



PROGRAM HANDBOOK

Surgical Technology Program

Student Handbook

2024-2025

TABLE OF CONTENTS

Welcome	1	Course Exemption and Transfer Credit	11
Description of the Profession	2	School Hours	11
College Mission, Vision, and Values Statements	2-3	Attendance Policy	11-12
Division of Health Professions Mission Statement	3	School Cancellation (Snow Days)	12
Surgical Technology Program Mission	3	Smoke-Free Campus Policy Effective 1/1/12	12
North Shore Community College Accreditation	3-4	Program Cost & Financial Aid	12
Program Approval	4	Change of Name or Address	12
Diversity Statement	4	Statement on Student Employment	13
Non-Discrimination Policy Statement	4	Testing Standards	13
Program Philosophy	5	Test Conduct	13
Surgical Technology Program Goals & Learning Domains	5	Grading Policy	13
Program Learner Outcomes	5-6	Grading System	13
Admissions Policy	6	Exams/Quizzes	14
Program Orientation	6-7	Final Exams	14
Health Requirements	7	Basic Life Support (BLS)	14
Health Forms	7	Academic Warning Policy	14
Health Insurance	7	Promotion Progression Policy	15
Health Status Change	7	Satisfactory Progress	15
Selective Program Admission and Continued Participation Requirements	8	Graduation and Surgical Technologist Certification	15
Required Drug Testing	8-9	Application to Graduate	16
Required Background Checks	9	Dismissal/Withdrawal Policy	16
Personal Integrity	9	Grounds for Dismissal/Withdrawal	16
Academic Integrity	9	Dismissal Process	16
Academic Policy	9	Student Grievance	17
Classroom Etiquette & Behavior	10	Student-Faculty Communication	18
Academic Support Services	10	Withdrawal Procedure	18
Writing & Tutoring Centers on Campus	10	Readmission College Policy	18
Accessibility Services	10	Surgical Technology Readmission Policy	18-19

Clinical Placement	19	Accidents/Incidents at Agencies	24-25
Clinical Affiliations	19	Confidentiality	25
Dress Code for the Lab & Clinical Setting	20	Social Media Policy	25
Clinical Assignments	20	Meals/Breaks at Clinical	25
Clinical Remediation Policy	20-21	Smoking at Clinical	25
Safe Student Practice in Clinical Settings	21	Parking at Clinical	25
Communication of Safety Considerations	22	Transportation	25
Clinical Procedures	22	Cell Phone Policy at Clinical	25
Clinical Attendance	23	Personal Hygiene at Clinical	26
Evaluation of Clinical Performance	23	Emergency Education Contingency Plan	26
Evaluation Periods	23	Institution Preparedness Plan	26-27
Clinical Warning	23	Program Preparedness Plan	27
Clinical Suspension Policy	24	Continuity of Education	27
Unsafe & Unprofessional Clinical Practice Defined	24	Campus Police Assistance	28
Leaving the Clinical Setting	24	NSCC Emergency Message System Sign up	28

NORTH SHORE COMMUNITY COLLEGE

SURGICAL TECHNOLOGY PROGRAM

Welcome to the Surgical Technology Program!

This challenging program will prepare you for employment as an entry-level Surgical Technologist. Upon successful completion of the program, you will be eligible for job opportunities in Hospitals, surgi-Centers and surgical offices.

The purpose of this handbook is an introduction to the Surgical Technology Program, its policies and procedures. In addition to reviewing this handbook for the application requirement, we expect you to use this resource during your time as a student in the program. For a complete listing and description of college policies and procedures, please refer to the North Shore Community College Catalog and the Student Rights and Responsibilities Handbook, which can be found on the NSCC website. Students are responsible for adhering to the policies and procedures of North Shore Community College and the Surgical Technology Program. I am also available to help you with any questions or concerns. We look forward to another great year!

Jennifer Forte, M.Ed., BA, CST

Department Chair, Surgical Technology

DESCRIPTION OF THE PROFESSION

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.

NORTH SHORE COMMUNITY COLLEGE MISSION, VISION, AND VALUES STATEMENTS

MISSION

North Shore Community College is a diverse, caring, inclusive community that inspires our students to become engaged citizens and to achieve their personal, academic, and career goals through accessible, affordable, rigorous educational opportunities that are aligned with our region's workforce needs and will prepare them for life in a changing world.

VISION

North Shore Community College is a beacon of hope and opportunity for those who learn, live and work on Massachusetts' North Shore. The College creates responsive partnerships and collaborations to make a positive difference for residents. By providing an educated and innovative workforce, North Shore Community College contributes to the economic vitality and resiliency of the Commonwealth.

VALUES

The Faculty and Staff at North Shore Community College exemplify the highest academic and institutional integrity through our commitment to:

Access and Opportunity. We provide access to quality higher education by offering clear and flexible pathways to academic success for the diverse populations we serve.

Respect and Inclusion. We seek to create a respectful, welcoming, and appreciative learning environment in which each person and every group belongs, is accepted, has value, and actively contributes.

Educational Excellence and Innovation. We embrace the highest standards in developing dynamic learning environments through excellent faculty and staff, academic freedom, innovative teaching methods, quality facilities, and engaging technologies.

Student Learning and Success. We are devoted to maximizing our students' ability to learn and achieve academic, personal, and professional success through appropriate support and services.

Purposeful Life and Global Citizenship. We are dedicated to empowering students to become lifelong learners and engaged citizens, to understanding the global landscape, and equipping them for transformative careers.

Social Responsibility and Justice. We are committed to developing productive, collaborative relationships within the college and among our various constituencies so that we may serve to improve the quality of lives in the North Shore communities.

Sustainability and Resourcefulness. We uphold our heritage for tenacity, sustainability, responsible stewardship and equitable distribution of our resources.

DIVISION OF HEALTH PROFESSIONS MISSION STATEMENT

The division of Health Professions supports the college mission through teaching, learning, and community engagement. The division strives to meet the needs of our students and the healthcare community that we serve by:

- Promoting a culture of respect.
- Providing a learner-centered focus.
- Enhancing and developing health related degrees and certificates to meet workforce demands.
- Incorporating technologies needed to prepare the learner for the ever-changing healthcare environment.
- Fostering lifelong education that cultivates professional growth, competence and scholarship.

SURGICAL TECHNOLOGY PROGRAM MISSION

The mission of the Surgical Technology Program is designed for students seeking an entry level position as a Surgical Technologist in the Operating Room. The program provides challenging education in both theory and hands-on practice. The program is committed to offer the students the foundation of knowledge in which they can further develop their education and lifelong work experience while employed as a Surgical Technologist. The dynamic field experience, in a variety of hospitals, provides knowledge associated with the evolving technology of the operating room and the shifting roles of the surgical technologist.

NORTH SHORE COMMUNITY COLLEGE ACCREDITATION

North Shore Community College is accredited by NECHE, New England Commission of Higher Education (formerly NEASC-CIHE, the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). NEASC-CIHE and its Commission are recognized by the U.S. Secretary of Education as a reliable authority regarding the quality of education. In addition, some of the College's programs are accredited by professional organizations within a particular career field.

