Berkeley College®

2026 - 2027 Surgical Technology Student Handbook Supplement

Effective September 1, 2026 to August 31, 2027

Table of Contents

Welcome to the Surgical Technology Student Handbook Supplement!..... 3
- Overview..... 4
- Surgical Technology Program Goals and Objectives..... 5
- Accreditation..... 7
- Core Performance Standards..... 8
  - Core Performance Standards..... 9
- Academic Policies..... 10
  - Academic Progression..... 11
    - Passing Grade..... 11
    - Repeating Courses..... 11
    - Administrative Withdrawal..... 11
    - Automatic Dismissal..... 12
  - Add/Drop Policy..... 13
  - Attendance and Participation..... 14
- Class Absence(s)..... 14
- Advance Notification for Non-Emergency Planned Absence(s)..... 14
- Excused Absence Criteria for Non-Planned Absences..... 15
- Attendance and Participation During Clinical Training..... 16
  - Excused Absence..... 16
- Tardiness (Applies to Both Laboratory and Clinical Training)..... 17
- Unexcused Absence..... 17
  - Class Hours..... 18
  - Course Withdrawal..... 19
  - Credit for Prior Learning..... 20
  - Graduation..... 21
  - Transfer Credit..... 22
- Clinical Requirements and Responsibilities..... 23
  - Cardiopulmonary Resuscitation (CPR) Certification..... 24
  - Clinical Case Logs..... 25
  - Clinical Case Requirements..... 26
  - Clinical Clearance Requirements..... 29
  - Clinical Paperwork..... 30

Clinical Practicum....31
Clinical Time Schedule....32
Communicable Disease....33
Counting Cases....35
Definition of Surgical Case Roles....36
Health Requirements....37
Health Advisory....38
Latex Sensitivity....39
Malpractice Insurance....40
Record of Clinical Attendance Time....41
Site Visit by Program Personnel....42
Student Work Policy....43
Transportation....44
Student Rights and Responsibilities....45
Complaints and Grievances....46
Confidentiality....47
Criminal Background Check....49
Dress Code....50
Emergency Care....51
Professionalism....52

Welcome to the Surgical Technology Student Handbook Supplement!

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 Student Handbook Supplement supersede any conflicting statements made by faculty, administrators, the general Berkeley College Student Handbook, and the Undergraduate 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.

The faculty in the School of Health Studies is committed to guiding and assisting you in your academic career. You, in turn, have a responsibility to familiarize yourself with the policies and procedures of the College.

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

Overview

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 Undergraduate Catalog. Students should refer to the Undergraduate Catalog and the general Berkeley College Student Handbook for all other College policies.

Surgical Technology Program Goals and Objectives

The Surgical Technology 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 simulations, and clinical experiences. The curriculum is designed according to 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 skills, 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.

College-Wide Objectives

- Reading and Written Communication: Students will demonstrate competence in reading and writing.
- Oral Communication: Students will demonstrate effective oral communication skills that incorporate emotional intelligence, empathy, and civility.
- Critical Analysis and Reasoning: Students will apply critical thinking and the knowledge gained in their degree programs for better decision-making informed by:
    - Ethical reasoning
    - Quantitative reasoning
    - Scientific reasoning
- Knowledge and Skills for Participation in a Diverse Society: Students will respect multiple perspectives and cultural contexts when making decisions independently or as part of a team.
- Information and AI Literacy: Students will be able to locate, evaluate, and ethically utilize reliable information and artificial intelligence tools. They will develop an understanding of how AI systems function, recognize their limitations and biases, and apply them responsibly to support informed decision-making, problem-solving, and knowledge creation.
- Integration of Learning: Students will develop the ability to make connections between different academic studies, emerging technologies such as AI, and specialized professional skills leading to more informed, creative, and productive decisions in life and career.

Program Objectives - Cognitive Domain:

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

- Understand the scope of their practice as the patient's advocate, as well as to the ethical, legal, and professional principles of surgical technology.
- Ability to successfully complete the national certification exam, administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) or another nationally recognized surgical technologist credentialing organization.

Program Objectives - Psychomotor Domain:

- Acquire the knowledge and skills necessary to enter the workforce as qualified and technically skilled healthcare professionals in the ever-changing healthcare environment.
- Understand the practices of safe patient care and of anticipating the needs of the surgical team in the perioperative setting.
- Ability to implement HIPAA, OSHA, Standard Precautions, and other infection control measures in the healthcare setting.

