelines for each clinical facility must be followed without exception. Failure to comply with these policies and guidelines will result in disciplinary action up to and including dismissal from the program. Any conduct that is detrimental to a patient or a coworker will lead to removal from the clinical site.

Illness or injury incurred at the clinical site must be reported to the Clinical Coordinator and the Department Chair. Sharps injuries and on-the-job injuries will be treated according to hospital policy. Expenses incurred for treatment related to such injuries are the student's responsibility.

Students must remain in their practicum assignment for the entire term.

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Clinical Time Schedule

The clinical time schedule will be assigned at the beginning of each quarter at the discretion of the clinical coordinator, based on site availability.

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Communicable Disease

A student who has a communicable disease, or who is a carrier of a communicable disease, may attend and participate in clinical experience courses whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others and to the patients.

A student who believes he/she has contracted a communicable disease must present the Berkeley College Clinical Coordinator with a written statement from the appropriate hospital/clinical site's Employee Health Department that indicates the site's approval of participation in all clinical practicums.

Patients With Communicable Diseases:
Due to increasing concern about the care of patients with infectious diseases (hepatitis B, acquired immune deficiency syndrome, tuberculosis, etc.), students are required to comply with the exact procedures established by the clinical sites when caring for these patients.

Safety Procedures Relating to HIV, AIDS, and Hepatitis B:
This procedure has been considered and adopted in accordance with the current consensus of the scientific community that blood-borne diseases cannot be transmitted by casual body contact typical of the workplace. Should it ever appear that the implementation of this procedure presents a danger to the student and patient, Berkeley College reserves the right to make appropriate revisions. The risk of contracting hepatitis B is greater than the risk of contracting AIDS. Recommendations for the control of Hepatitis B infection are, therefore, incorporated herein.

Berkeley College strongly recommends that students enrolled in the Surgical Technology program obtain adequate medical insurance coverage.

Students are encouraged to be vaccinated for hepatitis B prior to contact with blood or other potentially infectious substances. If, after consultation, a student refuses to obtain a hepatitis B vaccination, a form entitled "Hepatitis B Vaccination Declination" must be signed prior to enrolling in any clinical practicum course.

Sharp items (needles, scalpel blades, and other sharp instruments) are considered potentially infective and should be handled with extraordinary care to prevent accidental injuries. Unsafe behavior with sharp items may result in expulsion from the program.

Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should not be recapped by hand, purposely broken, removed from disposable syringes, or otherwise manipulated unless a one-handed technique is employed.

When the possibility of exposure to blood or body fluids exists, standard precautions must be followed as outlined by the CDC. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, gloves, masks, and eye covering when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood. Any occupational exposure must be reported to the preceptor and Clinical Coordinator and an incident report must be filed as soon as

reasonably possible.

Pregnant students engaged in healthcare are not known to be at greater risk than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection by prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of the HIV virus.

Students who have been diagnosed as having HIV or AIDS may take the didactic portion of the program, but should be aware that not all hospitals allow students with these diagnoses to complete the clinical portion of the program. It is required that such a student fully explore the ramifications of this policy with the Department Chair before committing to the program and perhaps also consider other paths to follow. Berkeley College wants to ensure that each student enters the appropriate field of study.

In addition, for students engaged in healthcare who have AIDS, there is an increased danger from infection due to diseases they may come in contact with, either in class or at the clinical site. Students with immune deficiency are at high risk of serious complications from any exposure to infectious diseases. Students with immune deficiency should consult with their physician regarding potential risks.

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Counting Cases

Cases will be counted according to surgical specialty. For example:

1. Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
2. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure - one case.
3. Endoscopic cases that convert to an open case (i.e., Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure - one case.

Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.

Observation cases must be **documented**, but do not count towards the 120 required cases.