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

General inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the college. Please contact:

Christian Bednar
Interim Assistant Provost, Academic Affairs
1 Ferncroft Road
Danvers, MA 01923
Phone: 978-762-4000 ext. 6658
Email: cbednar@northshore.edu

Individuals may also contact:

Commission on Institutions of Higher Education
New England Commission of Higher Education (NECHE)
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Toll-Free: (855) 886-3272
Phone: (781) 425-7700
Email: cihe@neasc.org
Web: <http://cihe.neasc.org/>

The program must have the following minimum expectations statement: “To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

PROGRAM APPROVAL

This program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org, 9355 - 113th St. N, #7709, Seminole, FL 33775 Phone: 727-210-2350, in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) www.arcstsa.org, 19751 Main Street #339, Parker, CO 80138, Phone: 303-694-9262.

The Association of Surgical Technologists (AST) www.ast.org is the only national organization that represents surgical technologists and surgical assistants. Graduates of the program are eligible to apply for the national certifying examination in Surgical Technology (CST) given by The National Board of Surgical Technology and Surgical Assisting (NBSTSA) www.nbstsa.org.

DIVERSITY STATEMENT

NSCC is committed to developing and maintaining an inclusive, proactive, and empowered culture where diversity is a guiding value, not just in theory, but in practice. This program will foster an environment, which respects diverse points of view, cultural backgrounds, groups, and individuals.

NON-DISCRIMINATION POLICY STATEMENT

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination in the Surgical Technology Program at North Shore Community College on any basis prohibited by applicable law, including, but not limited to age, race, color, creed, national origin, religion, sex, marital status, or handicap.

PROGRAM PHILOSOPHY

The Surgical Technology Program has established philosophies and objectives to assist you in obtaining your goal to become a Surgical Technologist. They are as follows: The primary goal of the Surgical Technology Program is to prepare students for entry-level positions as a surgical technologist. The program operates within a strong intellectual framework, emphasizes skills, and supervised work experience. Consequently, it increases the marketability of student skills and so enhances students' income generating potential and work satisfaction. The program is designed to improve self-confidence of students, as well as, allowing them to develop to their full potential.

SURGICAL TECHNOLOGY PROGRAM GOALS & LEARNING DOMAINS

The goal of this program is to provide students with the opportunity to develop skills and knowledge necessary to gain employment as an entry-level Surgical Technologist. This will be accomplished by preparing competent graduates utilizing the cognitive (thinking), psychomotor (skills), and affective (behavior) learning domains and the curriculum structured by North Shore Community College by meeting and exceeding the standards and guidelines set forth by the *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology*.

PROGRAM LEARNER OUTCOMES

Upon completion of the didactic and clinical portions of the program, the graduate will:

- Apply skills and knowledge utilizing the cognitive, psychomotor, and affective learning domains to provide safe and competent patient care as an entry-level surgical technologist.
- Demonstrate an entry-level knowledge base by successfully completing the Certification exam.
- Utilize effective communication with members of the surgical team in order to analyze and anticipate the perioperative needs of the patient and the surgical team.
- Demonstrate theoretical and practical proficiency in surgical aseptic technique and patient care.
- Provide patient care in a professional, ethical, and legal manner as a surgical technologist.
- Integrate recognition of the patient as a whole person with multiple dimensions of social, cultural, religious and ethical beliefs to address the biopsychosocial needs of the surgical patient.
- Demonstrate effective adaptability to new and emerging technologies and a commitment to learning as a lifelong process.

As proof of mastery of cognitive skills, our students will:

1. Apply communication skills via interaction with a diverse community of surgeons, healthcare professionals and co-workers.
2. Utilize critical thinking and clinical reasoning skills to problems of the operating room and patient safety.
3. Build quantitative reasoning skills-transfer but not administer drugs within the sterile field.
4. Recognize the complexity of the patient as a whole person with multiple dimensions of social, cultural, religious and ethical beliefs.
5. Demonstrate research skills using communication, organization, and technology by seeking, selecting and organizing information for writing a research paper.
6. Describe actions and uses of pharmacological agents in regards to surgical patients.

As proof of mastery of psychomotor skills, our students will:

1. Demonstrate competence and sterile technique via preparing the operating room and the sterile field for surgical procedures by opening sterile supplies, instruments, and equipment using sterile technique.
2. Setup and maintain the sterile field for surgical procedures by ensuring that surgical instruments and equipment are functioning properly.
3. Perform tasks at the sterile field, including:
 - (i) Passing supplies, equipment, or instruments.
 - (ii) Sponging or suctioning an operative site.
 - (iii) Preparing and cutting suture material.
 - (iv) Transferring and irrigating with fluids.
 - (v) Handling specimens.
 - (vi) Holding retractors; and
 - (vii) Assisting in counting sponges, needles, supplies, and instruments.
4. Apply scientific principles related to anatomy, physiology and pathophysiology for safe transfer, positioning, prepping and draping of surgical patients.

As proof of mastery of affective skills, our students will:

1. Exhibit professional and respectful behavior.
2. Perform as a team player by accepting and accurately carrying out directions from team members.
3. Protect patient privacy and confidentiality.
4. Anticipate the needs of the surgical team based on knowledge acquired through didactic and clinical portions of the program.
5. Recognize and respect the patient as a whole person with diverse dimensions of social, cultural, religious and ethical beliefs.

ADMISSIONS POLICY

Please refer to the most current application packet. This can be found on our website, www.northshore.edu. All accepted students are assigned an SRT program code upon acceptance to the program. Accepted students are required to attend a mandatory incoming student orientation mid-May/early June. Representatives from the Enrollment Center, Student Financial Services, Division of Health Professions, Health Compliance Nurse, Human Resources and the Surgical Technology Program will present to you all the information you will need to prepare you for your Fall start. Students who do not attend the session may forfeit their enrollment in the SRT Program. If an accepted student needs to withdraw or defer their acceptance to the program, the student must contact the department chair as soon as possible and follow up with a letter/email stating their decision. This allows the Surgical Technology program to offer this seat to a student on the waitlist.

PROGRAM ORIENTATION

Students accepted to the Surgical Technology Program are required to attend a mandatory orientation session in May/June with college representatives from Enrollment, Student Financial Services, Health Professions, Academic Technology, Library and the Student Support Center. Students accepted to the Surgical Technology program are additionally required to complete an online Program Orientation in

Blackboard. Students who do not attend the mandatory orientations will forfeit their enrollment in the program. Information on current charges (tuition and fees, health insurance costs), payment options, financial aid, and refund policies can be found on the college's Student Financial Services web page. All costs associated with attending NSCC are subject to change.

HEALTH REQUIREMENTS

Following initial acceptance into the Surgical Technology program, candidates must satisfactorily meet the health requirements of the program set forth by the DPH and clinical affiliated agencies.

HEALTH FORMS

Students must possess certain abilities and skills necessary to provide and maintain safe and effective care. A Technical Standard for Surgical Technology* and Immunization Form completed by a physician or Nurse Practitioner must be submitted before the beginning of the program.

**Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is listed below. For those applicants offered admission, you will be asked to self-certify by signing the Technical Standards, which are included in the Health Forms.*

HEALTH INSURANCE

The College requires all matriculated students carrying nine credits or more and all clinical placement sites, to carry health insurance through either the student health insurance program or a health insurance program with comparable coverage.