Program Objectives - Affective Domain:

- Develop communication skills needed to effectively interact with patients, families, and members of the healthcare team in a therapeutic and professional manner.
- Acquire the ability to show respect for the diversity of others including, but not limited to, sociocultural, socioeconomic, spiritual, and lifestyle choices.
- Develop a pattern of personal growth and improvement and a commitment to lifelong learning.

Accreditation

Effective for Students Enrolled Fall 2026 and After: The Surgical Technology program at Berkeley College is currently not accredited by any programmatic accrediting agency for Surgical Technology education. Berkeley College is seeking programmatic accreditation; however, there is no guarantee that accreditation will be granted or achieved within a specific timeframe.

Applicants should understand that graduating from a non-accredited Surgical Technology program may affect eligibility for certain certifications and employment opportunities and that some employers and credentialing organizations may require graduation from an accredited Surgical Technology program.

Students are encouraged to review certification eligibility requirements and employment expectations within the state(s) where they intend to seek employment.

Effective for Students Enrolled Prior to 2025: The Surgical Technology Program at Berkeley College has had its accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) withdrawn, effective January 16, 2025.

As a result, this program is no longer recognized as meeting CAAHEP standards. Please note that all currently enrolled Surgical Technology students, as of January 16, 2025, are considered to be attending a CAAHEP accredited program. For additional information, please visit the CAAHEP website at www.caahep.org.

Core Performance 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 School of Health Studies is committed to providing reasonable accommodation(s) in its academic programs to qualified individuals with disabilities, including but not limited to learning disabilities. A reasonable accommodation is one that does not require a fundamental alteration to the nature of the program or lower academic and/or clinical standards.

Throughout the program, students must be able to perform in a reasonably independent and timely manner that does not affect the quality of care, the safety of patients or other individuals, and in a way that does not adversely affect the School of Health Studies, clinical affiliates, or any member of the healthcare team.

Students must be able to meet all of the performance standards outlined below, with or without reasonable accommodation(s), in order to be admitted and progress in the program. Individuals requiring accommodations while enrolled in the program are encouraged to speak with a representative of the College's Office of Accessibility Services before enrolling in clinical and/or laboratory courses. These core performance standards are required skills in order to render safe care to patients in the clinical setting.

Some chronic or recurrent illnesses and/or problems could interfere with patient care and safety and may be incompatible with surgical technology education and practice, because they may lead to a higher chance of absences. Surgical technology students are not required to disclose any chronic and/or recurrent illness and/or disability/ disabilities; however, students with concerns about meeting these technical standards are strongly encouraged to discuss the issues with the Department Chair and/or the Office of Accessibility Services. Deficiencies in knowledge, skills, judgments, integrity, and/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 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.

It is the student's responsibility to understand the duties, responsibilities, skills, and abilities required to be a surgical technologist. In addition to the technical standards described below, students are encouraged to review the information regarding surgical technologists at the O*NET website.

The following list is not meant to be all-inclusive, but instead it offers examples of required activities. Students are encouraged to review the standards carefully; if there are any questions or concerns, they should be discussed with the Chair of the Allied Health – Surgical Department and/or the Office of Accessibility Services.

Core Performance Standards

- 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.
- Perform all laboratory and clinical skills within a pre-established timeframe that ensures safe patient care.

Academic Policies

- Academic Progression and Grading Criteria
- Add/Drop Policy
- Attendance and Participation
- Class Hours
- Course Withdrawal
- Credit for Prior Learning
- Graduation
- Transfer Credit

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. A student failing either the didactic, clinical, or laboratory component of a Surgical Technology (SUR) course will fail the entire course. Failure of a Surgical Technology (SUR) course is defined as any grade below the minimum progression requirement of C+.

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). Any grade below a C+ (75 percent) is a failing grade.

The minimum passing grade required for Medical Terminology is a C (70 percent). Any grade below a C (70 percent) is a failing grade.

Repeating Courses

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.

Surgical Technology students who receive a grade of C or below in any of the following Science (SCI) 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. A minimum grade of C+ in the repeated course is required to pass the course.

Surgical Technology students who receive a grade of D or below in Medical Terminology must repeat the 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.

Administrative Withdrawal

Students enrolled in the Surgical Technology program who are absent for the first two (2) weeks of SUR1100, Fundamentals of Surgical Technology, (lecture or lab) will be administratively withdrawn from the program and will be eligible to join a future cohort based on course and space availability. Students who wish to appeal this decision can email a letter to the Chair of the Allied Health - Surgical Department outlining the reasons why they 1) missed the first two weeks of class; 2) how they intend to make up the missed work; and 3) why they should be reinstated into the course.

