



Surgical Technology Student Handbook

2016-2017

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1. Surgical Case Requirements

General information

Description of the Profession of Surgical Technology:

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Standards and Guidelines:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP), Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), the American College of Surgeons (ACS), and the Association of Surgical Technologists (AST) cooperate to establish, maintain and promote appropriate standards of quality for educational programs in surgical technology and to provide recognition for educational programs that meet or exceed the minimum standards outlined in these accreditation **Standards and Guidelines**

Introduction

The Surgical Technology program at Colorado Mesa University is five semesters in length. Required Essential Learning and pre-requisite courses are completed the first year and summer. The second year consists of SUTE program courses, followed by a summer semester of applied experience at an affiliated hospital surgery areas located in western Colorado arranged by the program director. The majority of SUTE courses are delivered in a lecture and lab setting. Resource material is delivered online with lab sessions held at St. Mary's Surgical Lab on the second floor. Meetings on campus may be required at times. Lab session dates are pre-determined prior to the beginning of the semester. Due to the time intensive nature of some lab set ups, the lab sessions are required and generally cannot be made up if missed. All SUTE courses are taken concurrently for each semester offered and in sequence starting in the fall each year. Part time course work is not allowed. Please see attendance policy.

Summary Philosophy

The field of Surgical Technology is limited only by the preparation and motivation of the participant. This discipline encompasses practice in a broad number of settings and requires preparation in a number of subject and practice areas. The objective of this program is to provide the student with the background and tools necessary to successfully navigate the National credentialing process and secure entry level employment in a variety of surgical work environments. Equally important is the transition from student to professional and the beginning of a lifetime of learning.

Teaching is not telling. Our role as educators is to mentor, guide, and provide an environment in which learning can take place. The learning styles of students vary, so material is presented in various formats. Learning is an active process on the part of the student. The transition from student to professional is neither easy nor fast and will not occur without commitment on the part of the student, no matter how skilled or dedicated the teaching staff. In order to reach the entry-level competencies, motivation on the part of the student is essential. Much of this program is based on class participation, building on fundamental cases and progressing in skill level. Concentrate on building critical thinking skills as much as mastery of facts and processes. There is no way that in the short time allotted that all of the entry-level competencies can be covered. You will become responsible for your own education.

Student Time Commitment

For every hour spent in class, a student should expect to spend at least two hours outside of class. The Curriculum Policy at Colorado Mesa University expects that for every credit hour granted, a minimum of 45 hours of work is expected. A good rule of thumb for coursework is to assume that for every hour of credit, you will spend 2-3 hours per week outside of class. For a three-credit hour course, a student should plan to spend roughly 6-9 hours a week.

Program Mission

1. To provide students with a body of knowledge and clinical training to develop entry-level competencies in all routine areas of the Surgical Technology area.
2. To produce graduates who demonstrate ethical behavior and professional attitudes.
3. To provide a quality program, with ongoing assessment, evaluation and revision.
4. To fill a community need for well-trained certified surgical technologies to staff surgical suites.
5. To provide accessible, affordable education and training for residents of western Colorado who are seeking employment in the expanding health care industry.
6. To promote membership and active participation in professional societies.

Goal Statements for Standards of Practice of Surgical Technologists

1. Standards of Practice that provide guidance to surgical technologist practitioners, students, educators, and the health care environment.
2. Promote and contribute to the enhancement of quality care for the surgical patient.
3. To inform the public of the standards of care they are entitled to receive from the surgical technologist.

Student Learning Outcomes

All CMU associate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of the medical laboratory technology major will be able to:

1. Demonstrate the theoretical knowledge and technical skills in the performance of routine laboratory testing. (Specialized Knowledge/Applied Learning)
2. Demonstrate error recognition and the ability to integrate and interpret analytical data and establish a course of action to solve problems. (Critical Thinking)
3. Communicate courteously and effectively with laboratory personnel, other health care professionals, patients and the public. (Communication Fluency)
4. Apply mathematical calculations and statistical methods to ensure the accuracy of laboratory test results. (Quantitative Fluency)
5. Demonstrate laboratory practice standards in safety, professional behavior and ethical conduct. (Specialized Knowledge/Applied Learning)

Objectives for each individual Surgical Technology course are included in the course syllabi given to the student at the beginning of each course.

Program Accreditation

The Surgical Technology program will apply to be accredited through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA) 6 West Dry Creek Circle, Suite 110 Littleton, CO 80120. The accrediting agency that ensures the quality and integrity of educational programs that prepares professionals to work in Surgical Technology.

National Testing

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) retains the sole authority to establish eligibility requirements and make all final decisions regarding eligibility. Before testing, individuals must first establish eligibility by submitting the appropriate examination application form along with the correct fees. NBSTSA does not refund processing fees for ineligible candidates.

Once approved, NBSTSA provides candidates with an Authorization to Test number (ATT), and both the phone number and web address to contact the testing agency to schedule the test.

NBSTSA accepts all properly completed applications from qualified applicants regardless of the applicant's age, sex, race, religion, marital status, disability or national origin.

For a list of Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved surgical technology programs go to www.caahep.org or call 727-210-2350. For a list of Accrediting Bureau of Health Education Schools (ABHES) approved surgical technology programs go to www.abhes.org or call 703-917-9503.

Professional Societies and Certifying Agency Links

<https://nbstsa.org/examinations-cst.html>

www.surgicalassistant.org/index.php/surgical-assisting

<http://www.arcstsa.org/>

http://www.ast.org/AboutUs/Guidelines_Best_Practices/

Faculty

Lorrie Ettenburn: Program Director and Instructor

Letenburn@coloradomesa.edu

Colorado Surgical Clinical Affiliates, 2016

Craig, The Memorial Hospital	Grand Junction, St. Mary's
Delta, Delta County Memorial Hospital	Grand Junction, Veterans Admin Medical Center
Fruita, Colorado Canyons	Gunnison, Gunnison Valley Hospital
Glenwood Springs, Valley View Hospital	Montrose, Montrose Memorial Hospital
Grand Junction, Community Hospital	Salida, Heart of the Rockies RMC
Grand Junction Surgical Center	

Program Cost Estimates for 2016-2017

<http://www.coloradomesa.edu/student-accounts/documents/StudentFeesFall2015.pdf>

<http://www.coloradomesa.edu/student-accounts/documents/undergraduate-in-state-spring.pdf>

Surgical Technology additional fees

** Tuition and Fees are for SUTE courses only		
	SUTE courses Tuition and Student fees	354.83
	SUTE Lab Fees	125.00
Miscellaneous		
	Background Check	60.00
	Liability insurance (annually)	37.00
	Drug Screen	55.00
	TEAS V Exam (at time of application)	90.00
	Parking pass	110.00
Health and Immunizations		
	Varicella (Chicken Pox) Immunization (if needed, or titer)	110.00
	Hepatitis B Immunizations (\$60 x 3)	180.00
	Tetanus immunization (if needed)	15.00
	TST (TB Skin Test/PPD) Testing (annually)	10.00
	Influenza vaccine	15.00
	MMR (proof of two vaccinations or titers)	variable
	Personal Health Insurance	variable
	Immutrax Immunization Tracker	50.00
	Physical Examination	variable
Books-CMU Bookstore		
	Surgical Technology Program Books	800.00
	Lab materials	100.00
Uniforms-used in theory and applied courses		
	Uniforms (\$45 x 2 recommended)	90.00
Incidentals		
	Surgical Technology patch (each)	4.00
	Office Supplies	variable

** Tuition and fees are listed as in-state and assume COF eligibility. Figures do not include cost of Essential Learning and prerequisite courses. This list serves as an estimate to assist students in budgeting. The costs are approximate and are subject to change without notice.

Application and Admission Requirements

Application

The priority application deadline is June 1st for the program. Secondary applications are accepted by July 1st for qualified applicants if space is available. Students may be enrolled or plan to enroll in Essential Learning and pre-requisite coursework at the time of placing the application. All applicants are interviewed. Students are directed to the Surgical Technology website for frequently asked questions, accreditation status, program requirements, TEAS V exams, and the application.

Acceptance

Students that are accepted into the program have met the minimum academic qualifications, successfully passed the interview, and have ranked in the top twelve positions of the applicant pool based on a scoring system. The minimum academic qualifications are a cumulative GPA of 2.5 or above, TEAS V science and math scores of at least 70, and all Essential Learning and pre-requisite coursework completed.

Transfer students

Courses from ARC/STSA accredited Surgical Technology programs will be evaluated on a case by case basis for transfer eligibility. Students wishing to transfer are required to submit syllabi from their previous program to the Program Director for review. Students are directed to CMU's Admissions office for a complete listing of transfer policies and procedures.

Admission requirements

Students that have been accepted into the SUTE program are required to comply with regulatory and health and safety requirements. All requirements must be met for the entirety of the program; students will be required to renew those requirements that expire annually prior to the applied experience.

1. **Physical examination**; all students must present the *Essential Requirements for Surgical Technology* list to the Health Care Provider performing the exam. The physical form is supplied by the department of health sciences and must be completed and signed by the Provider.
2. **Immunizations**: students are required to have a physical examination along with proof of immunizations or immunity; proof of two Measles/ Mumps/ Rubella immunizations, Varicella, Tetanus (current within 10 years), Hepatitis B (this is a series of three immunizations), influenza vaccine as well as a current TB skin test (Either a two-step TST within the past 12 months or proof of negative TST documented yearly for 2 years. If the student has proof of a one-step TST within the past 12 months, a one-step TST should be done.)
3. **Required personal health insurance**: student must submit proof of personal health insurance. Students are required to obtain at their own expense and to maintain for the period of enrollment in the program.
4. **Required professional liability insurance**: students choose the company to supply their liability insurance. Students may apply for insurance through the National Professional Group as a Surgical Technology student. One example of coverage is <http://www.proliability.com/professional-liability-insurance/surgical-assistant-> or choose a different company; however, the policy must be comprehensive general liability insurance covering bodily injury and property damage liability with minimum coverage limits of \$1,000,000 per occurrence/\$2,000,000 general total limit, and medical professional liability insurance with minimum

coverage limits of \$1,000,000 per claim/\$3,000,000 annual aggregate. Students are required to obtain at their own expense and to maintain for the period of enrollment in the program.