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Definition of Surgical Case Roles

First Scrub Role:
The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

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

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

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

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

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Evaluation by Clinical Instructors

Clinical instructors will evaluate students on their performance, attitude, interest, patient care delivery, knowledge of the skills performed, and attendance. Monthly attendance and evaluation sheets will be used for each student. Additional performance data is maintained as necessary, and this data becomes part of the final course grade.

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Health Requirements

In addition to meeting the immunization requirements of Berkeley College, students in the Surgical Technology program must complete a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant at least 10 weeks prior to the start of Operating Room Clinical Practicum I (SUR2280). In addition, students also must meet the following requirements prior to participating in a clinical practicum: Provide appropriate proof of immunity (blood titers or immunization records) to measles, mumps, rubella, varicella, and hepatitis B vaccine series; a two-step TB skin test within the last year or negative chest x-ray within three months; and a tetanus shot administered within the past 10 years. An influenza vaccine is required for most clinical facilities. A negative 12-panel pre-employment urine toxicology screening is also required. This includes screening for:

- Amphetamines
- Barbituates
- Cannabinoids
- Cocaine
- Opiates
- Oxycodone
- Phencyclidine
- Methadone
- Propoxyphene
- Meperidine
- Tramadol
- Benzodiazepine

Any student who fails to submit the documentation outlined above will not be permitted to enroll in Operating Room Clinical Practicum I.

Upon returning from a Leave of Absence, a student must repeat the drug screening outlined above prior to participating in any clinical rotations. If during the course of study students are suspected of drug use, they may be asked to provide an updated urine toxicology screening.

A negative drug screen is required to progress in the Surgical Technology program. Students with a positive drug screen will be removed from the Surgical Technology program immediately and will not be eligible for reentry.

By submitting the results of a urine toxicology screening to the College, the student thereby authorizes the College to share those results with any individual clinical facilities that request such information.

Berkeley College's Surgical Technology program is physically and mentally challenging. During the clinical portion of the program, students will be exposed to healthcare situations where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation, and toxic substances.

Due to the increased risk of exposure to a variety of situations and substances that could potentially affect a developing fetus, any student who believes she may be pregnant, has recently given birth, or has recently terminated a pregnancy is strongly encouraged to speak with her healthcare provider immediately to determine whether she is physically

capable of remaining in the program and meeting all relevant technical standards outlined in this Handbook. Neither Berkeley College nor its affiliating clinical agencies shall be held responsible for any harm that might occur to a fetus or pregnant student.

Any student who is unable to continue in clinical courses based on the recommendation of her/his healthcare provider will be afforded the opportunity, once medically cleared, to return to the program pending course availability.

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Latex Sensitivity

The operating room has numerous items that have a natural latex rubber component. An unforeseen exposure and sensitivity may result from repeated exposure to the protein associated with natural latex rubber (commonly found in powdered gloves). True allergies are rare, but latex sensitivities can be seen in 8-17% of healthcare workers. If a student has a suspected reaction, he or she must report it to Berkeley College's Surgical Technology Department Chair. Berkeley College cannot be held responsible for any latex sensitivity.

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Malpractice Insurance

Students in the Surgical Technology program are required to purchase their own individual malpractice insurance and must provide the clinical coordinator with evidence of coverage prior to enrolling in clinical courses. Any student who fails to submit this documentation will not be permitted to enroll in Operating Room Clinical Practicum I (SUR2280).

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Patient Confidentiality

ALL RECORDS AND PERSONAL PATIENT INFORMATION ARE ABSOLUTELY CONFIDENTIAL. It is imperative that patient information is not revealed to anyone, including the patient. If a patient asks about his/her procedural test or records, the question is to be referred to the registered nurse in charge or the surgeon. Only during case presentations, conferences, department reports, or other controlled professional situations is patient information allowed to be discussed. No other recording devices may be on at this time. Failure to comply with the policy for confidentiality may lead to dismissal from the program.

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Record of Clinical Attendance Time

Attendance sheets are used at all clinical sites and become part of the student's record. Each student must sign in and out daily. Note that attendance at the clinical site is part of the student's overall grade.