Automatic Dismissal

Students enrolled in the Surgical Technology program are only permitted two (2) attempts at passing any core Surgical Technology (SUR) or Anatomy and Physiology course. A passing grade in the repeated course is required in order to remain in the program.

Surgical Technology students who fail or withdraw from any core SUR or Anatomy and Physiology course will be given one (1) opportunity to retake and pass the course. Therefore, students who fail a second core SUR or Anatomy and Physiology course, or who withdraw from a second core SUR or Anatomy and Physiology course due to non-attendance or failure to complete the required coursework, will be dismissed from the Surgical Technology program.

Students who do not complete the program will be allowed one opportunity to return. Students are eligible to return at the start of the subsequent semester following withdrawal. Separation from the program for any reason will count as a course failure or withdrawal. In some cases, students may withdraw from the college or require a leave of absence due to extenuating circumstances. Extenuating circumstances include: 1) Incapacitating illnesses (personal or immediate family member), 2) Death of an immediate family member, or 3) Judicial or active military obligations. If any of these extenuating circumstances, or those outlined in the College's voluntary medical or unforeseen circumstance leave withdrawal policy (https://berkeleycollege.edu/pdf/voluntary-medical-or-unforeseen-circumstance-withdrawal-policy-and-procedures.pdf), are applicable, the separation from the program will not count as a course failure or withdrawal.

Program Dismissal Appeal

Students who are dismissed from the Surgical Technology program for violating policies outlined in this Student Handbook Supplement will receive official notification from the College's Allied Health - Surgical Department Chair. Any student dismissed from the program for reasons other than academic integrity violations may ask for a review of the circumstances leading to the dismissal and request the possibility of being readmitted into the program. This appeal should be sent to the Allied Health-Surgical Department Chair within six (6) months of the date of dismissal using the following mechanism:

- Student outlines a written appeal to the Chair of the program of study detailing reasons why the dismissal should be reversed. Such appeal should include relevant documentation, a detailed summary of the circumstances that have changed that will lead to success, and any other appropriate supporting facts.
- The Chair will review the appeal and conduct an appropriate investigation with a committee comprised of representatives of the School of Health Studies.
- After reviewing all relevant documentation, the committee will deliberate, vote, and present their final decision to the Department Chair who will then share it with the School Dean. All decisions made by the committee will be final and cannot be appealed. The Department Chair will notify the student and Academic Advisement of the committee's decision in a letter sent via email and via the U.S. Postal Service.

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 from the first week of the term. Clinical courses cannot be added to a student's schedule after the start of the term.

Attendance and Participation

Attendance, punctuality, and professionalism are key elements of any healthcare professional role. Unexcused absences or habitual tardiness at lecture, laboratory, clinical/internship/practicum experiences, and other similar experiences, will not be tolerated and could result in dismissal from training and/or failure of the course.

Students are expected to participate in each of their courses through regular attendance at lecture, laboratory, clinical/internship/practicum training, and other similar experiences. Students are expected to meet the requirements of coursework as assigned, including completing assignments as scheduled. For courses in which some of the meetings are asynchronous, e.g., remote or blended learning, students are expected to participate in a similar manner.

While attendance itself is not used as a criterion for academic evaluations, grading is frequently based on participation in class discussion, laboratory work, performance, field experience, and/or other activities that may take place during class sessions. In addition, attendance is required for in-class assessments. If these areas for evaluation make class attendance essential, the student may be penalized for failure to perform satisfactorily in the required activities. Grading based on participation in class activities will be explained in the course syllabus.

In all circumstances, it remains the student's responsibility to promptly initiate discussion about absence and arrangements for making up any missed work with each instructor. Students are encouraged to work directly with their instructor for any needed flexibility, and with the Program Chair for supplemental support as needed. Absences from class are handled between students and instructors.

For clinical/internship/practicum training students should follow the program-specific policy as delineated in the Student Handbook.

Class Absence(s)

Absences from class are handled between students and instructors (or in the case of clinical training between students and the clinical instructor or clinical preceptor). The instructor may request documentation to substantiate the reason for the absence and consider said documentation at their discretion, while maintaining a student's right to privacy. Students are expected to provide requested documentation in a timely manner.