5. **Drug Screen:** a mandatory drug screen is required.
6. **Criminal background investigation.** All Surgical technology students require a Criminal Background check.
7. Communication with the Program Director and instructors is best achieved through email. Students are required to use their CMU email address when corresponding with faculty. Electronic communication will facilitate information in a timely and consistent manner. Students are given free email addresses as part of the university community. It is the student's responsibility to check his/her email address on a routine basis. Important student announcements and program information will be sent to all students via email. **Activate CMU email account** by going to the Tomlinson Library computer room (if not already activated). This account is free for CMU students. ***All Surgical Technology students are required to activate - and regularly check CMU e-mail.** *All correspondence regarding the Surgical technology courses will be delivered to the student at the students mavs.coloradomesa.edu email account. This includes information regarding admission to the course, instructions to prepare for the course, assignments, and any other instructions and information needed by the student.
8. Submit a name -tag form. See Ronna Lee Sharp, Professional Administrative Assistant to the Surgical Technology Program to order a name tag.
9. Read the materials associated with and sign the *Statement of Understanding* for the Surgical Technology Program contained within this document.
10. **Additional requirements** set forth by the clinical site during the last semester; which may include but are not limited to drug screening, fingerprints, criminal background check etc.

Surgical Technician Essential Functions

Health care professionals require the performance of essential functions, with or without reasonable accommodations, in order to provide safe care, generate accurate data and communicate effectively to patients and other health care personnel. To effectively train surgical technology professionals, the performance of these functions is incorporated throughout the program. Students are required to demonstrate proficiency of these functions in the campus and hospital labs and applied experience. Students requiring special accommodations are required to notify the program director at the time of program application. The essential functions include, but are not limited to:

Initial beside each statement you understand and able to comply with the statement:

- ____ 1. Intact gross and fine motor skills; precise hand/eye coordination and dexterity and the ability to discriminate tactile sensations.
- ____ 2. Clear speech. (Not required for Sterile Processing Technician Program.)
- ____ 3. Congruent verbal/nonverbal behavior; emotional stability; cooperative; no signs of impaired judgment.
- ____ 4. Able to walk, bend, stoop, kneel, stand, twist, sit, carry, lift, reach hands overhead.
- ____ 5. Able to evacuate a 4-story building in less than 3 minutes.

- ____ 6. Able to sit and stand long periods of time (4-7 hours in class; 8-12 hours in clinical).
- ____ 7. Able to pull 75 lbs; lift 35 lbs; push 100 lbs
- ____ 8. Able to travel independently to clinical sites as assigned..

- ____ 9. Intact short and long-term memory.
- ____ 10. Visual color discrimination and depth perception; near and far vision 20/20 (may be corrected with lenses).
- ____ 11. Able to hear and discriminate alarms (may be corrected with hearing aid).
- ____ 12. Able to detect odors sufficient to maintain environmental safety, including smoke and noxious odors.
- ____ 13. Frequent exposure to electricity, electromagnetic fields, electronic media and latex; chemical hazards including but not limited to disinfecting solutions, dyes, acetone, bleach, and alcohol.
- ____ 14. Possible exposure to toxic drugs; anesthetic gases; ionizing radiation; infectious agents (blood, urine, mucus, saliva, etc.)

MEDICATION MANAGEMENT

The use of medication/substances that may cause drowsiness or otherwise impair mental or physical functioning, whether prescribed, over-the-counter, or illegal, is prohibited during class, lab and clinical experiences because of the potential safety hazards to self, co-workers, and patients.

It is imperative that a student notifies the program director immediately if they no longer meet the Essential Program Requirements listed above. The ability to meet all of these requirements, with or without accommodation, is necessary to be able to demonstrate clinical competency and to meet program outcomes required for graduation. For information regarding disabilities accommodations, please contact the EAS office at CMU.

- ✓ Read, comprehend and accurately remember and apply oral and written procedures
- ✓ Measure, calculate, interpret, analyze, reason, evaluate and explain equipment, procedures, and policies.
- ✓ Solve problems, make critical judgments and initiate corrective action to ensure accuracy and reliability of results in a timely fashion.
- ✓ Organize and prioritize one's work for completion in a timely fashion.

The Behavioral and Emotional Demands required include:

- ✓ Interpersonal abilities sufficient to effectively communicate, both verbally and non-verbally, in a professional, courteous, and respectful manner with patients, physicians' other health care and non-health care employees, students, and laboratory personnel.
- ✓ Emotional stability to recognize and respond quickly and efficiently in unsafe and emergency situations in order to minimize injury to patients, self and nearby individuals.
- ✓ Exhibit compassion and tolerance for others, respect cultural diversity.
- ✓ Emotional stability to function effectively in stressful situations and complete all responsibilities, exercise sound judgment, is flexible and adapts to sudden unpleasant situations common in the clinical setting.
- ✓ Project a professional appearance by being well-groomed and punctual.
- ✓ Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of one's laboratory responsibilities.
- ✓ Evaluate own performance, accept constructive criticism and seek performance improvement.
- ✓ Maintain a cooperative and productive working relationship with fellow students, patients and other health professionals.

Note: Both Section 504 of the Rehabilitation Act 29 U.S.C.A. Sect. 794 and the new Americans with Disabilities Act prohibit discrimination against 'otherwise qualified' persons with a disability. If an applicant can perform those 'essential functions', he or she is 'otherwise qualified' under the law and must be treated the same as people without a disability. A person who cannot perform the 'essential functions' is not 'otherwise qualified' and may be denied access to the program without being subject to legal action for discrimination. (From NAACLS NEWS, Volume 50, fall 1991)

Academic Services

Advising

General Information: Students are expected to assume responsibility for planning their academic programs in accordance with University and department policy.

1. Student Responsibilities:
 - a. Each student is responsible for obtaining a program sheet the beginning of his or her program detailing the exact requirements for the degree being pursued. The student is ultimately and solely responsible for knowing the requirements for their degree and for fulfilling those requirements.
 - b. Students are urged to consult with their advisors. The University assumes no responsibility for difficulties arising when a student fails to establish and maintain contact with his or her faculty advisor and/or program director.
 - c. All students desiring an education in medical laboratory technology are recommended to be advised by the Program Director or designee upon admission to the university.
 - d. Students will make an appointment to meet with the Program Director at the time of graduation petition (January) for signatures and review of all coursework required toward the degree.
2. Faculty's role:
 - a. The advisor discusses the instructional program requirements and designs an academic plan for the student prior to application to the Surgical Technology program.
 - b. Student progress in pre-Surgical Technology course work is monitored through the Early Alert system and end of semester review of transcripts for each advisee.
 - c. Advisees assigned to the SUTE Program Director are contacted early to arrange an advising appointment if one has not already occurred, at regular intervals, at the discretion of the faculty and as needed by the student.
 - d. Topics discussed include required curriculum, student progress in the classroom and applied experience sites, utilization of learning resources and other academic matters.
 - e. Confidentiality and impartiality are maintained in dealing with student issues.
 - f. Audits of all pre-SUTE coursework are done at the time of application to the program, at admission and periodically throughout the length of the program.

General Student Services

- **Educational Access Services:** In coordination with Educational Access Services, reasonable accommodations will be provided for qualified students with disabilities. Please meet with the instructor the first week of class to make arrangements. Nancy Conklin, the Coordinator of Educational Access Services, can be contacted at 248-1826, or in person in Houston Hall, Suite 108.
- The **Tutorial Learning Center (TLC)** is a **FREE** academic service for all Colorado Mesa University students. Tutors are available on a walk-in basis for many courses. Do you have a quick question? Do you need homework clarification or feedback on a paper? Are you reviewing for a test? Help is available at the TLC! At the main campus, come to Houston Hall 113 to meet with one of our friendly peer tutors. We are open on Monday through Thursday from 8am-6pm, and Fridays from 8am-5pm. We are also open Sundays from 1pm-6pm!! Tutoring at branch campuses and distance tutoring is also available. Check out the website for schedules and locations at www.coloradomesa.edu/tutoring or call 248-1392 with any questions.
- **Research Assistance at the Tomlinson Library:** Reference Librarians can assist you if you need help with research, finding print and electronic resources or citation help. The Reference Desk is on the first floor of the Tomlinson Library located on the CMU campus. And for your convenience, you can Instant Message (IM) a Reference Librarian from the Tomlinson Library home page at <http://coloradomesa.edu/cmulibrary/index.html>. You can also call the Reference Desk at 970-248-1860 or email at libref@coloradomesa.edu with your questions. Other resources for online students can be accessed at <http://www.coloradomesa.edu/msclibrary/ecservices.html>
- **Student Services:** The Office of Student Services works to support CMU students in all aspects of college life, by offering a vast array of services, resources and programs that make each student's time at Colorado Mesa University as exciting and successful as possible. Student Services works collaboratively with faculty, students, and staff to create a campus community that fosters the growth of students as strong individuals and productive citizens. To learn more, go to <http://www.coloradomesa.edu/studentservices>.
- **Student Health Support:** Student wellness is important for a successful college experience. The CMU Student Health Clinic's goal is to provide quality, accessible medical care. Medical treatment and prevention is provided for students and their dependents, similar to the services of a family physician. [Schedule an appointment online](#) or call 970.256.6345.
- **Mental Health Support:** All full- and part-time Colorado Mesa University students are entitled to professional counseling sessions for a small fee with Behavioral Clinical Services, located across the street from the main campus. On-call 24/7 for crises and emergencies: for emergency calls, dial 970.241.6500, press 1, and wait for a series of clicks and pauses to be connected to the answering service and the on-call therapist.
- **Career Services:** Career Services provides resources and guidance for students and alumni in their journey toward reaching their career goals. We take an active role in providing career exploration, workshops, fairs, and on-campus employer visits to encourage students to investigate and gain information while creating their career path. We also help employers make campus connections to build relationships toward meeting their recruitment needs and hiring goals.

Degree Requirements and Program Progression

Curriculum Progression to Graduation

The Surgical Technology program at Colorado Mesa University is 68 credits and five semesters in length. Required Essential Learning and pre-requisite courses are completed the first year and summer. The second year SUTE program courses taken concurrently and in sequence. The program begins in the fall each year and

concludes the following fall with a full semester of applied experience (Practicum) at an affiliated hospital in Colorado.

Suggested course sequencing:

See Program Sheet of the year you are starting Pre-Surgical technology course work.