HEALTH STATUS CHANGE

In order for a student to continue in class or clinical when his/her health status has changed, the student must provide documentation from a physician that clearly states the ability of the student to fully participate in classroom and clinical activities. Health status changes include but are not limited to:

1. Injury
2. Pregnancy/Delivery/Postpartum
3. Accident/Visit to the Emergency Department
4. Major illness
5. Surgery
6. Splint/brace/cast/sling

The student must present the physician's clearance letter to the department chair prior to returning to the classroom or clinical area.

SELECTIVE PROGRAM ADMISSION AND CONTINUED PARTICIPATION REQUIREMENTS

Due to high demand and limited resources, NSCC provides several selective admission programs, particularly in health education and those requiring clinical and field experiences with employers. These programs are not open admission programs and shall establish and maintain additional criteria for admission and continued participation.

REQUIRED DRUG TESTING

The Division of Health Professions is committed to high quality education and providing excellent clinical experiences for all students in Nursing and Allied Health professions. Students are expected to perform at their highest functional level during all educational and clinical experiences in order to maximize the learning environment and ensure both patient and student safety. Thus, a student's performance at all times must be free of any impairment caused by prescription or non-prescribed drugs, including alcohol or marijuana.

Students enrolled in Nursing and Allied Health programs are required to undergo and pass a college-endorsed ten (10)-panel drug and/or alcohol screening analysis in order to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at the College's contracted facilities may also be required to undergo and pass additional random and scheduled drug screenings in order to remain at that clinical facility and in the program. Students who fail a screening, or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program.

Students with a positive drug test may appeal the results of the test within five (5) days of notification of the drug test results. This appeal must be in writing and delivered to the college's Dean of Health Professions. An appeal by a student who claims that he/she/they tested positive due to a prescription drug and was unable to clarify this matter with the medical review officer (MRO) from the drug testing lab shall include evidence from a health care provider of the type of prescription, dates of permissible use and dosage amounts. Students whose appeals are denied may re-apply for re-entry into the program after one (1) year. Requests for re-admission will be considered on a case-by-case basis and in accordance with program criteria.

Students who are notified of a "negative-dilute" result will submit to a random drug test within twenty-four (24) hours of the previous test in order to confirm the negative status of the screening. Additional random testing may also be required under the guidelines listed in your program's handbook.

Students who test positive for marijuana are unable to continue in a clinical placement, which will affect their status in the program. While the use of marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its use, possession, distribution and/or cultivation at educational institutions remains prohibited. A student who has a prescription for Medical Marijuana and tests positive for marijuana will be referred to the Office of Accessibility Services for consideration as to whether the student's off-campus use of Medical Marijuana constitutes a reasonable accommodation under state law. If it is determined based on an interactive process with the student that his/her/their continued off-campus use of Medical Marijuana could impair his/her/their clinical performance, pose an unreasonable safety risk to patients, or violate the terms of a clinical facility's affiliation agreement with the College, then the student's continued use of Medical Marijuana will not constitute a reasonable accommodation under the law.

A NSCC student's program fees will cover the cost of drug testing and retests. Students will be responsible to pay for additional drug screening conducted as part of an appeal. All students will be required to sign a Drug Screening Release Form. By signing this form, students authorize NSCC to conduct the ten (10)-panel urine test for drug screening. The student will be provided additional information regarding the procedure through their program's handbook and during program orientation. If assistance is needed with this drug screening process, please contact the Dean of Health Professions.

REQUIRED BACKGROUND CHECKS

Students enrolled in Nursing and Allied Health programs are required to undergo and pass a National Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI) background screening in order to remain in the program and be eligible for placement in a clinical facility. Students assigned to clinical education experiences at our contracted facilities may also be required to undergo and pass additional random CORI/SORI screenings in order to remain at that clinical facility and in the college program. Students who fail a screening, or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. Any appeal of a CORI/SORI screening will be reviewed and decided by the North Shore Community College CORI/SORI Board. Please refer to the College Policy 22200 and Administrative Procedure 22200 for information concerning the CORI/SORI appeal process. Program fees cover the subsequent costs of CORI/SORI checks.

PERSONAL INTEGRITY

A professional code of ETHICS does not allow for dishonesty of any kind. Any incident of untruthfulness or any type of academic misconduct may be cause for automatic dismissal from this course or program. Discourteous conduct will not be tolerated. PROFESSIONAL APTITUDE and PROFESSIONAL ATTITUDE are an integral part of this program.

ACADEMIC INTEGRITY

All students enrolled in the Surgical Technology Program at North Shore Community College are expected to be honest in their academic endeavors and to act within the standards of academic honesty. Students are expected to show respect toward one another, cooperate, accept responsibility for one's own actions, and function as a responsible, ethical adult. The foundation of academic integrity is honesty.

ACADEMIC POLICY

The Surgical Technology faculty regarding the surgical technologist students as adult learners who come to the program with a variety of life experiences and knowledge levels. Students are expected to exhibit a maturity level consistent with adulthood and to utilize a variety of learning experiences throughout the program.

CLASSROOM ETIQUETTE & BEHAVIOR

1. Students should be on time for class and seated at his/her desk. It is not acceptable to walk into class late. It is disrespectful and disruptive to your classmates and faculty.
2. There will be NO food/eating during classroom lectures; a beverage is acceptable. No food or beverages are allowed in the lab.
3. Audiotaping of class/lecture is not allowed. To use a recording device, permission must be received from Disability Services with a Notice of Academic Accommodations to be given to the course instructor.
4. **All cell phones are to be turned OFF during class.**
5. Talking and whispering during class is not acceptable behavior; it is disturbing to both your classmates and the faculty.

ACADEMIC SUPPORT SERVICES

All students have access to the college's support services in the Student Support and Advising Center at the Lynn and Danvers campus. Services available include:

- Mental health/crisis counseling
- Accessibility services
- Veterans services
- Library
- Testing Center
- Tutoring
- Referrals to social service agency

WRITING & TUTORING CENTERS ON CAMPUS

The Tutoring Center on the Lynn Campus is located in LW 222 and LW 219. All NSCC students are welcome in the Tutoring Center!

- In MyNorthShore, select the TutorTrac box

ACCESSIBILITY SERVICES

As a student at North Shore Community College (NSCC), you are invited to engage in an interactive, collaborative partnership with Accessibility Services and your professor to meet any accessibility related need for reasonable academic accommodations in this course. To begin this process, please visit <http://www.northshore.edu/accessibility/> and follow the outlined procedure to request services. If you have already received approval for accommodations from Accessibility Services at NSCC, please present your professor with your Faculty Notice of Academic Accommodations during the first week of the semester or as soon as possible. Accommodations go into effect once you hand-deliver this notice to your professor. If you will require assistance during an emergency evacuation on campus, please notify your professor immediately. For your reference, evacuation procedures are posted in all classrooms. Accessibility Services may be reached by email at Accessibility@northshore.edu or by phone at 781-593-6722 ext. 2134.

COURSE EXEMPTION AND TRANSFER CREDIT

There are no course exemptions in the SRG program at NSCC. Individuals who have completed the following courses ONLY with a final grade of “C” or better may transfer credit into the SRG program:

- Anatomy & Physiology 1 and 2 (completion within the last 10 years)
- Medical Terminology
- Introduction to Psychology
- Human Growth and Development
- Composition I

SCHOOL HOURS

Class hours are as printed in the College's Master Schedule. Hours at clinical affiliations are 7:00 a.m. – 3:30 p.m. It is the student's responsibility to be punctual at the clinical affiliation site. Late arrival at school or for clinical is excused only in case of emergency. Students must inform the faculty of any emergency situations as soon as permissible. Students must inform the clinical facility and NSCC, Surgical Technology faculty of clinical tardiness, absence, and/or early leave before 6:45 am of the same day. Successful progress of any class/lab necessitates the punctuality of class participants. A student who is frequently late may be placed on probation.