Advance Notification for Non-Emergency Planned Absence(s)

A student may need to schedule a planned absence from class. The student should discuss the planned absence(s) with the appropriate program representative and receive approval **two weeks prior** to the day(s) of absence. Table 1. Notification Policy for Non-Emergency Planned Absences offers instructions on the appropriate program representative in the School of Health Studies students must inform regarding the planned non-emergency absences.

Upon advanced notification excused absences may be granted for situations specifically addressed below.

- Absence due to religious observance
- Participation or attendance at events sanctioned by College and/or the School of Health Studies.
- Academic pursuits
- Non-emergency medical reasons (e.g., elective surgeries or treatments).
- Planned absence due to Career Services activities
- Planned absence due to active military duty

Outside conflicts need to be avoided; for example, students must not schedule work hours or other obligations during synchronous class sessions, which could be in person or online, during clinical/internship/practicum training, or during the final assessment period. Students should not schedule leisure activities/vacations during the scheduled academic session course dates and the final assessment period. It is expected that every student will be present, on time, and prepared to participate when scheduled class sessions begin.

	Course Type & Who to Notify		
Program	**Lecture**	**Laboratory**	**Clinical Training (including rotation, internship, practicum)**
Surgical Technology	Instructor	Instructor	Clinical coordinator, **and** clinical site monitor, **and** submit *Excused Absence Request Form* **and** receive approval prior to planned absence

Failure to provide advance notification will result in the absence(s) being considered unexcused. Advance notice is not expected in cases of sudden illness or other unforeseen conflicts. Refer to the section below for non-planned absences.

Excused Absence Criteria for Non-Planned Absences

In case of an emergency, sudden illness or other unforeseen conflicts, students may request for an absence to be marked as excused absence, by filling out the **Excused Absence Request Form**. Excused absences are granted for situations specifically addressed below. All absence requests must be accompanied by contemporaneous supporting documentation. The following criteria are recognized for granting excused absences:

1. The student has a death in the immediate family. An announcement of the family member's funeral arrangements may be presented as supporting documentation.
2. The student is admitted to a healthcare facility to receive necessary medical care. In the case of an injury or illness, a physician's note (and/or evidence documenting such an absence) is required. The Program Chair or the Clinical Coordinator reserve the right to ask for additional supporting documentation in support of the physician's note. Seeing a doctor does not satisfy the requirement

for a medical excuse. Late presentation of a note or retroactive application may affect the determination of whether the absence is excused.

3. Situations beyond the control of the student and related to exceptional circumstances.
4. Special Circumstances
    - Should requests for academic flexibility be made by the Student Development and Campus Life (SDCL) and the Title IX Coordinator - from the perspective of a Reporter victim or a Respondent, on behalf of a student, instructors will work with the student and the SDCL as necessary/appropriate to determine the type of flexibility/accommodation the student may benefit from.

	Course Type & Who to Notify		
Program	**Lecture**	**Laboratory**	**Clinical Training (including rotation, internship, practicum)**
Surgical Technology	Instructor	Instructor	clinical coordinator, **and** clinical site monitor, **and** submit *Excused Absence Request Form*

Attendance and Participation During Clinical Training

Excused Absence

Due to the very specific nature of the student learning goals and outcomes, the number of absences during laboratory and clinical training is limited even when the absences may fall under the excused absence criteria. The table below shows the number of permissible excused absences for each clinical/internship/practicum course.

Course	Program	Total Clinical Hours	Excused Absences	Make-up Needed
SUR 2280	ST	250	2	Yes*
SUR 2290	ST	250	2	Yes*

*Important Note: Make up of missed clinical days may be required in order to meet the mandatory 500-hour clinical experience requirement. Due to the specific learning objectives and required clinical experiences of the Surgical Technology program, regular attendance is required. Students may have no more than two approved excused absences in each clinical practicum course. Make-up opportunities are subject to the clinical site's schedule, capacity, and availability.

Tardiness (Applies to Both Laboratory and Clinical Training)

Repeated tardiness is considered improper professional behavior and may result in disciplinary action, including, but not limited to, dismissal from the clinical sites, failure of a course, and/or dismissal from the program. Clinical or laboratory tardiness is defined as arriving after the designated start time of the clinical or laboratory experience. A student who anticipates being late to clinical or laboratory, must directly contact the College* representative as instructed (e.g., the clinical or laboratory instructor, the clinical site monitor, and/or the clinical coordinator), or a representative of the clinical site (students to follow instructions provided by the clinical coordinator). Student must inform (report to) the College representative (e.g., faculty, or site monitor) or the clinical facility representative as soon as they arrive at the clinical site.