Program progression:

- All SUTE theory and lab courses (during the third and fourth semesters) will be taken concurrently each semester in order to accommodate the structure of the labs and in sequence to develop and build upon beginning concepts at the start of the program to application of knowledge and skills in the Applied Experience (fifth semester). For these two reasons; once a student has failed one or more courses during the third or fourth semester, that student will be allowed to complete the other courses in the semester, but will not be allowed to progress to the next semester in the program including the Applied Experience. See **Repetition and Program Readmission** policy.
- Students failing one or more applied courses in the program will not be allowed to complete the internship, nor will the student be allowed readmission. A letter grade of "C" is required to pass all applied courses.
- A grade of "I" may be granted and indicates that (a) your course work is qualitatively satisfactory, but for legitimate reasons a small amount remains to be completed and (b) your academic record justifies the expectation that a passing mark would have been obtained if you had completed all course requirements. Please check with your instructor for eligibility for an incomplete and required timelines for completion of work.

Grading Policy

Each student must earn a cumulative grade of "C" or higher in all required courses listed toward an A.A.S in Surgical Technology including Essential Learning or transfer. Additionally, all applied courses must be completed with a grade of "c" or higher.

It is the philosophy of the program that because of the nature of patient care responsibility in the health care professions and the performance standard of the national examination for Surgical Technology, that a higher grading scale should be utilized. The grading scale is as follows:

93-100%	A
84-92%	B
76-83%	C
75% and below	F

A minimum competency level of "C" or 76% must be achieved in all theory and lab SUTE courses in order to proceed through the program to the Applied Experience. Overall competency for each of the courses is achieved by successfully completing at least 76% of the total points allowable by course assessments.

- a. Cognitive and Psychomotor Evaluations: Proficiency for each unit of material presented in the course is expected as well, unless otherwise noted on individual syllabi. If a minimum score of 76% is not achieved on an (midterm or final) exam or lab practicum, the SUTE student must perform remediation by taking a parallel assessment and achieve at least a 76%.

- i. The first exam or assessment score will be used for grading purposes; parallel exam score cannot be used for grade improvement.
 - ii. Failure to achieve a 76% on a parallel assessment will result in the Program Director suggesting the student drop the course.
 - iii. The Program Director will recognize all withdraw deadlines set by the University; a student may receive a “W” if failure occurs within that deadline.
 - iv. Late work submitted beyond the due date and time will result in a 10% reduction in grade for each day missed, beyond three days the grade will be zero. See individual course syllabi for exceptions.
 - b. Affective evaluation: It’s important that students learn appropriate professional behaviors before entering the workforce. Students should view the classroom as a simulation of the workplace setting. Students are observed by the instructor in each lab session for the following skill/criteria.
 - Punctuality and attendance
 - Maintenance and safety of work area
 - Interest and attitude in class
 - Appearance and grooming
 - Attitude toward others
 - Adaptability
 - Accuracy and efficiency
 - Constructive criticism
 - Honesty and integrity
 - Organization
 - c. The syllabus for each course has specific grading information for the affective (behavior), cognitive (knowledge) and psychomotor (technical skills).
 - d. Applied course information: A minimum competency level of “c” or 76% must be achieved in all SUTE courses in order to successfully complete the practicum. Overall competency for each course is achieved by successfully completing at least 76% of the total points allowable by course assessments.
 - e. Cognitive and Psychomotor Evaluations: Proficiency for each rotation is achieved through the use of the Competency Checklist and knowledge review.
 - i. The Competency Checklist contains the minimum evaluation criteria that need to be met as an entry level Surgical Technologist.
 - ii. Students are graded by clinical mentors at the practicum site. A grading rubric and evaluation instructions are given to the site for each rotation.
 - iii. Daily review of the Attendance and Competency Checklist is required; mentors are advised how to proceed with students failing to meet items on the Competency Checklist.
 - f. Affective evaluation: Students will be expected to demonstrate professional behavior at all times and will be evaluated on their behavior by clinical mentors.
 - i. Students must achieve a score of 76% or better in all categories on the Student Evaluation form. Failure to obtain at least 76% in 16 of the 16 skill areas constitutes an *unsuccessful clinical rotation*. The student will be withdrawn from the course *and all co-requisite SUTE courses*. If the withdrawal date has passed the student will receive a grade of “F”.
 - ii. A grading rubric and instructions are given to the student at the beginning of each rotation.
 - iii. The syllabus for each course has specific grading information for the affective (behavior), cognitive (knowledge) and psychomotor (technical skills).
2. Please see the **Curriculum Progression to Graduation, Withdrawal and Refund Policy, Program Dismissal** and the **Professional Conduct and Behavior** policies for more information.

Withdrawal and Refund Policy

Regular class attendance is expected. CMU is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. CMU is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first week of a semester, instructors will report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class.

It is the student's responsibility to withdraw, using the appropriate CMU form, from any class which she/he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline. The SUTE program will utilize all official withdrawal deadlines set forth by CMU and applicable refund policies.

Program Dismissal

General information: Violations serious enough to justify a review by the Program Director for dismissal include, but are not limited to the following policies. Students are to refer to possible causes for dismissal from the *CMU Student Handbook* as well. The following contain possible causes for dismissal:

- Academics: Each student must earn a cumulative grade of "C" or better in all required courses listed toward an A.A.S in Surgical Technology including Essential Learning credits.
- Professionalism. A student shall demonstrate appropriate professional conduct and behavior, and will represent the profession effectively while attending CMU. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students and instructors, and behavior that preserves the safety of others. Professionalism must be exhibited while in the SUTE program and is often evaluated by the instructor within a course as part of the preparation for the applied experience. The instructor will specify evaluation policies and expected behaviors within the course syllabus.
- Academic Dishonesty. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory results, or assisting another to cheat.
- Sexual Harassment. A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a "hostile working environment" according to the CMU Student Handbook.
- Confidentiality. The student must abide by the HIPAA rules of privacy and the "Agreement to Respect Confidentiality". A student shall not share confidential information with anyone except another healthcare provider that has a "need to know" the information, in order to provide proper health care for that patient or to conduct business within the health care setting.
- Criminal Background Investigation. Students are responsible for self-reporting offenses that occur after admission to the Department Head. The Department Head will review offenses with the Program Director and Background Check Committee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate removal from the program.

- **Substance Abuse.** Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and applied experience sites. Students are prohibited from reporting to class and clinical/practicum sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom. Marijuana is considered an illegal drug by federal standards, thus employers have the right to dismiss employees or students that test positive for THC. Students enrolled in the program are prohibited from using marijuana, any student that tests positive for marijuana use will be dismissed from the program. Please refer to Substance Abuse Policy for further information.
- **Misconduct.** Students are expected to refrain from:
 - Acts which disrupt or interfere with the orderly operation of teaching and other academic activities.
 - Behavior that causes, or can reasonably be expected to cause, physical harm to a person.
 - Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life at the University.
 - Refusing to comply with the directions of University officials, instructors, administrators, or staff acting in the performance of their duties.
 - Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
 - Intentionally or recklessly interfering with normal University activities or emergency services.
 - The un-authored or improper use of University property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
 - Violations of criminal law that occur on University premises or in connection with University functions, that affect members of the University community, or that impair the University reputation.

Appeals for Sanctions and Grades

Students wishing to appeal sanctions (academic integrity violations) or grades must schedule a meeting with the clinical mentor or faculty member within five (5) days to discuss the grievance.

- a. If the problem is resolved through the initial meeting, no further action is indicated.
- b. Failing successful resolution, the student may wish to appeal, doing so within five (5) working days by filing a written appeal with the Program Director. The Program Director will render a decision in writing, with explanation, within 10 days.
- c. If dissatisfied with the Program Director's decision, within five (5) working days, the student will file a written appeal with the Department Head.
- d. The Department Head will investigate and render a decision in writing within 10 days.

If the student still does not believe the conflict has been resolved, the student is directed to the Colorado Mesa University Student Handbook for further steps to be taken as follows:

1. Academic Dishonesty Sanction appeal: Students who receive a sanction for Academic Dishonesty have a right to appeal the sanction, and should first review the institutional student policies on Academic Integrity and the appeal process in the CMU Academic Policies Guide.
 - a. Students should first direct their appeal in writing to the faculty member who imposed the sanction.
 - b. Students who do not agree with the result of the decision made by the faculty member may appeal that decision in writing to the Department Head. When the decision regarding the appeal is not resolved within the department, the student may appeal in writing to the Academic Dishonesty Committee. The point of contact for that complaint is the Assistant Vice President for Academic Affairs within 6 weeks of the initial sanction.
 - c. In instances when the Academic Dishonesty Committee issued the sanction that is being appealed, the appeal should be directed to the Office of the Vice President of Academic Affairs.
2. Student Conduct hearing or sanction appeal: Students are expected to abide by the CMU Code of Conduct. Violations of the Student Conduct Code may lead to sanctions imposed by CMU Conduct Authorities.
 - a. A sanction may be appealed by accused students within five (5) working days of the decision. The Colorado Mesa University Student and Academic Policies Guide includes information related to student conduct and the appeal of a Campus Student Conduct hearing or sanction.

Repetition and Program Readmission

When a student has received a grade of less than "C" in a clinical SUTE course or has withdrawn from a clinical course, they have the opportunity to re-enter the Program when the course is offered the following year, as space allows and at the discretion of the Program Director and faculty. The application requirements will be the same as a new program applicant. Eligibility for readmission or repetition of courses is as follows:

- a. If a student withdraws or fails one or more courses in the first semester, that student could petition for readmission to the Program Director for the following fall cohort on a space available basis.
- b. If a student withdraws or fails one or more courses during the spring semester, that student could petition for readmission to the Program Director for the following spring semester on a space available basis.
- c. In either of the cases above: the student will be required to demonstrate proficiency in their previously completed clinical SUTE courses, by written and/or practical examination. These examinations will be administered in content areas deemed necessary by the Program Director and must be passed with a minimum grade of "C" (76%).
- d. Students failing one or more applied courses during the internship will not be allowed to complete the internship, nor will the student be allowed readmission.

Procedure: Those seeking readmission into the program after failing will be considered based on space availability and past scholastic, professional and technical performance. Performance will include objectives which address cognitive, psychomotor and affective domains.

- a. The student must contact the Program Director directly to begin the process of readmission, as well as submit a dated petition letter addressed to the Program Director.
- b. If approved for readmission, an examination period will begin.