ATTENDANCE POLICY

Attendance is MANDATORY at all academic classes, lab, and clinical experiences.

A. Orientation Sessions to the Surgical Technology Program

Attendance at orientation is required. There is a one-day program orientation session in June and a second orientation session in August specific to the Surgical Technology Program. Simulation, lab, along with college student services, library and technology used in the Surgical Technology Program will be introduced. Clinical onboarding and drug screening will be done at this time.

B. Academic Class Attendance

1. Attendance will be taken and recorded electronically at the beginning of each class.
2. **Tardiness is not acceptable and is deemed unprofessional behavior. Those students missing any more than 25% of class time either tardy or leaving early to class will be marked absent.**
3. **Students must attend at least 90% of class hours in each course to earn a “C” grade or better.**
4. **There is no mechanism to make up missed academic classes. The student is responsible for obtaining the missed material/information and contacting the appropriate instructor for help or guidance. It is under the discretion of the instructor to permit make up of lab.**
5. It is the student's responsibility to keep track of his/her absences and to discuss concerns with the North Shore Community College Surgical Technology Department Head/Instructor and/or North Shore Community College Surgical Technology Clinical Coordinator/Instructor.
6. **Funeral Leave:** Three (3) days shall be allowed for death in the immediate family without penalty. Immediate family shall include spouse, partner, child, parents, sister, brother, grandparents, grandchildren, and in-laws. Missed clinical time must be made up through additional clinical days, lab time or case study
7. **Jury Duty:** Students chosen for jury duty will be required to submit official documentation from the court. Long-term service will interfere with meeting program objectives.

C. Clinical Attendance

1. Attendance is mandatory at all scheduled clinical practicums and simulations to which the student practical nurse is assigned during the course of the program. Specific clinical hour requirements are required by the college to earn credit for the course.
2. Students are required to be in proper attire and be prepared for all aspects of the learning experience. In the event of an absence, the student Surgical Technologist is unable to meet the clinical objective or participate in clinical learning activities. **Excessive Absences from clinical are unacceptable.**

If at any time during the academic year, the Surgical Technology student is unable to meet the clinical objectives of a Surgical Technology course or fully participate in the clinical or lab learning activities due to illness, injury or other personal reasons, they will be required to withdraw from the Surgical Technology program.

SCHOOL CANCELLATION (Snow Days)

If school is canceled, the announcement will be given on the NSCC website. Adverse weather and emergency school closings are announced on local radio and television stations. The College voice mail message system also records school closings. Students may call (978) 762- 4200 for school closing announcements or visit www.northshore.edu for school status regarding closings. Students are to use their own discretion to determine if travel to the school or clinical site is safe.

SMOKE-FREE CAMPUS POLICY EFFECTIVE 1/1/2012

Smoking is prohibited within the confines of all college grounds, buildings and property. Smoking will only be permitted in private vehicles lawfully parked on campus lots. Effective implementation of the policy depends upon the courtesy, respect and cooperation of all members of the campus community. Complaints concerning employees of the College should be brought to the attention of the employee's immediate supervisor, or in the alternative to the Vice President of Human Resource Development or the Director of Human Resource Development. Complaints concerning students should be brought to the attention of a campus police officer, who may refer the matter to the Dean of Students, and any official actions taken will be in accordance with the Student Code of Conduct. It is anticipated that violators would first be reminded and provided with educational literature. Disciplinary measures would be expected to be reserved for repeat infractions or infractions that interfere with the College's academic or workplace needs or responsibilities. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus.

PROGRAM COST & FINANCIAL AID

Students may contact the office of Student Financial Services at the following website www.northshore.edu/paying/cost/index.html for information regarding current tuition and fees, program fees, and refund policies. The office additionally can provide information on available grants, loans, and work-study programs to students who otherwise would be unable to attend college. The amount and type of aid a student may receive depends on the availability of funds and the student has established financial need.

CHANGE OF NAME OR ADDRESS

Students changing their name or address are required to notify the Department Chair and the College's Enrollment office immediately.

STATEMENT ON STUDENT EMPLOYMENT

Due to the rigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16-hours per week. Students who work more than 16 hours can seriously jeopardize their successful completion of the program. Outside job commitments does not excuse failure in clinical class academic classwork or clinical site rotation.

TESTING STANDARDS

It is expected that the student will be present for all exams/quizzes and final exams on the announced date and time.

TEST CONDUCT

The expectations for the student during testing while enrolled in the Program include:

- Being seated at his/her desk on the announced date and time of the exam.
- Independent completion of all exam materials.
- Absence of water bottles, coffee, etc. on desk. Electronic devices (cell phones, iPad, smart watches, etc.) will be off and placed in a purse or backpack.
- Removal of all hats (baseball caps etc.)
- Placement of pens or pencils only on desktop.
- Completion of the exam/test/quiz before leaving the classroom. Leaving the classroom during a test for any reason will result in TERMINATION of the testing process.
- Passing in the exam promptly at the conclusion of the testing period.

Any form of cheating will result in a “zero” and it will be reported to the Dean and the Director of Student Engagement and may result in termination from the program.

GRADING POLICY

The Surgical Technology faculty will award grades according to the College grading policy found in the college catalog with the following exceptions:

C 2.0 75 –76

C- 1.7 70 – 74

GRADING SYSTEM

Faculty members will award the following grades to students. The Quality points for each grade are listed below.

A 4.0 93-100 A- 3.7 90-92
B+ 3.3 87-89 B 3.0 83-86 B- 2.7 80-82
C+ 2.3 77-79 C 2.0 75-76 C- 1.7 70-74
D+ 1.3 67-69 D 1.0 63-66 D- 0.7 60-62
F 0 Below 60

EXAMS/QUIZZES

1. It is the student's responsibility to contact the instructor the first day following the missed quiz/exam in order to arrange for a possible make-up quiz/exam.
2. All in-class quiz/exam must be made during the next classroom day.
3. All internet-based quizzes must be completed by the due date posted and cannot be taken once the due date has passed.
4. Exams or quizzes will be corrected and returned by the faculty member at the next scheduled class if possible. The faculty member will review the exam or quiz with any student by appointment. ALL exams and quizzes remain the property of the faculty member and the Surgical Technology Program.
5. Failure to comply with stated policy will result in a grade of zero for that quiz/exam. See the requirements listed under each syllabus.

FINAL EXAMS

There is no make-up for final exams. A Final exam is a cumulative exam given during the College final examination period. One is ineligible to continue in the program if any final exam is not taken on the specified date and time.

BASIC LIFE SUPPORT (BLS)

Surgical Technology students are required to obtain American Heart Association Basic Life Support (BLS) for Healthcare Provider certification prior to the start of the school year. Attending clinical externship is not allowed without proof of certification. Students must maintain BLS certification throughout the program of study. Students are required to provide their current BLS card at the start of the school year and as soon as the certification expires.