- The first tardy occurrence will result in a verbal warning and a note will be placed on the student's record.
- A second tardy occurrence will result in a written warning, student will be sent home, and an absence will be recorded for the component of the course (laboratory or clinical experience).
- A third tardy occurrence will result in the student dismissal from the clinical site** and course failure***.

*Note: Students must inform the instructor of College Representative. Communicating being late to another student is not permitted.

** If a student is dismissed from the clinical site for cause, Berkeley College is not obligated to place the student at another clinical site. Therefore, the student will be subject to dismissal from clinical training and will fail the course. In such cases, student's graduation will be delayed.

***A course failure may result in program dismissal based on the maximum number of course failures allowed for the program.

Unexcused Absence

As stated in prior sections of the policy, students are required to inform representatives of the School of Health Studies (faculty, the Clinical Coordinator, and/or the Program Chair) that they will not be at the clinical site. For specific programs students must notify the clinical facility as well. Instances when the student does not attend a clinical training day and fails to inform the College representative and/or the clinical site representative (a.k.a. No Call, No Show) will result in dismissal from clinical training and course failure.

Extenuating circumstances that impede the student to provide the required notification will be evaluated by the Program Chair. It is the student's responsibility to provide documentation that clearly demonstrates that the student could not provide the mandatory notification on-time.

Class Hours

Generally, classes are in session from 7:00 AM to 11:00 PM, Monday through Friday. Saturday classes may be scheduled from 7 AM to 2 PM. Clinical rotations typically are scheduled from 7:00 AM until 3:00 PM, Monday through Friday.

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 (2) weeks of classes do not appear on the student's transcript. Withdrawal from a 15-week course between weeks three (3) and twelve (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 core Surgical Technology (SUR) or one Anatomy and Physiology course during the length of their Surgical Technology program. Students who withdraw from a second core SUR or Anatomy and Physiology course due to non-attendance or failure to complete required coursework will be dismissed from the Surgical Technology program.

A grade of W will be assigned to students who enrolled in but did not participate in a course. Students who do not officially drop a course will receive a letter grade that reflects their achievement.

Credit for Prior Learning

Students enrolled in the Surgical Technology program may be eligible to receive credit for prior learning if they possess active healthcare licenses and/or certifications and said licenses and/or certifications are in good standing. Details regarding the College's Credit for Prior Learning Policy can be found in the 2026-2027 Undergraduate Catalog.

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+
- Pass Medical Terminology with a minimum grade of C
- Successfully complete the prescribed clinical case requirement
- Successfully complete the prescribed course of study with a minimum average of 2.00 (C)
- Meet the credit-hour requirements for the major
- Discharge all financial obligations to the College
- Participate in the National Board of Surgical Technology and Surgical Assisting certification examination or an examination offered by another nationally recognized surgical technologist credentialing organization.

Additional information regarding graduation can be found in the 2026-2027 Undergraduate Catalog.

Transfer Credit

In addition to the transfer credit guidelines outlined in the Berkeley College 2026-2027 Undergraduate Catalog, 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 Surgical Technology (SUR) and Science (SCI) transfer credits, and the credits must have been earned within the last five years.
- 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.

Note that transfer credit will be evaluated on a course-by-course basis based on the recommendation of the Department Chair/Director and/or School Dean.

Clinical Requirements and Responsibilities

- Cardiopulmonary Resuscitation (CPR) Certification
- Clinical Case Logs
- Clinical Case Requirements
- Clinical Clearance Requirements
- Clinical Paperwork
- Clinical Practicum
- Clinical Time Schedule
- Communicable Disease
- Counting Cases
- Definition of Surgical Case Roles
- Health Requirements
- Latex Sensitivity
- Malpractice Insurance
- Record of Clinical Attendance Time
- Site Visit by Program Personnel
- Student Work Policy
- Transportation

Cardiopulmonary Resuscitation (CPR) Certification

Students enrolled in the Surgical Technology program must successfully pass the health provider Basic Life Support (BLS) course prior to participating in clinical practicum rotations. This course teaches high-quality cardiopulmonary resuscitation (CPR) for adults, children, and infants. Once obtained, the certification must remain current while enrolled in the Surgical Technology program.

Students will be scheduled for the CPR course as part of their program of courses. Any student who fails to attend or fails to pass this course will not be permitted to enroll in courses containing a clinical practicum component.

Clinical Case Logs

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

In addition, all surgical cases and attendance at the clinical site must be entered by the student into the prescribed clinical tracking system. Failure to log all case information into the clinical tracking system in a timely manner could result in course failure.