- c. Following successful completion of the required examinations, the Program Director and the Administrative Assistant will facilitate the application process for readmission.
- d. Students will be readmitted on a first come, first served basis when internship sites are limited, according to the date all criteria for readmission are met.
- e. Returning students must qualify in accordance with current SUTE program admission requirements.
- f. Readmission is not guaranteed.
- g. Readmitted students must meet graduation requirements as designated in the catalog under which they are readmitted.

Graduation requirements:

All students must petition to graduate in January if they are eligible for graduation in December by completing an "Intent to Graduate" form at the Registrar's Office. Students must complete a program sheet, a graduation-planning sheet and get signatures from the Program Director. The Program Director will gather the signature required of the Department Head. It is the responsibility of the student to ensure that all paperwork is completed by the appropriate deadline. Instructions, forms and deadlines can be found on the MavZone at:

[Colorado Mesa University Petition to Graduate](#)

General graduation requirements:

- a. The student must have completed all required courses in the Surgical Technology program curriculum
- b. A grade of "C" or higher must be achieved in coursework toward major content area,
- c. In some cases, course substitutions or are possible with permission of the Program Director. Requests for course substitutions or waivers must be made in writing to the Program Director. A request for course substitution or waiver is not a guarantee that the substitution will be approved.
- d. The student must have a cumulative "C" average (2.0 GPA) or higher in all CMU coursework.
- e. Students successfully meeting all degree requirements are eligible for graduation.
- f. The AAS Surgical Technology degree conferred is not contingent upon passing a national certification exam.
- g. If a student applies for graduation and fails to complete the program requirements by the end of the semester, he or she will be required to re-apply for graduation when all requirements are met.

Professional Standards

Professional Appearance and Grooming: The purpose of this standard is to prepare and educate students for appearance and grooming expectations in the workforce. Many of the standards are present for professional image, while others are intended to provide safety measures for healthcare workers and the patients we serve. Although a clinical site may have lenient standards, the student must comply with the stricter standard at all times. Students observed in violation of the dress and personal hygiene policy will be given one warning, after that, the student may be excused from courses. All instances of professional dress, appearance and personal hygiene are impossible to list, so it is up to the student to use good judgment when deviating from the standards listed. Students are encouraged to ask the instructor for guidance at these times.

Personal Hygiene and Appearance (Grooming): these standards must be maintained at all times.

1. The hair, body, and mouth are clean and free from offensive odor.
2. Gum chewing, eating, or drinking in a patient care area or laboratory is prohibited.
3. Tobacco use is prohibited, as is the use of any electronic cigarettes.
4. Hair is short or styled in a controlled, restrained manner so hair does not fall into the eyes or face. Hair longer than chin length is styled off the face with a simple band or hair clip. Caps or adorned/colorful restraints are inappropriate. Dyed hair must be of a natural color.
5. Facial hair is clean-shaven or neatly trimmed.
6. Artificial nails or long natural nails are not appropriate for health care workers for infection control reasons. Natural nails shall be no longer than ¼ inch and clean. A solid light colored nail polish may be used, the same color must be used for all nails, nail art is not allowed. Individual clinical sites may restrict the use of nail polish when providing direct patient care.
7. Personal fragrances are not allowed.
8. Makeup is conservative and tastefully applied. Neutral eye, lip, and cheek color that compliments the natural skin color may be used. No frosted makeup, use matte eyeshadow, blusher and lipstick.
9. Jewelry should be kept to a minimum. Permitted jewelry is wedding/engagement ring, watch, and small stud type matching earrings. No more than 2 earrings per ear lobe. Necklaces and bracelets are not permitted. Facial (other than ear lobes) and tongue piercing are not accepted in the health care environment for professional and safety reasons. No jewelry is permitted in actual surgical settings
10. Clothing must cover all body art/tattoos.

Dress Code

Individual course syllabi will specify acceptable dress code for the course. Dress code may vary depending on the nature of the course, e.g. review, lecture, laboratory, conferences and applied experience.

1. Casual attire, if permitted in a course syllabus, would be subject to the following requirements:
 - a. Jeans (when permitted) should be full-length, clean, no holes or slits, and should not drag on the floor. The student must recognize that jeans are not considered appropriate work attire in health care facilities.
 - b. Unacceptable items of clothing include: tee shirts and shirts with pictures/slogans/words, etc., halters, revealing clothing, short shorts and skirts, tank tops, tight clothes, high heels, sandals and long (floor length) skirts. Closed toe shoes are required while in the class at all times. In the health care environment, there are all types of physical and biologic hazards which require that the body be covered as much as possible.
 - c. Business casual, which is required during conferences in the Capstone course, would be subject to the following requirements.
 - d. All clothing should be clean and neatly pressed. Slacks that are similar to Dockers and other makers of cotton type material pants, dress capris, and nice looking dress pants are acceptable. Slacks must be well fitting and the waistline must fall at or slightly below the natural waistline.
 - e. Business casual dresses and skirts, including skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit modestly in public.

- f. Business casual shirts, dress shirts, sweaters, tops, golf-type shirts and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office. Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather.
 - g. Any exceptions to the standard during conferences should include thoughtful consideration on the part of the student. The conferences can often turn into a job interview for the student, so when in doubt, keep to the standard.
2. Laboratory professional attire, the dress code for campus and hospital lab and Practicum.
- a. Uniform: Lab coats will be worn to and from clinical or lab. Fabric must be free of embellishment and thick enough that undergarments are not visible through the uniform. Scrubs will be used from the facility you are working in and must be clean, in good repair and neatly pressed.
 - b. Fit: Uniforms must be well fitted such that skin is not exposed while either upright or bending over in the chest or seat area. Choose tops that cover to mid-hip length to avoid skin exposure while reaching or bending over. Wear a high neckline undershirt if your top gapes in the front when bending over. All students admitted to the Surgical Technology program will have the SUTE patch sewn on the upper left sleeve of the scrub top and lab coat.
 - c. Length: Hem of pants must be full length, reach the top of your shoes and not drag on the floor.
 - d. Undergarments: Undergarments must not be visible through the scrub fabric, avoid color/print undergarments. White/nude shade undergarments are best for both males and females. Students may find white, thin, "long john" type undergarments offer more coverage if the scrub fabric is too thin. White crew socks are to be worn. A white undershirt may be worn with the uniform, it must be short or long sleeved and without embellishment. (No "burnout" out tees, lace, embroidery, logos etc...)
 - e. Shoes: White, clean and polished, leather, professional, or athletic shoes with a closed toe and heel (lace-up shoe preferred). Shoes should not be perforated or made of absorbent material. It may be difficult to find all white shoes; a small amount of color can be covered easily with white shoe polish.
 - f. Name tag: CMU SUTE Student nametag on the outer garment at all times in class and at the clinical site. A clinical site badge (if required) worn on the outer garment at all times.
 - g. Personal protective equipment (PPE's) should be utilized when appropriate. These include, but are not limited to gloves, safety glasses, and a lab coat. Lab coats will be worn in the clinical site as indicated by site policy.

Professional Ethics

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Code of Ethics, Association of Surgical Technology

All students that are enrolled in a program of professional study are expected to abide by professional conduct standards. It is expected that each student will adopt the Code of Ethics of their profession and maintain a demeanor appropriate to that Code at all times.

POSITION STATEMENT CODE OF ETHICS

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team

Confidentiality

1. General information: A confidential communication is one that contains information given by one person to another under circumstances of trust and confidence with the understanding that such information must not be disclosed. Clearly, information about a patient—gathered by examination, observation, conversation, or treatment—is the type of confidential information the law protects.
 - a. Health care professionals are legally and morally obligated to keep confidential any information about a patient's illness or treatment that is obtained in the normal course of their professional duties.
2. Patient right of privacy: Every person has the right to withhold his or her person, personality, and property from unwarranted public scrutiny. This right—called the right of privacy—includes the freedom to live one's life without having one's name, photograph, or private affairs made public against one's will. A negligent violation can have serious legal consequences. A patient places the integrity of his or her person and reputation in the hands of all health care personnel who attend him or her, and they must always be aware of their legal and ethical responsibility to preserve and protect the patient's right to privacy.
 - a. In general, if information from a patient's chart is disclosed without the patient's express consent, or without a court order or express statutory authority, the hospital—as well as those who actually

made the disclosure—may be held liable in damages should the patient be able to prove invasion of privacy or perhaps defamation of character.

3. Standards of Conduct: All members of the health care team are duty bound to treat patients with decency, respect, and the greatest degree of privacy possible. At the very least, this means that the patient should be seen, examined, and handled only by those persons directly involved in his or her care and treatment. Unnecessary exposure of the patient's body or unwarranted discussion of his or her care with third parties will give rise to a legal cause of action for invasion of privacy, with appropriate damages assessed against the offending party. The student must always be alert to any witting or unwitting violation of the patient's right of privacy
 - a. Only those individuals directly involved in care of a patient or client shall have access to patient records or information, whether in electronic or paper format.
 - b. In the academic setting, a patient may be extended to include a guest speaker or individual whose knowledge or experience is used to assist with the students' learning in the classroom or clinical environment. Faculty may also ask students to maintain confidentiality during other learning experiences in which confidential or sensitive information may be shared. (i.e. case studies, group discussions or processes).
 - c. Students may not access patient records of themselves, other students, family members, or patients unless they are directly involved in their care as a student.
 - d. Students may discuss patient information with their instructor and mentor or other involved in assisting with care of a patient.
 - e. Students may discuss their patient with other students to assist with the students' learning in the classroom or in the clinical laboratory site. No discussions (e.g. direct conversations, cell phones, text messaging) can occur outside of these confidential settings, including lunchroom or break rooms, hallways, non-clinical settings, or in social networking media (ie.g. Facebook, YouTube, Instagram, SnapChat, Twitter etc...).
 - f. Students must protect the privacy of those they care for and not reveal patient names or identities on assignments, journals, or any other written or electronic means. Identity refers to name, initials, age, sex, room number, name of hospital, physician, and date of birth.
 - g. Students may not take photographs or video of patients or of patient information, cell phones are not permitted in the applied experience due to this reason.
4. Procedure: Students will receive initial and ongoing education about confidentiality and patient privacy during their education.
 - a. During the summer prior to the Applied Experience, the student will watch a video on HIPAA privacy, found in the Clinical Education Center (CEC) to prepare for the Applied Experience.
 - b. A signature will be required on a *Statement of Understanding* form, stating agreement to comply with this policy.
 - c. The form must be signed and a copy returned to the program director to be placed in student's file before being allowed to attend clinical.