ACADEMIC WARNING POLICY

When a student is having difficulty in either the theoretical or clinical component of a course, the student will be referred to the Student Support Center. A warning/probation will be given at any time during the semester if there is no progress in the academic component. The student will be notified in writing or by meeting with the course instructor for specific recommendations and/or improvement in the identified area(s). Forms must be read and signed by both the student and faculty person. The student will retain a signed copy, and a copy will be forwarded to the program director.

The following list are some, but not all of the reasons that a student may be placed on academic warning/probation:

- Grade point average of 2.0 and below.
- Repeated failure to keep appointments with facilitator/clinical instructor.
- Repeated absences or tardiness from mandatory classes.
- Repeated failure to comply with program policies

PROMOTION PROGRESSION POLICY

The Surgical Technology program consists of sixteen months of concurrent, correlated, courses and supervised clinical practice days. **AT THE CONCLUSION OF EACH SEMESTER THE SURGICAL TECHNOLOGY STUDENT MUST MEET THE MINIMUM PASSING STANDARD OF “C” (75% FOR SRG COURSES) OR BETTER OR “PASS” (in P/F courses) IN ALL COURSES LISTED ON THE PROGRAM OF STUDY SHEET FOR THAT SEMESTER/INTERSESSION IN ORDER TO PROGRESS IN THE PROGRAM.** The curriculum includes surgical technology theory and practice, biological and behavioral sciences, and trends and issues. To ensure academic success and achieve practice competency, it is necessary for each student to demonstrate proficiency and safety in all his/her course work.

SATISFACTORY PROGRESS

To remain in the Surgical Technology Program, satisfactory progress must be achieved and standards must be met throughout the academic year. The following do NOT constitute satisfactory progress and mandate withdrawing from the Program:

- Failure to achieve a theory grade of "C" (75%) in all of the courses of the surgical technology curriculum.
- Failure to achieve a "Passing" grade and completing the clinical case requirement component in the clinical section of the program.
- Excessive absenteeism.
- More than two clinical absences.

GRADUATION AND SURGICAL TECHNOLOGIST CERTIFICATION

In order to graduate from the NSCC Surgical Technology Program, you must:

1. Abide by all college policies to maintain matriculation in the program.
2. Complete all courses within the curriculum.
3. Complete all of the Surgical Technology courses with a grade of “C” (75%) or higher.
4. Satisfy all financial obligations to the college.
5. Complete the required AST Core Curriculum Case Count. Perform competently in the first scrub ‘solo’ role and second circulator as defined by the AST 6e Core Curriculum. Students are required to complete a minimum of thirty (30) cases in General Surgery. Twenty (20) of those cases should be in the First Scrub Role. Students are required to complete a minimum of ninety (90) cases in various surgical specialties. Sixty (60) of those cases should be in the first scrub role and evenly, but not necessarily equally distributed between a minimum of four (4) surgical specialties. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to ten (10) diagnostic endoscopic cases and five (5) vaginal delivery cases can be counted towards the maximum number of second scrub role cases. Diagnostic endoscopy cases include endoscopy cases that are strictly diagnostic in nature. Cystoscopy, Laryngoscopy, and Colonoscopy. Endoscopy cases with enhancements, such as Cystoscopy with Bladder Biopsy or Stent Placement and Colonoscopy with Polypectomy are considered surgical procedures and can be performed in the second scrub and/or first scrub roles, provided they perform all skills listed under the applicable role. Observation cases should be documented but do not count towards the one hundred twenty (120) required cases.
6. Complete the graduation application and submit it to the registrar’s office.
<http://www.northshore.edu/registrar/graduation.html>.
7. All students must participate in the Surgical Technology Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

APPLICATION TO GRADUATE

In order for a student to graduate, a graduation application form must be completed and submitted to Enrollment Services. The academic advisor will remind students to submit this form at the appropriate time; however, it is ultimately the student's responsibility to ensure that the form is submitted to Enrollment Services by the stated deadline. After receiving the completed form, Enrollment Services will review the record and respond to the student as to whether all courses required for graduation have been completed. Refer to the NSCC Academic Calendar for the deadline to file an application to graduate. A diploma or certificate will not be printed or be available unless this application is filed.

DISMISSAL/WITHDRAWAL POLICY

The following constitute offenses that may result in the dismissal/withdrawal process being initiated against an individual enrolled in the Surgical Technology Program

GROUND FOR DISMISSAL/WITHDRAWAL

1. Theory Component
 - a. Failure to achieve a "C" on any adjunct course.
 - b. Failure to achieve a theory grade of "C" (75%) in major Surgical Technology courses (SRG courses).
 - c. Failure to achieve a "pass" grade in the clinical component of the course.
 - d. Failure to submit required Orientation, Immunization, and Program/College required documentation.
 - e. Violation of academic conduct, including but not limited to, cheating in class.
 - f. Any occurrence of unethical or unprofessional behavior.
 - g. Any occurrence of alcohol/chemical drug abuse.
 - h. Failure to maintain an ongoing cumulative average of 2.0.
 - i. Failure to pass in the lab component of the course.
2. Clinical Component
 - a. Failure to perform clinical skills based on knowledge of underlying principles and according to clinical agency policies and procedures.
 - b. Failure to follow clinical agency and/or NSCC policy and procedures.
 - c. Failure to progress toward meeting clinical competencies within a responsible time period.
 - d. Failure to apply theory to practice.
 - e. Inadequate preparation for clinical experiences.
 - f. Excessive absence from clinical experiences.
 - g. Repeated tardiness or early leave of clinical experiences.
 - h. Conduct which conflicts with professional behavior policy.
 - i. Any occurrence of alcohol/chemical drug abuse.

DISMISSAL PROCESS

Dismissal Process Committee

1. The Program Director/Dept. Chair of the Surgical Technology Program.
2. One member of the Surgical Technology faculty if applicable appointed by the Program Director and two (2) other college members.
3. One alternative committee member appointed by the Program Chairperson.

Dismissal Process

1. The instructor/professor will immediately give a verbal warning to any student participating in any form of unsafe practice, academic dishonesty, unethical or unprofessional behavior. If the incident involves any occurrence of alcohol or drug abuse or any unsafe practice, the clinical instructor has the authority to remove and dismiss the student from clinical externship immediately.
2. The involved faculty member will present to the Surgical Technology Program Director the incident(s), which may initiate the dismissal process. A joint decision will be made with respect to going forward with this process.
3. The student will be notified verbally and in writing by the Program Director of the initiation of the dismissal process with the reason(s) listed and the date and time of the dismissal committee meeting.
4. The Program Director reserves the right to suspend the student from the classroom and/or clinical agency until the committee reaches a decision.
5. The dismissal committee will be convened within three (3) working days from the date of notification to the student by the Program Director.
6. The student may participate in the discussion and clarification of circumstances at the committee meeting with the option of having an advocate in attendance.
7. The student will be notified in writing within one (1) working day of the majority vote decision of the committee by the Program Director.
8. Surgical Technology Student Handbook 21
9. A summary of the proceedings will be prepared and placed in the student's record.
10. A written appeal may be made to the Health Professions Division Dean within two (2) working days if the student is not satisfied with the decision of the dismissal committee.

STUDENT GRIEVANCE

The SRG faculty supports the "Student Grievance Procedure" of North Shore Community College published in the Student's Rights and Responsibilities handbook. It is recommended the ST student review the handbook and become familiar with its policies and procedures.