Clinical Case Requirements

During the clinical portion of the program, students must complete a minimum of 120 cases. The required clinical case requirements are defined by the Association of Surgical Technologists in the Core Curriculum for Surgical Technology, 6th edition. The breakdown of cases and specialties is as follows:

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**			

DEFINITION OF SCRUB 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.

Clinical Clearance Requirements

In preparation for clinical rotations, students must submit all required clinical clearance documentation by the established deadlines. Students should refer to the Clinical Clearance Canvas course for detailed instructions regarding each requirement and are encouraged to contact the Clinical Coordinator with any questions or concerns.

Weeks 1 - 8

1. Student prepares required documentation
2. Student schedules a medical appointment with a licensed healthcare provider
3. Student completes required bloodwork and immunization titers
4. Student participates in mandatory American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR) training and obtains a valid Basic Life Support (BLS) certification

Week 9 (Due by Saturday 11:59 PM)

1. Completed student and healthcare provider health forms
2. Laboratory work, including all required immunization and titer reports
3. If required, a full chest x-ray report within the last three (3) months
4. Non-expired government-issued photo identification (passport or driver's license and provide proof of a social security card)
5. Proof of health insurance
6. Proof of COVID-19 vaccination
7. Basic Life Support (BLS) certification card (must remain current for the duration of all clinical rotations)
8. Proof of seasonal influenza vaccination

Week TBD (Due by Saturday 11:59 PM)

1. Urine drug screening (due by the designated deadline)
2. Background check (instructions and deadlines to be provided separately)
3. Mask Fit Test (if required by the clinical site)

Students who fail to submit health forms in totality by the established due dates will be withdrawn from the clinical course, and a course designation of WF will be assigned. Students are reminded that a WF will be treated as a course failure, which may impede the ability to progress in the program. Failure to comply with the clinical clearance process outlined above for a second time will result in immediate dismissal from the Surgical Technology program.

Students are responsible for retaining copies of all submitted documentation provided to the Clinical Coordinator. The Allied Health - Surgical Department reserves the right to make administrative adjustments to clinical placements as necessary.

Clinical Paperwork

Students are responsible for having adequate copies of all blank forms for use at the clinical site. These forms will be distributed during scheduled classes.

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.

Many clinical affiliates now require personal interviews prior to accepting students for practicum assignments. Therefore, students should be prepared with a current resume, professional attire, and a professional outlook on the career.

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.

Clinical Time Schedule

The clinical time schedule will be assigned at the beginning of each term at the discretion of the Clinical Coordinator, based on site availability. Day, evening, and/or weekend schedules may be assigned.

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 they have 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.

Students must provide appropriate proof of immunity as follows:

- Blood titers for measles, mumps, rubella, and varicella. If not immune, the student must comply with the full vaccination series for these titers.
- Hepatitis HBs:Ag and HBs:Ab blood titers and/or full vaccination series for the Hepatitis B vaccine.
- A negative QuantiFERON blood test within the last twelve (12) months and/or a negative chest X-ray within three (3) months if the QuantiFERON blood test is considered positive.
- A Tdap vaccine administered within the past ten (10) years.

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 Centers for Disease Control and Prevention. 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.

Counting Cases

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

1. Procedures on the same patient that require different set-ups and includes different specialties may be counted as separate cases.
    - A mastectomy procedure (general surgery) followed with immediate reconstruction and/or augmentation (plastics and reconstruction) are counted as separate cases.
    - A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented because the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
2. Patient requires a breast biopsy followed by a 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 procedure – one case.

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

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

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. The student is observing a case in either the sterile or nonsterile role. These observation cases are not to be included in the required case count, but must be documented by the student.

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 must provide appropriate proof of immunity as follows:

- Blood titers for measles, mumps, rubella, and varicella. If not immune, the student must comply with the full vaccination series for these titers.
- Hepatitis HBs:Ag and HBs:Ab blood titers and/or full vaccination series for the Hepatitis B vaccine.
- A negative QuantiFERON blood test within the last twelve (12) months and/or a negative chest X-ray within three (3) months if the QuantiFERON blood test is considered positive.
- A Tdap vaccine administered within the past ten (10) years.