- d. All clinical sites provide students with confidentiality training and documentation as well. SUTE students will provide evidence of confidentiality training at their respective institution and must also submit the signed Confidentiality agreement forms from the clinical site.

5. Disciplinary action

- a. Breach of confidentiality or patient privacy will result in disciplinary action up to and including immediate expulsion of the student(s) involved.
- b. The department head and/or program director will meet with the student(s) to discuss the breach and develop a disciplinary contract that will be in effect for the remainder of the student's degree program. Any subsequent breach of confidentiality or patient privacy will result in immediate administrative withdrawal from the program.
- c. The department head will notify the Vice President for Student Affairs to inform them of the disciplinary contract.
- d. The department head and/or program director will notify the surgical department director when a breach has occurred for a patient at a healthcare facility, and provide information to assist the agency in their investigation and reporting of the breach.
- e. The clinical site may (most likely will) request removal of the student from their facility. In such a case, the student will be dismissed from the program without the possibility of readmission.

Professional Conduct

1. Students are required to develop and demonstrate professional attitudes, behaviors and practice by:
 - a. Exhibiting punctuality and attendance by meeting the attendance requirements for class/applied experience, being on time for class and turning in assignments on time.
 - b. Following the **Professional Appearance and Grooming** policy.
 - c. Exhibiting initiative by preparing for class/applied experience.
 - d. Demonstrating an interest and a positive attitude toward the Surgical Technology profession by participating in learning activities and displaying an independent learning effort, is questioning, engaged, insightful and enthusiastic.
 - e. Exhibiting effective organizational skills by managing use of time, working independently, following instructions, performing accurately and efficiently, learning procedures in a reasonable amount of time under minimal supervision.
 - f. Exhibiting acceptable professional demeanor by projecting a positive attitude; is cooperative and respectful toward fellow students, instructors and members of the healthcare team. Uses appropriate conversation; refrains from inappropriate discussions, uses effective and correct verbal communication. Is adaptable; able to function competently during stressful situations. Demonstrates respect and appreciation for the diversity of team members. Positively resolves conflicts; seeks resolutions. Avoids making negative statements about others.
 - g. Demonstrates honesty and integrity by following established rules, policies and/or commonly accepted professional practice (e.g., academic integrity, confidentiality, error correction, ethical practices, etc.) Accepts responsibilities for mistakes and holds themselves accountable at all times. Knows and adheres to the roles and responsibilities of the profession. Exhibits legal and ethical behaviors, including confidentiality.
 - h. Exhibiting effective professional judgment by recognizing own limitations; effectively carrying out responsibilities within limits of ability; routinely seeks advice of faculty and profits from criticism; thinks critically and is able to make sound judgments.
 - i. Performs safely by adhering to the safety policies and performing duties in a safe manner that minimizes risk to client/patient/customer, self and others.
2. Evaluation and remediation procedure: Student professional conduct and behavior expectations are given at the beginning of each course in the syllabi and are evaluated at regular intervals. The syllabus for each course has specific grading information for the affective evaluation. Opportunities for instructors to evaluate student include, but are not limited to discussion board activities, lab sessions, group work and the applied experience.
3. Dismissal procedure: Students unable to successfully complete an affective evaluation may be subject to dismissal from the program.
 - a. Clinical course: When a student receives <2 on any of the affective categories on the final evaluation, this may be cause for dismissal and the problem will be discussed between the instructor and the program director. A final decision will be reached by the program director in the presence of the Department Head.

- b. The student may appeal the decision by following the **Appeals Process for Academic Dishonesty Sanctions and Grades** process through the Department of Health Sciences policy contained within this handbook.

Health and Safety

Medical Physical

Students are required to have a physical examination. All students must present the Surgical Technology *Essential Functions* list to the health care provider performing the exam. The physical form is supplied by the department of health sciences and must be completed and signed by the health care provider.

Immunizations

Students are required to have a proof of immunizations or immunity; proof of two Measles/ Mumps/ Rubella immunizations, Varicella, Tetanus (current within 10 years), Hepatitis B (this is a series of three immunizations), influenza vaccine (when available) as well as a current TB skin test (Either a two-step TST within the past 12 months or proof of negative TST documented yearly for 2 years. If the student has proof of a one-step TST within the past 12 months, a one-step TST should be done.)

Health Insurance and Responsibility for Care

1. Students must submit proof of personal health insurance prior to enrollment. Students are required to obtain insurance at their own expense and to maintain for the period of enrollment in the program. The SUTE program clinical sites are only those sites in which a contract is in place that stipulates that emergency care will be provided if the student is injured on site. Students are responsible for all health care expenses incurred if exposed or injured on site, unless that site is covered by CMU Worker's Compensation.
2. Faculty and students are not required to be tested for HIV or disclose their HIV status. However, if a patient, instructor, or student is exposed to another student's blood through accidental needle stick, that student has a moral obligation to be tested at their expense. If the results are positive, the exposed person will be notified of the results. If a significant exposure occurs, CDC guidelines will be followed at the student's expense. The student should see his/her own physician for follow-up treatment and testing if necessary.

Blood Borne Pathogen Exposure and Injury Training

1. All students and faculty who have the potential for occupational exposure to blood borne pathogens will receive training during the first lab session and at least annually thereafter. Training will include at least the following information as according to OSHA Standards for BBP Training:
 - a. The epidemiology, symptoms and modes of transmission of blood borne pathogen diseases
 - b. An explanation of the OSHA standard
 - c. An explanation of the exposure control plan and where students can obtain a copy
 - d. An explanation of methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials, including what constitutes an exposure incident
 - e. A review of the use and limitations of engineering controls, work practices and PPE
 - f. An explanation of the types, uses, location, removal, handling, decontamination and disposal of PPE
 - g. An explanation of the criteria for PPE selection

- h. Information about the Hepatitis B vaccine series including information on its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine will be offered free of charge.
- i. Information on the appropriate actions to take and persons to contact if an exposure incident involving blood or other potentially infectious materials occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- j. Information on the post-exposure evaluation and follow up that the employer is required to provide for the employee following an exposure incident
- k. An explanation of the signs and labels and/or color coding required by the standard and used by this organization
- l. An opportunity for interactive questions and answers with the person conducting the training session

2. Exposure Protocol/Injury Procedure:

a. **In campus lab:**

- i. Immediately perform first aid from the training instructions and notify the instructor.
- ii. Faculty will document the incident and follow-up for permanent record.
- iii. The student is immediately directed to Student Health Center for treatment and follow-up.
- iv. Student is responsible for all health care bills associated with clinic visit.

Location

1060 Orchard Avenue, Suite N
Grand Junction, CO 81501
(Across Orchard Ave, north of the CMU tennis courts)

Hours

Monday - Saturday: 8 a.m. - 8 p.m.
Sunday: Noon - 4 p.m.

- v. In the event medical care is needed after hours, please use the Community Hospital emergency department located one block north at College Place and Walnut Avenue. Eligible students receive a 20% discount on all hospital services. Transportation fees (ambulance) are the student's responsibility and charged by the carrier.

- b. **At the clinical site:** The Surgical Technology program clinical sites are only those sites in which a contract is in place that stipulates that emergency care will be provided if the student is injured on site. The student will comply with the site's policy regarding student injuries. Additionally, students are covered by Worker's Compensation under CMU in which designated providers will be assigned for care.

i. Immediate Care:

- 1. Perform first aid from the training instructions for sharps injuries and/or mucous membrane exposure.
- 2. Customarily, St. Marys' clinical mentors will escort students with an exposure or non-life threatening injury to their Employee Health Department during regular work hours (Monday-Friday 8:00 am to 5:00 pm), or the Emergency Department if after hours or on weekends for evaluation and treatment.
- 3. In the case of an emergency, which is defined as the possibility of loss of sight, limb, or life, St. Mary's and Community Hospital are designated to provide emergency care for our students. Your clinical mentor will escort you to the emergency room.

4. For other sites, follow your clinical site's policy for emergent and non-emergent injuries.
- ii. Notification and Documentation
 1. Notify your clinical mentor immediately following first aid. Department Head must be notified immediately also.
 2. All students sustaining an injury at the clinical site will complete an **EMPLOYEE ACCIDENT REPORT** (located in the Appendices). This form will be turned into the CMU Human Resources office within 24 hours of injury.
 3. Optimally, the student will make an appointment with Human Resources to discuss the incident and fill out a claim form (attached in Appendices) within four days. Human resources will determine if medical treatment is desired or needed, and make the appointment with a designated provider for the student. Students will be advised during this appointment of follow-up appointments needed for exposures. The student may be requested to take a Human Resources representative to the site for an accident investigation.
 4. Emergent injury protocol
 - a. Notify the Program Director immediately at 248-1398 or the Department Head by cell (970) 261-4993. The Program Director or Department Head will in turn contact Human Resources, Lee Schmalz at 248-1655.
 5. Non-emergent exposure/injury during regular hours
 - a. Notify the Program Director within 24 hours at 248-1398.
 - b. Call Lee Schmalz at 248-1655 or go to her office located at Lowell Heiny Hall, Room 237.
 6. Non-emergent exposure/injury after 5:00 pm or weekends
 - a. Notify the Program Director by phone message within 24 hours at 248-1398.
 - b. Call or visit Lee Schmalz at Lowell Heiny Hall Room 237 248-1655, at the start of the next business day.
- c. Exposure to Subsequently Reported Infectious Disease Procedure (Tuberculosis, hepatitis, varicella) at the clinic site:
 - i. The CMU Surgical Technology Program Director or clinical coordinator will notify the student of potential exposure to an infectious disease.
 - ii. The student will immediately report the notification of potential exposure, or within 24 hours, to the CMU Human Resources Department (248-1820).
 - iii. The student will complete a Workers' Compensation form with the CMU Human Resources Department within four days of notification of the potential exposure.

Hospital & Campus Laboratory Safety

General: Students may be exposed to biological specimens to perform laboratory testing procedures needed to obtain entry level career or professional competencies. Students are trained in safety procedures and regulations for handling biological specimens before participating in the laboratory experience. All biological specimens are considered potentially infectious and must be treated utilizing universal/standard precautions. Students are required to receive the first injection of the Hepatitis B immunization series prior to their first

technical/laboratory course. It is preferred to complete the Hepatitis B immunization series prior to any clinical involvement.