A "grievance" is defined as a complaint by a student that there has been an alleged violation, misinterpretation, or inequitable action committed against said student. In the event a student believes an incident has occurred, the student should refer to the College's "Student Grievance Procedure." However, the SRG faculty believes the student wishing to file a grievance should first:

- Discuss the matter in a timely fashion with the appropriate faculty member with the objective of resolving the issue/matter.
- If the matter is not resolved informally, the student shall request a meeting with the Department Chair, with a meeting resulting within 48 hours.
- If the parties cannot resolve the grievance, the student should file within 48 hours a written statement to the Division Dean.
- The Division Dean will respond to the student within 3 days and convene a meeting, which may or may not involve faculty members and the Department Chair.

STUDENT-FACULTY COMMUNICATION

1. Students are expected to check their NSCC email and Blackboard at a minimum of once daily, Monday through Friday. College e-mail is the official communication method used by the ST faculty.
2. The Surgical Technology Program requires students to use the Learning Management System – Blackboard. This requires the student to have basic computer literacy skills and access to a computer with reliable internet access. There are several open computer rooms on campus for student use.
3. Each student Surgical Technologist may schedule an appointment with his/her faculty advisor as needed.
4. A faculty advisor will notify a ST student if a meeting is deemed necessary.
5. During the academic year, the faculty is available during office hours, which is posted outside the office door.

WITHDRAWAL PROCEDURE

Prior to withdrawing from the Surgical Technology program, it is highly recommended that the student makes an appointment with the Department Chair or advisor. To officially withdraw from the college, the student must submit a written application to the Registrar's office as soon as possible. Notifying the instructor or ceasing to attend class and/or clinical does not constitute an official withdrawal. The importance of following the withdrawal procedure cannot be overemphasized. Students who do not formally withdraw will receive an "F" grade for the enrolled courses. Failure to follow the official withdrawal procedure may also result in the college giving incomplete or misleading academic transcript results and/or recommendations (Please refer to the College handbook, Academic Standing, for more information).

READMISSION COLLEGE POLICY

The following students must apply for readmission prior to registration in any given semester:

1. Students who have not matriculated and enrolled in the College within the previous five years.
2. Students who have graduated from the College.
3. Students in selective admission programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Medical Assisting Certificate, Veterinary Technology, Surgical Technician Certificate, and Practical Nursing Certificate) who have interrupted their sequence of professional courses with a course withdrawal, course failure, and/or semester stop out.
4. Students in health professions programs seeking readmission must meet current Program and College admission requirements, and follow the specific policies and procedures defined by individual programs*
5. Readmission to health professions programs is not automatically guaranteed. If readmitted, students are permitted only one readmission to their program on a space available basis with approval by the Program Director/Department Chair.

SURGICAL TECHNOLOGY READMISSION POLICY

All previously enrolled students have an opportunity to be readmitted within one year of withdrawal/dismissal from the Surgical Technology Program at North Shore Community College on a space available basis. Readmission will be based on academic history as well as personal extenuating circumstances. Academic failure is not necessarily viewed as an extenuating circumstance and will not guarantee an individual readmission into the next class. Upon withdrawal and/or failure from the ST

Program an individual interested in reapplying MUST interview with the ST Department Chair or designee to discuss the readmission process. The Surgical Technology/Allied Health Faculty Committee will review all re-admission applicant files and through Enrollment Services send a letter of readmission to an individual notifying an individual of admission status.

The following requirements and conditions MUST be met for consideration for readmission into the Surgical Technology Program at North Shore Community College:

1. Meet the current admission requirements of the ST Program and College.
2. Submit a detailed letter* to the ST/Allied Health Faculty Committee addressing the changes one has made to enhance academic success if readmitted to the ST Program. *(The letter must include a self-description of the difficulties one encountered in meeting ST course requirements and a plan for addressing difficulties in the future; plus a description of activities {academic and work} that one has been involved with since withdrawal from the ST Program).
3. Schedule a meeting with the ST Department Chair during the readmission process.
4. Submit Surgical Technology Program Application.

Before re-entering the Surgical Technology Program, the following are required of an individual:

1. Proof of health insurance.
2. BLS for Healthcare Provider certification.
3. Required and up-to-date immunizations.
4. Up-to-date CORI/SORI and Drug Testing.

A letter will be mailed to individuals outlining necessary requirements needed for completion for re-admission.

CLINICAL PLACEMENT

Clinical placement is assigned late fall semester for spring semester. The faculty considers a number of factors when determining placement, and personal preference and convenience are not always in the student's best interest. Placement may need to be changed occasionally, and any students who are moved are expected to do it professionally. Because the clinical sites are not all in the local area, students must have reliable transportation. North Shore Community College is not liable for any accidents during off campus surgical rotations.

CLINICAL AFFILIATIONS

Anna Jaques Hospital
Beth Israel-Deaconess
Beverly Hospital
Lahey Outpatient Danvers
Lahey Medical Center-Peabody
Lawrence General
Lowell General Hospital
Massachusetts General Hospital
Massachusetts General Hospital North Shore
Melrose-Wakefield Hospital
Salem Hospital
Winchester Hospital

DRESS CODE FOR THE LAB & CLINICAL SETTING

1. Light blue surgical scrub top and pants. Any clothing worn under scrub suit must be completely covered by scrub suit. Facility provided scrubs will be worn in the clinical setting and according to facility policy.
2. Closed Nursing or Medical Shoe or clean, closed, low-cut sneakers (with shoe covers).
3. Surgical warm-up jacket.
4. NSCC and facility provided picture ID badge
5. Heavy make-up and perfume are not allowed in the lab or clinical area.
6. **NO ARTIFICIAL NAILS or EYELASHES ARE ALLOWED IN THE LAB OR CLINICAL AREA.**
7. Fingernails **MUST** be short and unpolished.
8. Hair should be cut or secured in such a manner that prohibits extension beyond the surgical hair cover.
9. Good personal hygiene is mandatory for the Surgical Technologist.
10. **NO RINGS, BRACELETS, WATCHES, NECKLACES, EARRINGS OR FACIAL PIERCINGS** are permitted in the lab or clinical setting.

CLINICAL ASSIGNMENTS

The clinical component of the program shall be educational in nature. The student shall not be substituted for personnel during the clinical component of the program. Surgical Technology faculty assigns clinical placements. Preferred clinical placements are not guaranteed and final.

The student will be assigned with a preceptor for selected surgical procedures. If the assignment is given in advance, the student will be expected to explain in his/her own words various aspects of the surgical procedure. If the assignment is given on the same day, the student is expected to use resources on the clinical unit to gather information about the procedure. Various clinical skill sets are mastered in a variety of ways. Classroom, surgical operating room laboratory, lectures, readings, and demonstrations may be used in many combinations to provide for learning. In general, students are expected to demonstrate progressive and consistent mastery of procedures.

Students may be required to visit their assigned clinical site to obtain client information in preparation for their clinical experience. Students are required to wear business attire (no jeans/shorts/open toe shoes) and their NSCC ID when visiting a clinical facility to obtain clinical assignments.

FACULTY WILL PERMIT ONLY COMPETENT, PREPARED STUDENTS TO PRACTICE IN THE CLINICAL AREA.

Students are ultimately responsible for their own actions and may be liable for their own negligence. As the student becomes more proficient and builds up a knowledge base of surgical cases, she/he must maintain good communication with the clinical instructor. Good judgment about seeking the instructor's help and supervision is necessary.