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Site Visit by the Department Chair

The Department Chair will visit each site a minimum of once per quarter. Additional visits may be scheduled as deemed necessary by the Department Chair. Unannounced visits may also be made as needed. Each site visit will be documented.

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Student Work Policy

All work activities while students are completing clinical rotations will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.

Hours worked as a hospital employee cannot be substituted for required clinical experience hours. A student in Berkeley College's Surgical Technology program may work as a part-time employee only beyond the clinical practicum schedule. These hours must not interfere with the student's required clinical hours. It is the student's responsibility to complete the regularly scheduled rotations in order to obtain satisfactory clinical experience and develop surgical skills to an acceptable level for completion of the program.

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Summary of Surgical Rotation Case Requirements

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Additional First or Second Scrub Role Cases That Can Be Applied Toward 120 Cases
General Surgery	30	20	10
Surgical Specialties: • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/Maxillofacial • Orthopedics • Peripheral Vascular • Plastics	90	60	30
Diagnostic Endoscopy: • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Ureteroscopy			10 diagnostic endoscopy cases may be applied only toward the Second Scrub Role cases.
Optional Labor and Delivery			Five vaginal delivery cases may be applied only toward the Second Scrub Role cases
Totals:	**120**	**80**	**40**

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Transportation

Students are responsible for transportation to and from clinical sites. Any parking or transportation fees are the responsibility of the student. Carpooling is suggested.

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Confidentiality

Berkeley College students are required by law to maintain the confidentiality of all patient information encountered at any clinical internship and/or practicum site. While the requirements of patient confidentiality are emphasized throughout the student's coursework, all students are encouraged to visit the U.S. Department of Health and Human Services website (**http://www.hhs.gov/ocr/privacy/** (http://www.hhs.gov/ocr/privacy/)
) to review the entire HIPAA policy before beginning the clinical component of the program. In addition to complying with all federal regulations, Berkeley College students must comply with any specific confidentiality requirements, policies, and/or procedures established by the assigned internship and/or clinical site.

A patient's right to confidentiality regarding his or her medical information, which includes confidentiality of personal and social information, is a fundamental healthcare tenet. Accordingly, students must remain mindful of the following basic requirements:

- Patients must not be described in any identifiable way for purposes other than the provision of direct patient care. When discussing experiences involving patients with third parties for legitimate educational purposes, using patient initials, exact descriptions, or locations of patients - either on paper or online - is strictly prohibited. Students are to use generalities only, so that no patient can be clearly recognized.
- While participating in clinical rotation(s) students shall not videotape, photograph or make audio recordings of themselves, their fellow students, their instructors, or their patients for any reason.
- The public discussion of any patient who is identified by name or whose identity can be derived from other circumstances (or the condition of such patient) without consent violates patient confidentiality and ethical principles. This includes any discussion held in public areas such as elevators, hallways, and cafeterias. It also includes any discussion held in any media forum (such as print media) or any virtual forum (such as websites or social networking sites). Classrooms, pre- and post-conferences, and/or laboratory settings may be used for such discussions, but only for legitimate educational purposes.
- Students should only obtain information about those patients who are assigned to their care for that clinical day. At no time should students use their position in the clinical setting to seek information about a patient other than the patient(s) to whom they have been assigned.
- Copying, scanning, and/or removing any portion of a patient's medical record or printed patient information from the healthcare facility is strictly prohibited.

Social networking has become one of the main sources of communicating in today's world. However, its use can have major legal and ethical implications for healthcare workers with regard to patient privacy and confidentiality. Students must comply at all times with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and must be especially mindful of patients when using social media. For instance:

- References to patients, patient data, or clinical experiences involving patients or their family members are not to be included in any part of the social networking environment. Social media breaches include, but are not limited to, tweeting

confidential or proprietary information about clinical facilities and/or rotations and taking 'selfies' while participating in clinical rotations and posting them on social media sites.