1. Special safety precautions to be followed in the surgical suite are listed below:

- a. OSHA regulations must be followed at all times in the laboratory.
- b. Use standard precautions at all times
- c. Use personal protective equipment during phlebotomy procedures and when working with biological specimens.
 - i. Disposable, fluid impermeable, full-length lab coat
 - ii. Gloves
 - iii. Splash shields, eye protection devices

2. Follow engineering and work practice controls

- a. Hand washing – Use soap and water as soon as possible after contact with contaminated materials. Hands must also be washed when gloves are removed as well as before leaving the laboratory. If exposure to the skin or mucous membranes occurs, then those areas will be washed or flushed with water as appropriate as soon as feasible following contact with blood or other potentially infectious materials.
- b. Handling Sharps – No recapping, bending, shearing, breaking or removal of needles.
- c. Use sharps containers – Properly discard sharps. Avoid jamming or overfilling containers. Fingers or hands should not be inserted into any containers.
- d. Dispose of contaminated material in biohazard containers.
- e. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited. All pipetting will be done with mechanical pipettes or other pipetting devices.
- f. All procedures involving blood or other potentially infectious materials must be performed in such a way as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- g. Eating, drinking, and application of cosmetics or lip balm are not allowed. Gum chewing, candy and mints are also prohibited. Manipulation of contact lenses is prohibited in the lab or surgical setting.

3. Housekeeping: In order to safeguard students, instructors, maintenance and cleaning personnel, the treatment of hazardous/infectious waste, will be followed as such:

- a. All work areas will be decontaminated with bleach solution when visibly contaminated and at the beginning and end of each class.
- b. All equipment and instruments will be decontaminated with bleach solution when visibly contaminated and at the end of each term.
- c. All regulated medical waste will be disposed of in red biohazard bag, to be removed by contracted services on a regularly scheduled basis. Regulated medical waste is any item that can drip, ooze, squish or flake any potentially infectious material. Items such as blood, gauze, gloves, instruments, tissue samples, or anything that may have been exposed to body fluids will be disposed of in the red biohazard bags or disposed of under facility policy.
- d. Sharps containers will be constructed of leak proof, puncture resistant red plastic, with well-fitting lids that are clearly marked with biohazard labels. All venipuncture needles, unfixed blood films and blood bank tubes with serum or red cells will be disposed of in the sharps containers. Containers that are $\frac{3}{4}$ full are secured and removed by the same manner as the regulated medical waste.

- e. Regular trash items such as gauze, urine cups and dipsticks, paper toweling, packaging, dirty gloves etc. can all be placed in the regular trash. At no time will a biohazard labeled item be placed in the regular trash.
- 4. If any individual's eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious material:
 - a. Immediately flood the exposed area with water and clean any wound with soap and water or skin disinfectant if available.
 - b. Notify instructor for medical evaluation.
- 5. Unnecessary items shall not be brought into the laboratory as they might become unknowingly contaminated. Such items include books, handbags, backpacks, and jackets/coats. Personal items are placed in the "clean" designated area of the lab.

Student Conduct Policies

Academic Integrity

General information: The Surgical Technology program follows the University's general policies on academic integrity as set forth in the CMU Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the internet. Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Plagiarizing - when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner. Examples of plagiarism include, but are not limited to:

- 1. Submitting of another individual's work as one's own whether it was obtained from print or electronic source.
- 2. Forging an academic document.
- 3. Taking someone's ideas during class discussion without citing the individual and circumstances of the lecture.
- 4. Paraphrasing without citing the source.
- 5. Submitting in whole or substantial portions written or oral academic work without appropriate citation
- 6. Modeling another person's work as your own.
- 7. Unauthorized collaboration

Examinations: Prohibited activities that could result in receiving a zero for the exam or dismissal from the course.

- 1. Cheating on an exam or quiz by bringing information to the testing area such as cheat sheets, books, notes, cell phones and programmable calculators for the purpose of cheating is prohibited. Only approved non-programmable calculators are allowed for calculations.

2. Talking to another student during the test, assisting another student on an exam, collaborating as a group, getting assistance from hospital staff or looking at another student's test during the examination is considered cheating.
3. Unauthorized entry into test banks or examinations
4. Sharing the details of an examination/competency check-off with other students.
5. Having a copy of the examination outside the time and place of test administration or review.

Homework

1. Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
2. Sharing or posting course work/assignments for courses on the internet other than organized group work authorized by the instructor.
3. Assisting others in cheating or plagiarizing.
4. Accepting homework from previous students that were enrolled in the course.
5. Faculty may require students to submit their written assignments to Colorado Mesa University's plagiarism software program, Turnitin, before submitting a hard copy for class.
6. Turnitin software is also utilized with the learning management system Desire2Learn.

Group work and Study Groups:

1. While the student might choose to participate in a study group, each student is responsible for his/her own assignment. Study groups exist for the purpose of studying, not for collaborating on assignments.
2. Group work activities are assigned projects, collaboration as a group is expected rather than the division of labor.

Sanctions and Disciplinary Action for Academic Dishonesty: Faculty members reserve the right to enforce sanctions for academic dishonesty. Such sanctions include, but are not limited to:

1. Activity reported to the Director of Health Sciences and or VP of Academic Affairs, the length of time the report will stay in the student's file will be observed per the Colorado Mesa University Handbook policy.
2. Lowering grades or complete failure for assignments, tests, or the entire course.
3. Withdrawing student from course at any time at the discretion of the department.
4. Students identified as violating academic honesty will be subject to disciplinary action up to and including expulsion from the program.
5. Students who observe academic dishonesty can file a written report and turn it into the head of the department.
6. Students may appeal sanctions for academic dishonesty reports made against them. Students should follow the appeals process in the Surgical Technology Student Handbook.

Makeup Lab or Exam Policy

Lab, hospital clinical and class are mandatory and cannot be made-up. Students missing a lab session or exam will be responsible for obtaining the material presented that was missed from the instructor. Pop quizzes and laboratory activities and exercises may not be made-up. Makeup written exams and practical examinations are permitted only in the case of documented illness or emergency. The student must notify the course instructor

before the exam starts and must follow up with scheduling a makeup exam as soon as possible. No notification will result in a grade of zero for the examination. A grade reduction of 5% will be levied for the late exam. The student must contact the instructor on the day of the absence to arrange a time to make up the examination. The time and place for the make-up exam is at the discretion of the instructor, however, the expectation is for completion on the following day.

Attendance and Tardiness

The student is expected to attend all mandatory scheduled classes and labs and to be prepared and on time. The student who is habitually late or frequently absent may be considered for dismissal from the program. Attendance for the full lab session is required. In case of illness or emergency, students should notify the Surgical Technology Program Director, Lorrie Etenburn at 248-1398 as soon as possible. Instructor will give alternative contact information once the student has been accepted to the Surgical Technology Program.

Electronic Devices Policy

All electronic devices are prohibited during lecture, lab and the applied experience. Electronic devices include cell phones, laptops, and handheld devices with the exception of standalone calculator. Use of any prohibited electronic device during an exam will result in a zero for the exam or course and possible dismissal from the program. Each violation (such as a cell phone ringing, texting, or other use of a prohibited device during class) will result in a minimum 1% reduction in the final grade for the course. Further disciplinary action may result from continued violations.

Substance Abuse

Chemical dependency may impact all aspects of life negatively and is a condition that can be treated successfully. Dependency may result from any mind-altering substance that produces psychological or physical symptomology. These include alcohol, over-the-counter or prescribed medication, illegal drugs, toxic vapors, or synthetic designer drugs. Chemical dependency can be identified in a professional substance abuse evaluation and treatment programs are available to those with chemical dependency.

Student Responsibility:

1. According to the CMU Student Handbook, students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities and/or disciplinary action by the University.
2. Students are responsible for coming to the clinical area mentally alert and physically capable to care for assigned patients/clients.
3. After acceptance to the Department of Health Sciences, students must refrain from any illicit drug use or alcohol abuse. Peers and/or classmates are encouraged to report any suspicions of substance abuse to the faculty. Those reporting such information will remain anonymous.
4. The Department of Health Sciences expects their students to be ambassadors for Colorado Mesa University at all times when professional uniforms are worn, both on campus and off campus (i.e. scrubs, CMU polo shirts). Illegal drugs and/or alcoholic beverages must not be consumed when professional attire is worn, neither on campus nor in the community.

5. Students may be subjected to drug screening prior to participating and at random during clinical rotations at some health care facilities at their expense.

Faculty Responsibility:

1. The faculty has the responsibility to intervene when patient or student safety and clinical performance are compromised by a student who is chemically impaired. Students who may have a substance abuse problem typically will exhibit a pattern of objective, observable behaviors that eventually compromise client safety and clinical standards of performance. Faculty should be alert for behavioral evidence of signs/symptoms of possible substance abuse.

Procedure:

1. If an instructor suspects that a student is under the influence of any mind-altering substance that may interfere with safe clinical performance, the student will be asked to leave the clinical area.
2. The instructor must objectively document the behavioral symptoms noted and indicate how client safety and clinical performance were compromised by the student's actions.
3. If any student is suspected of drug or alcohol abuse, the student may be required to submit to a drug and/or urine screening at the student's own expense, immediately after the occurrence.
 - a. Any student who fails to cooperate or refuses a drug screen will be considered a "positive".
 - b. Failure to provide a sample within the specified time frame will be considered "positive".
 - c. Any student who provides an adulterated/contaminated/inadequate sample will be considered "positive".
 - d. Any student who leaves prior to successful completion of the drug screening will be considered non-compliant and "positive".
 - e. Transportation should be arranged to take the student home safely or to an appropriate treatment facility.
 - f. This action will count as an absence and an appointment will be scheduled for an informational meeting within three working days between the student, instructor(s), and department head.
 - g. If a student has a positive pre-clinical or random drug or urine screening, an informational meeting will be held within three working days between the student, instructor(s), and department head. If they are in a clinical rotation when the positive drug screening result is obtained, they will be asked to leave the clinical area. Transportation should be arranged to take the student home safely or to an appropriate treatment facility.