CLINICAL REMEDIATION POLICY

The student's responsibility during the clinical portion of the course is to incorporate the classroom and lab learning experiences and apply them to activity in a real operating room. Students will be evaluated on all aspects of their behavior during clinical, including but not limited to their preparedness for activity in the operating room, their ability to learn and repeat surgical techniques, knowledge of instruments and equipment, speed of performance, and interpersonal behavior both in and out of the operating room.

Assessments will be made by Surgical Technology staff, clinical site preceptors and clinical site staff. Students who have been notified by their clinical site or Surgical Technology faculty that any of the above listed skills are insufficient. The student must notify the ST Program Director within 48 hours to schedule remediation in the Surgical Technology lab. Failure to schedule an appointment or failure to remediate appropriately may result in dismissal.

SAFE STUDENT PRACTICE IN CLINICAL SETTINGS

In the clinical setting, the student at all times will demonstrate patterns of behaviors that follow the legal and ethical codes of the Association of Surgical Technology. The faculty reserves the right to remove a student from the clinical area in any instance including, but not limited to the following:

- A pattern of behavior, which endangers a patient, peer, staff member, clinical instructor, or preceptor.
- Patient safety is jeopardized by the student's negligent actions or by demonstration of unethical or unprofessional behavior.

A pattern of behavior that is found to be unsafe may result in student's termination from the clinical practicum at any time during the semester and said student will receive a non-passing grade for the course. The clinical instructor will give the student a verbal and written warning. At the discretion of the clinical instructor, that instructor may request a member from the clinical facility (preceptor, educator, and/or nurse manager) be involved for the purpose of further evaluation. If the student's pattern of behavior is repeated with the other clinical facility member, and the student's conduct is determined to be unsafe, the student may be terminated from the clinical practicum, receive an "F" for the course and be terminated from the Surgical Technology program. The student, if they desire, may file a grievance against this decision regarding termination.

A **"pass"** clinical evaluation must be achieved in each of the following courses:

- SRG Operating Room Externship.

A **"fail"** on any clinical objective at the conclusion of the above listed courses may result in a "FAIL" grade in that clinical component and will result in an "F" for that course. At that point, the student will be required to withdraw from the Surgical Technology program.

COMMUNICATION OF SAFETY CONSIDERATIONS

The surgical technology program ensures that students receive information about known and suspected health hazards and toxic substances which they may be exposed to during clinical experiences:

- Ionizing radiation
- OSHA policies
- CDC-Universal Precautions and Standard Precautions
- Sharps injury and strategies for exposure prevention
- Hazardous materials and waste disposal
- MSDS
- Management of exposure (treatment, risk assessment, prophylaxis for HIV) • Hepatitis B, Hepatitis C, TB
- Laser and electrosurgical plume
- Latex allergy
- Chemical hazards and safety considerations
- Waste anesthetic gasses
- Methyl methacrylate
- Formalin
- Ethylene Oxide (ETO)
- Glutaraldehyde

CLINICAL PROCEDURES

All students must complete hospital orientation packets for each individual clinical facility before they can participate in their clinical rotation. Clinical experiences are designed to be educational in nature by providing students with hands-on experience. Clinical training is a cooperative effort among NSCC, the student and the clinical facility. Students may not take the place of paid staff, and may not be paid for their clinical hours. NSCC maintains professional malpractice/liability insurance on all students and faculty while at clinical facilities. The student is a guest at the clinical facility, and can be expelled from the clinical site at any time by facility representatives. The clinical site expects that the student will obey all facility policies, rules and regulations regarding the clinical site and clinical assignment. The Surgical Technology student is ultimately responsible for their own actions during clinical rotation time; thus, adherence to NSCC policy and procedure as well as individual clinical facility policy and procedure is expected and required. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures. Lockers are provided by the individual clinical facility. Students are permitted to utilize the locker for the day. All valuables should be locked or they should not be brought into the clinical facility. Students may be required to provide their own lock. NSCC is not responsible for lost or stolen personal property.

CLINICAL ATTENDANCE

See Program Attendance Policy

NOTE: To be eligible for graduation, the student must complete a minimum number of clinical cases as defined by the Core Curriculum of the Association of Surgical Technologists.

In the event of a clinical absence, the student is required to:

1. Notify the clinical facility at least 30 minutes in advance.
2. Notify the instructor by 6:45am to discuss the clinical absence.

EVALUATION OF CLINICAL PERFORMANCE

All applicable clinical objectives must be met satisfactorily to pass the course. A student who meets all the course objectives in a satisfactory manner will receive a pass grade for the clinical component of the course. Students are expected to acquire a copy of the clinical evaluation tools to review the document at the beginning of each clinical rotation. Each student must submit a signed and dated daily preceptor evaluation/surgical case log for each clinical day attended. Students must additionally complete a comprehensive case log at least once per week. Each student will receive two (2) clinical evaluations completed by the clinical facility staff. All applicable clinical objectives on the clinical evaluation tool must be met satisfactorily to pass the operating room externship.

Students are expected to demonstrate consistent and progressive mastery of skills in the clinical area. Students' performance and behavior must be safe and appropriate at all times. Students are expected to meet the behavioral objectives of the clinical area with equal amounts of guidance and instruction as required by other students at the same level. Faculty will permit only competent, prepared students to practice in the clinical area.

EVALUATION PERIODS

- **Each Academic Semester:** Mid-term: Lab evaluations/conference
- **End of Each Semester:** Grade reports
- **Final Semester:** Two (2) written evaluations (midterm and final) given by the clinical facility and ongoing feedback by instructor. Final grades.

CLINICAL WARNING

The clinical instructor will explain unsatisfactory or unsafe performance verbally to the student immediately. Patterns of unsatisfactory performance will be documented on the Clinical Warning Form with suggested remedial actions and time frame for improvement.

A student placed on Clinical Warning must demonstrate the ability to consistently meet the course objectives by the end of this designated rotation or time frame before Clinical Warning is removed. Should his/her performance not improve satisfactorily, the student will receive a "fail" grade in the clinical component of the course. In this situation, the student is not eligible to continue in the program. A Clinical Warning may be given at any time during the semester. The Department Chairperson will be given a copy by the instructor and will collaborate with both the student and the instructor to determine appropriate actions.

CLINICAL SUSPENSION POLICY

The Surgical Technologist Program will suspend any student from the clinical area in the event that:

- The health form is incomplete.
- Evidence of current CPR and malpractice insurance has not been provided to facilitator.
- Failure to attend clinical orientation.
- Unsafe behavior.
- Inability to maintain physical or mental health necessary to function in the program.

The student will be suspended until the facilitator receives evidence of successful completion of the requirements.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED

Unsafe clinical practice shall be deemed behavior demonstrated by the student, which threaten or violate the physical, biological, or emotional safety of the patients assigned to her/his care. The following are examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

- **PHYSICAL SAFETY**
Unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient, which potentiates falls, lacerations, burns, etc.
- **BIOLOGICAL SAFETY**
Unsafe behaviors: Fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.
- **EMOTIONAL SAFETY**
Unsafe behaviors: Threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors. Unprofessional practice shall be deemed behaviors demonstrated by the student, which are inappropriate to the student-instructor, student personnel. Or, student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology program or (institution's name).