- Students are strictly prohibited from posting any information pertaining to or descriptive of a clinical site, instructor/preceptor, patient, employee, fellow student, or procedure. This includes revealing the location of a clinical site either by posting or by providing content with GPS locator evidence (such as digital photographs).

Students who disclose restricted patient information may face serious consequences. For example, federal law provides for fines up to $250,000 and imprisonment up to 10 years for misusing protected patient information for commercial advantage or malicious harm. Students found in violation of the Berkeley College Confidentiality Policy will be subject to disciplinary action, up to and including immediate suspension or dismissal from the College. For additional requirements concerning the use of social media in connection with Berkeley College matters, go to **BerkeleyCollege.edu/files_bc/Social_Media_Policy.pdf** (http://berkeleycollege.edu/files_bc/Social_Media_Policy.pdf) .

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Criminal Background Check

A criminal history background check is required for all students in the Surgical Technology program. A positive background check may prohibit the student from being admitted to, and progressing in, the program and from becoming certified to work in the field. Criminal background checks may be conducted annually or at the discretion of clinical affiliates.

If a conviction or arrest occurs while enrolled in the Surgical Technology program, it is the student's responsibility to inform the Department Chair. This notification must be in writing and must occur promptly after the event occurs. The required notification must include a description of the circumstances surrounding the conviction. Subsequent to this notification, the student should make an appointment with the Department Chair to discuss options. Failure to notify the Department Chair of a conviction or arrest may result in the student being removed from the Surgical Technology program.

Upon returning from a Leave of Absence, a student must undergo a criminal background check. A positive background check may prohibit the student from returning to the Surgical Technology program and from becoming certified to work in the field. Any fees involved with the repeat background check will be the responsibility of the student.

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Dress Code

All students are required to follow the professional appearance code while attending on-campus laboratory classes and while at a clinical site participating in clinical practicum. A neat, clean, and professional appearance is expected at all times.

Working closely with patients requires that students maintain strict personal hygiene standards. Students will be working on making a lasting impression at the clinical site, and maintaining a professional appearance is an important part of making a good impression.

Failure to adhere to the professional appearance code will result in a warning, and if not corrected, may result in dismissal from a clinical site and possibly the program.

The following are the guidelines of the professional appearance code:

- Hair must be clean. Long hair must be pulled back and cannot fall forward in front of shoulders while providing patient care. Hair accessories must maintain a professional appearance, safety, and hygiene. Hair of an unnatural color of fad designs is not permitted. Avoid highly colored sprays and maintain only natural-looking hair color. Male students must be neatly shaven and well groomed. Facial hair should be kept trimmed and neat.
- Fingernails must be kept short, clean, and filed. Artificial nails, nail polish, and added stick-on jewels are not permitted as they harbor microorganisms.
- Dangle earrings, rings, or other visible body jewelry (nose rings, lip rings, tongue piercing, bracelets, necklaces which can become entangled in equipment) are not permitted while working in the laboratory and/or clinical setting.
- Cosmetics should be worn in moderation. Students are not permitted to wear fragrant products (cologne, perfume, aftershave, lotion, etc.) in clinical settings due to potential patient allergic response. Strong odors, including the odor of a smoker, can be apparent and offensive to patients who are ill.
- Consumption of food, candy, and gum is prohibited while working in any laboratory or clinical setting.
- Unless other facility-specific guidelines are provided, students are required to wear a clean and pressed surgical technology uniform with the Berkeley College insignia. Appropriate undergarments are to be worn and be undetectable through the uniform.
- Shoes must be professional in nature; clean operating room (OR) clogs, white sneakers, or black sneakers are acceptable provided they contain no mesh and/or open areas. No sandals, clogs, open-toed, or sling back shoes are permitted.
- Students are required to wear their Berkeley College IDs at all times while on campus and at the clinical sites. If a student is employed at the same facility, the employment name badge may not be worn during clinical assignments.

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If emergency medical treatment is required while on campus or while participating in the clinical experience, the cost of treatment will be the responsibility of the student receiving medical attention/treatment.