Counseling:

1. Informational meeting: The purpose of the informational meeting is to make the student aware of the faculty's suspicions and to review the policy and procedure. The informational meeting will include the student, faculty who identified the problem and the department head. The faculty will present the documentation concerning the student's behavior and provide the student an opportunity to discuss the observations. The student's behaviors, faculty's recommendations for follow-up, student's written response to the allegations, and the date and time for the intervention meeting is documented and signed by all parties in the meeting. The original document is placed in the student file, and a copy is given to the student.

2. Intervention meeting: The purpose of the intervention meeting is to review the student's behavior and clinical performance, discuss the policy for impaired student nurses and its implementation, discuss the academic consequences related to the policy violation, and secure the student's agreement to seek a comprehensive substance abuse evaluation. The intervention meeting will include the student, faculty who identified the problem and the department chair, and a representative from student affairs. Documentation is completed that articulates the problem behaviors, any academic consequences, the students' agreement to seek a professional evaluation for a potential substance abuse problem, and the student's understanding that failure to abide by the recommended treatment plan will result in dismissal from the program.
3. The student will be referred to the campus affiliated behavioral health services for substance abuse evaluation. If the student refuses to obtain an evaluation, he or she is administratively dismissed from the program. There are three general outcomes anticipated from the substance abuse evaluation:
 - a. The evaluation DOES NOT substantiate the alleged substance abuse by the student. If this occurs, all documentation related to the alleged incident is removed from the student's file and the student may return to all courses without negative academic consequences.
 - b. The evaluation DOES substantiate the alleged substance abuse by the student, but the student refuses to abide by the policy of enrollment in a treatment program and ongoing monitoring. If this occurs, the student is dismissed from the program.
 - c. The evaluation DOES substantiate the alleged substance abuse by the student, and the student agrees to abide by the policy. If this occurs, the student signs an agreement to participate in a treatment program and to have his or her progress monitored by the Department Chair. The student is allowed to continue in the program as long as he or she is compliant with the treatment contract.

Criminal Background Investigation

To maintain a safe and productive educational and clinical environment, potential students who have been accepted into the Surgical Technology program will undergo a criminal background investigation. It is the philosophy of the health sciences department to perform the check prior to admitting students into any health science program.

1. Rationale: All Joint Commissioned hospitals require all employees and students to have a criminal background investigation performed prior to admittance to their facility. Some agencies may request a copy of background information or complete their own background investigation prior to students entering an internship. Clinical agencies have the right to refuse clinical rotations to any student based on adverse information noted in the background investigation.
2. To comply with agency requirements, the Colorado Mesa University Department of Health Sciences will perform criminal background investigation on applicants prior to admission to the programs.
 - a. The criminal background investigation will include a record of all convictions. Generally, conviction information will be considered. A "conviction" is considered to be a verdict, a guilty plea or a Nolo Contendere ("No contest") plea. If the investigation reveals information

that could be relevant to the application, the designated individual or committee within the Department may request additional information from the applicant. If the investigation reveals more than minor traffic convictions, it shall be reviewed by the designated committee.

- b. Multiple arrests and misdemeanors will be considered as a pattern of concern in health care fields. Multiple arrests will be reviewed with the criminal background committee and context of issues will be taken into account.
 - c. The existence of a conviction does not automatically disqualify an applicant from entering the programs. Considerations may include, but are not limited to: the date, nature and number of convictions; the number of infractions and the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision regarding admission is at the discretion of the Department Head and Background Check Committee.
 - d. Criminal offenses that may preclude a student from performing an internship are on file in the Department of Health Sciences Policy Manual.
3. Acceptance into the program is provisional, pending successful completion of the criminal background investigation.
 4. Health science programs may conduct follow up background investigation at selected intervals throughout the program to comply with clinical placement requirements.
 5. Colorado Mesa University has partnered with CastleBranch to provide these background checks.
 6. Information obtained for the purpose of and during the background investigation will be retained by the Department Head in a separate file from the student's records. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results. Clinical sites may request a copy as part of Joint Commission accreditation procedures.

Procedure:

1. Upon notification for need for background investigation the incoming SUTE student will access the CastleBranch website (<https://www.castlebranch.com/>). Applicants who refuse to complete this section or who do not answer truthfully and fully will not be allowed to entrance into the Surgical Technology program.
2. Individuals must complete the application online including payment of associated fees directly to CastleBranch.
3. CastleBranch will update the status of the background check report via their website. Administrative Assistants and the Department Head have login access to the administrative site to review and process the background check. The Applicant may review the criminal background investigation information completed by using their CastleBranch login and password created when the background check was ordered.
4. A flagged background check will be reviewed initially by the Department Head. Additional information related to the offenses may be requested from the applicant for consideration by the Department Head and Background Check Committee. If the applicant feels that there are

extenuating circumstances to be considered, he/she may submit a written request to the Department Head.

5. Additional information must be submitted to the Department Head within 10 business days. The Background Check Committee will review all criminal background investigation results and additional information submitted by the student within 7 business days. The committee will be responsible for making the final decision regarding whether results will disqualify an applicant from admission. The Background Check Committee may make exceptions where it is deemed to be in the best interests of the Colorado Mesa University Department of Health Sciences. The applicant will be notified in writing of the Background Check Committee decision.
6. The applicant has the right to appeal the decision of the Department Head and/or Background Check Committee to the Vice President for Student Services within 10 days. The decision of the Vice President for Student Services is final.
7. Students are responsible for self-reporting offenses that occur after admission to a health sciences program to the Department Head. The Department Head will review offenses with the respective Program Coordinator and Background Check Committee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate removal from the program.
 - i. Background checks revealing offenses after admission to the health science programs will be reviewed by the Department Head and Background Check Committee per the procedure noted in above. In order to comply with agency requirements, the Department Head will notify clinical agencies about students' offenses that occur after admission to the program.
8. VA hospital will complete a background check and fingerprinting will be conducted by Colorado Bureau of Investigation during the first semester of courses. The VA hospital will require a repeat background check every six months. SMH hospital will complete a background check prior to beginning clinical rotations in the first semester, but no earlier than 30 days prior to the start of the internship.

Clinical Experience Information and Policies

General Information

1. The completion of the Surgical Technology program requires the satisfactory performance of clinical experience (also known as the practicum or clinical) during the fifth (final) semester. Students will be placed at a clinical site for a 15-week rotation during which they will apply the theoretical knowledge and technical skills gained in the program to the clinical environment as well as professional attributes and behaviors in a supervised setting.
2. Students are required to perform HIPAA training and Blood Borne Pathogen and Exposure Protocol (annual requirement) prior to clinical experience.
3. Student rotations will be scheduled by the affiliate site; students may begin the practicum with any of the required rotations, but must complete the rotation before moving on to the next. Clinical sites will schedule the student rotations based on the needs and staffing of their site.
4. Each rotation will consist of a competency checklist that assesses the cognitive and psychomotor abilities of the student. Students are expected to prepare for the day by reviewing material from the clinical courses.
5. Students are also assessed on professional behaviors and conduct by clinical mentors.
6. Each affiliate site will have requirements that need to be met by each student prior to admittance to that site. Each student is responsible for meeting the requirements of the site prior to admittance. Failing to meet the requirements will preclude the student from attending that clinical site.
7. Final clinical cases must be completed to pass the final semester and program.

Policy governing student placement at a clinical site

1. The number of clinical sites supporting the surgical technology practicums fluctuates each year; consequently, the surgical technology program only admits the number of students that can be supported with a clinical site.
2. Placement for the Surgical Technology practicum in the last semester will be determined by the Program Director late in the spring semester of the SUTE program, with notification given to students in the summer. Practicum sites will only be assigned to students in which we have a current, signed clinical affiliation agreement on file.
3. CMU and our affiliates are obligated to fall rotations only. If you miss your fall internship due to unwillingness to relocate or for any personal reason, you should expect to wait one full year to complete your internship. Securing a second clinical site will be on a space available basis only.
4. Students entering the SUTE program must be able and willing to travel or relocate to secure a site for the Practicum. CMU has affiliation agreements with a number of hospitals located in western Colorado. Placement within a commutable distance cannot be guaranteed for any student, so plans should be made well in advance to secure the finances to complete this requirement of the program. Students should keep in mind the fact that it may be necessary to spend time away from their city of residence when signing leases, accepting jobs or making personal plans.
5. Students will be asked to list their top three-affiliate sites in preferential order from a given list of sites available for the summer practicum. Selection of sites is ultimately the decision of the program director. Selection process considerations can include GPA of SUTE courses, courses completed toward degree, best fit, surgical management input, family, and financial considerations.

Applied Experience Attendance

1. All CMU holidays are observed; students do not attend the clinical site during these days unless specifically scheduled by the instructor.
2. Students performing their practicum at the Veteran's Hospital will not be allowed in the clinical site during federal holidays. Hours will be made up with extended shifts during the week.
3. Generally, students perform the practicum experience Mon-Fri, during peak operating hours of the surgical suites, for 40 hours a week.
4. Hospital surgeries operate 24 hours a day, students may be requested to come in during different times of the day to observe surgeries or other tasks done only at special times with qualified supervision. Students must be flexible to accommodate the affiliate sites schedule as well.
5. Due to the short duration of the practicum, no absences are allowed.
6. If necessary, a student may make up a day missed during the final week.

Tobacco Use

Tobacco use is not permitted on the grounds of the facility. Students must not smell of smoke prior to direct patient contact, e.g. wash their hands, use breath freshener, spray freshener on clothes. The use of smokeless tobacco or "vaping" is not permitted while in the applied experience.

Service Work

Students are not allowed to perform service work nor are they allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. .