The School of Health Studies requires all clinical students to have a yearly influenza vaccine. Additionally, a COVID-19 vaccine and available boosters are required. Please note that some sites may also require weekly PCR testing in addition to the COVID-19 vaccination series. Failure to comply with these immunization requirements may prohibit students from attending clinical courses. Additionally, proof of individual health insurance or being an eligible dependent or beneficiary of another person’s accident and health insurance policy is required. Students not able to meet this requirement may find it difficult to complete the required clinical clearance process, clinical rotation(s), and/or progress in the program.

A negative 12-panel pre-clinical urine toxicology screening is also required by the established due date. This includes screening for:

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

The cost associated with all required drug screenings, including initial and repeat testing, will be the responsibility of the student.

By submitting the results of a urine toxicology screening to Berkeley College, the student authorizes Berkeley College to share those results with any clinical facilities or affiliates that request such information as part of clinical placement requirements.

Any student who fails to submit the required documentation outlined above within the established time frame will be withdrawn from the Operating Room Clinical Practicum I (SUR2280) course and will earn a WF as a first attempt. Students are reminded that a WF will be treated as a course failure, which may impede the ability to progress in the program. Failure to comply with the health requirements outlined above for a second time will result in immediate dismissal from the program. Students are responsible for retaining copies of all submitted documentation provided to the Clinical Coordinator. The Allied Health - Surgical Department reserves the right to make administrative adjustments to clinical placements as necessary.

Upon readmission, reinstatement, or 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 required to submit to an updated urine toxicology screening during the specified time. The cost associated with any such repeat drug screening will also be borne by the student.

A negative drug screen at all times is mandatory to progress in the Surgical Technology program during clinical education and rotations. Students with a positive drug test result, inconclusive results, or evidence of specimen tampering will be subject to immediate dismissal from the Surgical Technology program.

Medical documentation or provider notes, including those from licensed healthcare professionals, will not exempt a student from compliance with this drug screening policy or alter program progression requirements.

Health Advisory

Berkeley College’s Surgical Technology program is physically and mentally challenging. During the laboratory and clinical portions 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.

Students may be exposed to a variety of other situations and substances which could potentially affect students with medical conditions that include, but are not limited to, asthma, allergies, and pregnancy. If a student becomes pregnant during the practicum, these exposures can harm the student’s unborn baby. If you are concerned, you should consult with your healthcare provider prior to participating in the clinical practicum to ensure you are 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 their healthcare provider will be afforded the opportunity, once medically cleared, to return to the program pending course availability.

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 approximately eight to twelve percent of healthcare workers.

Students with known latex sensitivity and/or allergies must provide the College's ADA Coordinator with documentation of the specific sensitivity/allergy along with suggested safety guidelines from the healthcare provider in order to request a reasonable accommodation. Information regarding the student's latex sensitivity/allergy will be shared with clinical affiliates as applicable.

Students with documented latex sensitivity/allergies are responsible for carrying their own medication to counteract the allergy. Any costs related to the allergy screening and/or treatment will be borne by the student.

If a student has a suspected reaction, he or she must report it to the clinical site as well as to the College's Clinical Coordinator and ADA Coordinator.

Berkeley College cannot guarantee a latex-free environment, including in its classrooms, laboratories, and/or during clinical rotations.

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 Clinical Practicum courses.

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.

Site Visit by Program Personnel

A representative of the Allied Health - Surgical Department will visit each site at least once per term to evaluate student clinical learning experiences. Additional visits may be scheduled as deemed necessary by the Department. Unannounced visits may also be made as needed. Each site visit will be documented.

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.

Transportation

Students are responsible for transportation to and from clinical sites. Any parking or transportation fees are the responsibility of the student. Students should not expect to be placed at a clinical site within their immediate surrounding area. Clinical placement depends on several factors including site availability and the status of the clinical affiliation with the College. Clinical placement can be made within a 50-mile radius of the student's home campus and depends upon site availability.

Student Rights and Responsibilities

- Complaints and Grievances
- Confidentiality
- Criminal Background Check
- Dress Code
- Emergency Care
- Professionalism

Complaints and Grievances

For policies and procedures regarding student complaints and grievances, including grade appeals and other academic grievances, please see the Student Complaint Procedures.

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 (https://www.hhs.gov/hipaa/index.html) to review the entire Health Insurance Portability and Accountability Act (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 their 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, but is not limited to, any discussion held in public areas such as elevators, hallways, and cafeterias. It also includes, but is not limited to, 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 a healthcare facility is strictly prohibited.

Social networking has become one of the main sources of communication 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 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 and/or posting confidential or proprietary information about clinical facilities and/or rotations and/or 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, and/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, click here.