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Professionalism

Students are expected to present themselves in a professional manner at all times by demonstrating integrity, respect, and compassion. While participating in the clinical portion of the program, students should realize that their behavior may positively and/or negatively affect the reputation of Berkeley College. Students are expected to be thoughtful and professional when interacting with faculty, patients and their families, nurses, attending physicians, preceptors, affiliated institutional staff, other students, other members of the healthcare team, and the general public.

Professional demeanor is also required while students are in virtual sites, such as online social networking sites. Students are required to comply with the Berkeley College Social Media Policy, which governs the use of College and personal social media sites with respect to matters related to the College.

Under no circumstances are students permitted to engage in personal phone conversations or text messaging while participating in the clinical portion of their program. Students are preparing for membership in a profession that serves the public – a public that expects a high standard of professionalism.

If, while enrolled in a clinical course, a student's level of professionalism and/or performance presents a potential harm to the welfare of clients, the faculty will determine, based on written and/or oral documentation, whether or not the student will be permitted to continue in the course. If a student's performance presents an immediate potential harm to either the student or his/her clients, the program faculty and/or preceptors have the responsibility to remove the student immediately from the clinical setting. For more general conduct requirements applicable to all Berkeley College students, go to **BerkeleyCollege.edu/student_handbook/student-handbook-2016-8146.htm** (/student_handbook/student-handbook-2016-8146.htm) .

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Certification

NBSTSA certification as a surgical technologist provides evidence to employers, healthcare professionals, and colleagues that the student has been educated and trained to provide safe and competent care in the operating room and also demonstrates mastery of knowledge in the field of surgical technology. The designation "CST" is used after the technologist's name during all periods of valid certification.

Only graduates of a CAAHEP-accredited program may take the National Board of Surgical Technology and Surgical Assisting certification examination. After passing the examination, the surgical technologist is certified for a period of four years and may recertify through continuing education or by sitting for the exam.

To qualify for graduation, surgical technology students must participate in the National Board of Surgical Technology and Surgical Assistant (NBSTSA) certification exam. Certification is administered on campus 30 days prior to graduation (specific guidelines apply).

Membership in the Association for Surgical Technologists (AST) is encouraged. AST provides continuing education credits that are valid for the CST re-certification process. These CE credits are available through the AST website (www.ast.org) and monthly official journal, *The Surgical Technologist*, which also offers literature on current technological advances in surgery.

Each September, AST sponsors National Surgical Technologist Week to recognize surgical technologists in all fields and to educate the public. More information is available on the AST website, **www.ast.org**
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What Does a Surgical Technologist Do in the Operating Room?

Preoperatively, the surgical technologist prepares the operating room by providing the appropriate supplies and instruments, as well as by adjusting and testing select equipment. The surgical technologist is the first member of the sterile team to scrub, gown, and glove. Duties include preparation of the sterile field for the surgical procedure and helping other members of the team with gowning and gloving all while adhering to aseptic technique.

Intraoperatively, the surgical technologist anticipates the needs of the surgeon and sterile team members, passing instruments and providing sterile items in a safe and efficient manner. The surgical technologist shares accountability for all instruments, equipment, and supplies used in direct patient care, particularly in the sterile field. The surgical technologist is responsible for accurate counts of sponges, instruments, and sharps; preparing suture materials; dispensing appropriate fluids and drugs; and preparing specimens or cultures for analysis.

Postoperatively, surgical technologists help to apply dressings, splints, or casting material. They assist in moving the patient to the stretcher and also break down the back table and prepare the room for the next case.

Surgical technologists may also assist in the non-sterile role of circulator under the direction of the registered perioperative nurse. This can involve assisting the anesthesiologist, helping to count items used during the procedure, positioning and prepping the patient's skin for surgery, and helping to connect surgical equipment and monitoring devices. With additional specialized education, training, and additional certification, the certified surgical technologist (CST) may function as a Certified First Assistant using the designation of CST/CFA.

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