Student Orientation Forms

Surgical Technology Program-Statement of Understanding Form

Date	Initials	Policy
		Medical Laboratory Student Handbook Colorado Mesa University Student Handbook I understand that I am responsible for the information including, but not limited to, academic requirements, personal accountability and any information regarding my learning experience contained in the course syllabi, <i>CMU Student Handbook</i> and the <i>Surgical Technology Student Handbook</i> . I am to refer to it as necessary as long as I am in the surgical technology program.
		Criminal Background Investigation I have read the policy and understand that criminal background investigations are performed prior to admittance into the SUTE program and that students are responsible for self-reporting offenses that occur after admission to the Department Head. The Department Head will review offenses with the Program Director and Background Check Committee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate removal from the program.
		Substance Abuse I have read the policy and I understand that I may be subjected to drug screening prior to participating and at random during clinical rotations at some health care facilities. If any student is suspected of drug or alcohol abuse, the student may be required to submit to a drug and/or urine screening immediately after the occurrence at the student's expense. I understand that my actions during a "for cause" drug screen may result in a "positive" drug screen test. Illegal drugs and/or alcoholic beverages must not be consumed when professional CMU attire is worn, neither on campus nor in the community.
		Academic Integrity I agree to conduct myself in an honest and accountable manner in all of my course and clinical work at Colorado Mesa University. I will not collaborate/cheat on online exams or assignments with other students or health care professionals. I will act with integrity and professionalism at all time and take responsibility for my own learning, personal and professional growth. I understand if I participate in any academic dishonesty, online examination sharing, or any behavior which could be construed as cheating; sharing of examination information, plagiarism, copying of another's answers or information, I may be subject to dismissal from the course and possibly the SUTE program. Please refer to the <i>CMU Surgical Technology Student Handbook</i> for detailed descriptions.
		Professional Conduct and Behavior I have read the policy and I promise to conduct myself in a manner becoming the profession I am entering, showing due respect to my faculty, classmates, and any community or agency staff. I understand that failure to do so may result in dismissal from the course and possibly the Surgical Technology Program.
		Professional Appearance and Grooming I have read the policy and will follow the standards in professional appearance and grooming while in the campus lab and in my applied experience. I understand that I may be removed from the program for non-compliance.
		Bloodborne Pathogen Exposure and Injury Policy-adapted from the Department of Health Sciences Policy I have read the policy and I have attended the training session for blood borne pathogens and laboratory safety. I understand that my safety is my personal responsibility and the use of PPE is required in the clinical lab and applied experience.
		Degree Requirements and Program Progression I have read the policies, and I understand the degree requirements, grading and withdrawal policies, as well as the causes for program dismissal and eligibility for readmission.

		<p>Agreement to Respect Confidentiality</p> <p>I have read the policy regarding confidentiality, privacy, and security and I understand the importance of keeping all information I encounter during observation or a professional practice experience in confidence. I agree to maintain confidentiality in the healthcare site and will not divulge any healthcare information outside the healthcare site. I will not access or try to access patient or healthcare information without the approval of the professional practice site and my instructor/mentor. I understand that cell phones are not permitted during observations or a professional practice experience. I will not remove records, papers, or specimens from the healthcare site without permission. I will not take notes of any confidential information and remove it from the healthcare site. I agree that I will not take pictures of patients or of confidential information. I agree to use caution when discussing confidential matters in the healthcare site to avoid being overheard in any public area. I understand that violating this policy may result in my removal from the professional practice, a failing grade, and dismissal from the program. I will continue to maintain confidentiality, privacy, and security with any information I encounter during my learning experience after I have completed my courses at Colorado Mesa University.</p>
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Students will date and initial where indicated at the time of student orientation and again prior to the applied experience, the signed form will be kept in the student's permanent file.

Print Student Name	(Program Admission)
Student Signature	Date

Signature below is required after secondary review of the handbook prior to the summer practicum.

Print Student Name	(Applied Experience)
Student Signature	Date



Employee Statement for Worker's Compensation Claim Form

A. Critical Data:

Policy Number: 4140856 Colorado Mesa University 1100 North Avenue, Grand Junction, CO 81501

Social Security Number: _____ Date of Injury: _____

Name: _____
(first) (middle initial) (last)

B. Injured Worker Information:

Home phone: _____
(use 999-999-9999 format)

Home Address: _____
(street) (city/state) (zip code)

Date of Birth: _____ Date Hired: _____
(use mm/dd/yyyy format) (use mm/dd/yyyy format)

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Widowed ☐ Divorced ☐ Unknown

Language: ☐ English ☐ Spanish ☐ Other Sex: ☐ Male ☐ Female

Occupation: _____

Employee Status: ☐ Full-time ☐ Part-time ☐ Seasonal ☐ Volunteer ☐ Student ☐ Other

Wage Rate: _____ per _____

Days Worked per Week: _____ Hours Worked per Day: _____ Hours Worked per Week: _____

C. Policy Designation:

Department: HE - Department of Higher Ed. Division: HEMS - Colorado Mesa University

D. Accident Information:

Was injury fatal? ☐ Yes ☐ No Date of Death: _____

Accident Occur on Premises: ☐ Severe Injury: ☐

Accident Location: _____

State of Accident: _____ Zip: _____

Employer Notified Name: _____

Date Employer Notified: _____

How did injury occur? _____
(200 characters max) _____

Specific Activity Engaged In: _____

What Equipment Was Used: _____

Body Parts Injured: _____

Lost Time Claim? ☐ Yes ☐ No ☐ Unknown

(A lost-time claim is a claim in which the worker misses more than three days/shifts from work due to a work-related injury. If anticipated missed work totals more than three scheduled days/shifts, please mark yes.)

E. Injury Information:

Time of Injury: _____ ☐ a.m. ☐ p.m. Time Work Began: _____ ☐ a.m. ☐ p.m.

Last Work Date: _____ Full Pay on Date of Injury: ☐ Yes ☐ No

Returned to Work: ☐ Yes ☐ No Date Returned to Work: _____

Estimated Date of Return to Work: _____

Witness(es) Name(s): _____

Witness(es) Phone: _____

(use 999-999-9999 format)

Safety Equipment Provided: ☐ Yes ☐ No ☐ Unknown ☐ N/A

Safety Equipment Used: ☐ Yes ☐ No ☐ Unknown ☐ N/A

F. Medical Information:

No Medical Treatment: ☐ (Check if no medical treatment has been provided)

Treated by Employer: ☐ Yes ☐ No ☐ Unknown

Was 911 Called: ☐ Yes ☐ No ☐ Unknown

Walk-in Clinic: ☐ Yes ☐ No ☐ Unknown

Emergency Room: ☐ Yes ☐ No ☐ Unknown

Hospitalized > 24 Hours: ☐ Yes ☐ No ☐ Unknown

Possible Surgery: ☐ Yes ☐ No ☐ Unknown

Medical Provider Name: (circle one)

St. Mary's Occ. Health Center
1100 Patterson Road
Grand Junction, CO 81506
970-244-2001

WorkPartners Occ Health
550 Patterson Road, Suite A
Grand Junction, CO 81506
970-241-5585

Grand Valley Occ. Med.
2004 N 12th Street
Grand Junction, CO 81501
970-245-3925

Western Valley Family Practice
2237 Redlands Parkway
Grand Junction, CO 81507
970-243-1707

Community Hospital
2021 North 12
Grand Junction, CO 81501
ER: 970-256-6400

St. Mary's Hospital
2635 N. 7th Street
Grand Junction, CO 81502
970-244-2273

Other: _____

Comments or Additional Information: _____

Is Colorado Mesa University your only employer? ☐ Yes ☐ No

If no, who is your secondary employer? _____

What are your position title and duties for secondary employer? _____

Last date worked for secondary employer: _____

By signing below, I certify that the information provided on this form is true and accurate to the best of my knowledge.

Employee Signature _____ **Date:** _____



Employee Accident Report

(To be completed by injured employee)

Employee's Name: _____

Date of Injury: _____ **Time of Injury:** _____

Please explain how accident occurred:

Describe effected body parts:

Employee's recommendations for corrective action (how can this be prevented from happening again?):

Employee Signature: _____

Date: _____

Appendices

SURGICAL CASE REQUIREMENTS

The following cases are required for program completion.

Surgical Specialty	Total # of Cases Require	Minimum # of First Scrub Cases	Maximum # of Second Scrub Cases That Can Be Applied Towards 150 Cases
General Surgery	30	20	10
Surgical Specialties <ul style="list-style-type: none">• Cardiac/Thoracic• ENT• Eye• CV• Neuro• OB-GYN• Oral/Maxillofacial• Orthopedics• Peripheral Vascular• Plastic/Reconstructive• Procurement/Transplantatio	90	60	30
Diagnostic Endoscopy <ul style="list-style-type: none">• Bronchoscopy• Colonoscopy• Cystoscopy• EGD ERCP• Esophagoscopy• Laryngoscopy• Panendoscopy• Sinuscopy• Ureteroscopy			10 diagnostic cases may be applied towards the second cases
Labor & Delivery			5 vaginal deliveries may be applied towards the second
Totals	120	80	40

****These case requirements exceed the Standards set forth by CAAHEP. Students will be required to meet the CAAHEP minimums in addition to extra cases that the RCHC Surgical Technology Program requires. Descriptions of clinical requirement numbers will be given to students at the beginning of each term and proper documentation must be submitted by the student to show proof of case number completion.***

120 Total Cases

- **30 General First Scrub Cases**
- **90 Specialty First Scrub Cases**
 - **10 first scrubs evenly distributed in six of the above listed specialties**
- **10 Additional First or Second Scrub cases**
 - **30 additional scrubs in six of the above listed specialties**
 - **20 additional scrubs in General cases**

DEFINITIONS OF CLINICAL 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 or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.

STUDENT DOCUMENTATION

Clinical Case Log Sheets & Clinical Summary Totals Sheet

- **Surgical Case Logs (SCL)** enables the student to keep an accurate record of the surgical procedures on which they participated, and to determine the role performed in each case to be counted: 1st Scrub, 2nd Scrub, observation. The SCL will be completed daily.
- **General Surgery, Diagnostics, L&D Reports** enable the student to keep an accurate record of the surgical procedures in those areas. The report will differentiate between procedures that show the student participated in the role of 1st scrub or 2nd scrub.
- **Surgical Specialties Summary Report** is helpful in assessing numbers of cases in each specialty other than the specialty of General Surgeries. The report will differentiate between procedures that show the student participated in the role of 1st or 2nd scrub.
- **Observation Role Documentation** shows the student participated in a procedure but did not participate in the role of 1st or 2nd scrub. These observations do NOT count towards total case numbers for Surgical Specialties or General Surgeries, Diagnostics, or L&D.
- **Clinical Summary Totals** is helpful in assessing numbers of cases in each specialty and how many 1st and 2nd scrubs had in each specialty.
- *This data is a mandatory requirement of our accrediting agency CAAHEP. The Surgical Case Log Sheets and Clinical Summary Totals Sheet are part of your permanent file.*

Incomplete, inaccurate, intentional falsification of records or failure to turn in forms will be grounds for dismissal from the program!