Criminal Background Check

A criminal history background check is required for all students in the Surgical Technology program prior to participating in clinical rotations and may be conducted annually or at the discretion of clinical affiliates. Not passing a background check may prohibit the student from progressing in the program and from becoming certified to work in the field. In instances where a student's criminal background check contains information related to past criminal activity, Berkeley College cannot guarantee that it will find suitable clinical placement(s) because the decision to allow students to complete clinical rotations is at the sole discretion of the clinical affiliate. If the student is denied clinical placement by the clinical affiliate due to criminal history information, that student will not be permitted to continue in the program. If the offense is expungable, the student is encouraged to seek legal counsel. If the student's record is cleared, and the record shows as "clear," the student is eligible for progression, provided all other clinical eligibility requirements are met.

If a charge, arrest, and/or conviction occurs while a student is 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 within two business days after the event occurs. The required notification must include a description of the circumstances surrounding the charge, arrest, and/or conviction. Subsequent to this notification, the student should make an appointment with the Department Chair to discuss their options. Failure to notify the Department Chair of a charge, arrest, and/or conviction may result in the student being removed from the Surgical Technology program.

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 the 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.
- Artificial eyelashes are prohibited.
- 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.
- 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, flip flops, 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 where they are assigned for their clinical practicum, the employment name badge may not be worn during clinical assignments.

Emergency Care

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.

Professionalism

Students are preparing for membership in a profession that serves the public – a public that expects a high standard of professionalism. While participating in the classroom/laboratory/clinical portion of the program, students are expected to present themselves in a professional manner at all times by demonstrating integrity, respect, and compassion and are expected to be thoughtful and professional when interacting with faculty, staff, patients and their families, healthcare providers, preceptors, affiliated institutional staff, and other students.

It is expected that during the lecture and laboratory portion (as applicable) of their courses, students will:

- Arrive at class on time. Students who anticipate being late must notify their instructor at least 30 minutes prior to the start of class.
- Not disrupt the lecture or laboratory instruction by engaging in private conversations.
- Refrain from eating or drinking while in the laboratory.
- Refrain from inappropriate behavior, such as verbal abuse, angry outbursts, etc.
- Not engage in personal phone conversations, text messaging, or the use of social media while participating in the didactic, laboratory, and/or clinical portions of their program. To the extent possible, electronic devices should be turned off or placed in silent mode.

It is expected that during the clinical portion of their courses, students will:

- Uphold school policies and regulations related to academic and clinical performance.
- Refrain from performing any technique or procedure for which they have not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates an unnecessary risk of injury to the client, self, or others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Communicate client care in a truthful, timely, and accurate manner.
- Protect patient privacy, which is governed by HIPAA. Information about patients and/or their circumstances should not appear on social media sites.

If, while enrolled in a clinical course, a student's level of professionalism and/or performance presents 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 immediate potential harm to either the student and/or their clients, the program faculty and/or preceptors have the responsibility to remove the student immediately from the clinical setting. A student who recognizes that they have made a clinical error is obligated to report the situation to their instructor immediately and to take necessary measures to ensure subsequent patient safety.

In addition, students enrolled in the Surgical Technology program may be suspended, or expelled, from clinical studies for reasons associated with academic misconduct. These reasons include, but are not limited to, the following:

- Failure to follow Health Insurance Portability and Accountability Act (HIPAA) Guidelines by maintaining the confidentiality of patient information and records.
- An act of dishonesty involving clinical work.
- Falsification of credentials.
- Inappropriate use of electronic devices such as, but not limited to photographing, recording, and/or transmission of patient information.
- Any behavior by a student that jeopardizes the affiliation between Berkeley College and the clinical site, or any behavior that causes Berkeley College to lose a clinical site.

Professional demeanor is also required while students are on virtual sites, such as online social networking sites. All students are expected to abide by the College's Social Media policy.

As members of the healthcare profession, it is imperative that students recognize their responsibilities to society and their patients and exhibit behaviors representing high standards, polite etiquette, compassion, and respect for human dignity in both the classroom and clinical settings.

Professionalism will be a graded component of all core surgical technology courses via the completion of the Professional Development Achievement Tool (PDAT). This form is included as part of the course syllabus. Students must achieve 90% or higher on each PDAT form. Those scoring less than 90% on their first PDAT will receive remediation and a verbal warning; scoring less than 90% on two PDATs will result in a written warning; and scoring less than 90% on the third PDAT will result in automatic dismissal from the Program.

Click for more general conduct and safety requirements applicable to all Berkeley College students.