LEAVING THE CLINICAL SETTING

On a clinical day, students are to remain in the clinical environment until their preceptor gives them permission to leave. Prior to leaving the clinical setting, all assignments, including procedures, must be completed. The completed report must be given to the preceptor. If the preceptor agrees that the responsibilities have been fulfilled, the student may leave at the designated time. If an emergency arises, where the student has an unexpected problem at home, the student must notify the clinical instructor and NSCC Surgical Technology faculty and leave the premises only with the instructor's permission.

ACCIDENTS/INCIDENTS AT AGENCIES

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room Supervisor should be notified immediately as well as the supervising clinical specialist. Notification must

be given to the Department Head of the Surgical Technology program within 24 hours of the incident. Hospital procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Department Head of Surgical Technology to be placed in the student's file. If a student is injured, she/he may be treated by her/his own private physician or in the hospital emergency room. The student is responsible for any financial consequences of medical treatment.

CONFIDENTIALITY

As guests of the institutions/agencies, we are expected to abide by the rules, including, but not limited to HIPAA regulations. We must also respect the confidentiality of patient records and information concerning patients. Do not discuss a patient's diagnosis or prognosis, a physician, or about the hospital with anyone who is not involved in the direct care of the patient, either in the hospital, at school, or in your home or social environment. The patient's rights and those of a physician and hospital cannot be violated during the process of your learning experiences. You are liable for any information you give out verbally or in writing. For example: Discussion of patient information in an elevator or cafeteria is a violation of patient's rights.

SOCIAL MEDIA POLICY

Students may not post any material (text or photographs) that could potentially violate client confidentiality on social media sites. Online postings or discussions of specific clients must be avoided even if all identifying information is excluded. Students may be subject to disciplinary action by the school and clinical agency for comments that are either unprofessional or violate client privacy. HIPAA regulations apply to comments made on social networking sites and violators are subject to the same prosecution as with other HIPAA violations.

MEALS/BREAKS AT CLINICAL

Every student is permitted to have a 15-minute coffee break and one half-hour lunch break while on duty. Students are responsible for the cost of meals at the coffee shop or cafeteria. Bag lunches are allowed.

SMOKING AT CLINICAL

Most health care agencies/institutions have adopted a smoke-free environment policy. If selected areas have been assigned for employee smoking you may use these designated smoking areas.

PARKING AT CLINICAL

All agencies provide us with directions concerning where student parking is permitted. These will be shared with you during orientation class. Please abide by these regulations. Students are responsible for any parking tickets obtained while you are at the clinical setting.

TRANSPORTATION

Students are responsible for their own transportation throughout the entire program.

CELL PHONE POLICY AT CLINICAL

Cell phones are not to be used by students during clinical except in an emergency.

PERSONAL HYGIENE AT CLINICAL

Students are expected to practice good personal hygiene with appropriate use of soap, shampoo and deodorant. No strong perfume, aftershave or scented cosmetics are to be used. Students not practicing good hygiene will be sent home by the clinical instructor and must make up the lost clinical day.

EMERGENCY EDUCATION CONTINGENCY PLAN

Emergency Situations

The following plan of action is to be implemented whenever there is a situation or event that affects the college. Examples of a situation include emergencies such as fire, natural disaster, severe weather events, facilities emergency, armed intruder, bombing, and pandemic. However, it could also include events where a faculty member is unexpectedly unable to fulfill their teaching duties.

Establish Your Safety

If faculty and/or students are involved with an emergency situation, the first priority is the safety of those individuals. Once personal safety has been established, you must communicate with the appropriate personnel to account for your safety and location. At no time should an individual jeopardize their safety in order to communicate, unless they feel it will help them.

College Closure

In the event that the college is closed, faculty and students will be notified through the college's emergency broadcast system by campus police. Emergency closures are communicated through broadcast text, email, and phone. Faculty and students should not attempt to enter the college until messages are received about the college re-opening.

All college classes will be canceled until one of the following takes place:

- Short-Term Closure -- The college opens after a short term (within a week) whether event or emergency situation forced it to close. Classes may either be canceled or continue with Blackboard and online meeting software such as Zoom or Collaborate.
- Long-Term Closure – The college will likely remain closed for longer than one week. Classes will be transitioned to an online format using Blackboard and online meeting software such as Zoom or Collaborate.
- Lab courses and/or clinical courses will be rescheduled and must be completed in-person.

With the exception of an emergency weather event such as a snowstorm, if the college is closed and the clinical sites are open (as if in a pandemic), students are still required to attend clinical. If the college is closed due to the weather, students are NOT to attend clinical.

INSTITUTION PREPAREDNESS PLAN

In the event of an unanticipated impact to the instruction, the North Shore Community College administration will support each division dean and/or program director in developing an appropriate plan for all impacted areas of study. These plans will consider all modalities of instruction, including, but not limited to: converting lecture-based content to an online format, following all state and federal health/safety regulations to continue offering in-person skill instruction and assessment, and teaching in-person instruction in a comparable space (with necessary equipment). Students will be made aware of these changes to classroom formatting verbally and in writing, with frequent updates provided. In the

event of requiring change to a course modality, college staff will reach out to all students impacted to assure continuity of educational services and meet individual needs.

PROGRAM PREPAREDNESS PLAN

In the event of unanticipated interruptions that may include, but are not limited to: unexpected departure of key personnel, natural disaster, public health crisis, fire, flood, power failure, failure of information technology services, or other events that may lead to inaccessibility of educational services, the Surgical Technology Program will utilize the following preparedness plan to assure continuity of education services:

- Unexpected departures of key personnel that cannot be immediately replaced will warrant schedule changes of students and current faculty. As necessary, with instructor departures, the program director/practicum coordinator and/or other Surgical Technology instructors will substitute until a qualified replacement is onboarded and appropriately trained.
- In the event of an unexpected departure of the program director/practicum coordinator, the dean of Health Professions and the program instructors will have continuous access to all curriculum content and resources available via the college LMS to ensure continued curriculum delivery.
- If access to the LMS is unavailable, instructors will have alternate electronic access via their personal accounts and/or hard copies of the program textbook, study guide, course exams, answer keys, resources, and competency assessment forms.
- In the event of extended internet outage, course content in the LMS can be downloaded and viewed offline by both students and instructors.
- All instructors will receive copies of clinical schedules and contacts prior to students starting their clinical externship to ensure awareness and continuity of schedules.

CONTINUITY OF EDUCATION

For any event that leads to the inability to access educational services on campus, the following steps will be taken:

- Communication of all program status changes will be through email notifications and course room announcements. All efforts will be made to execute communication of program status changes within 48 hours of the event. All communication and correspondence should be maintained in a file. Communication should be with the institution, faculty, students, and clinical affiliates when necessary or when changes occur.
- Virtual instruction methods will take the place synchronously to deliver the theory portion of the core curriculum. Labs will be scheduled when in-person instruction can resume. If other options are available such as using another facility with sufficient resources to demonstrate and evaluate skills this method will be utilized to provide continuity of the educational experience.
- Virtual instruction methods will be monitored for effectiveness by evaluating student progress and providing additional e-learning resources to assist students with adapting to this modality.
- Classrooms are equipped to hold virtual instruction via Zoom. The college will utilize Blackboard for assignments, discussions, and quizzes. The college will support the technology required, including, but not limited to: wi-fi hot spots and laptop loaner programs.
- Clinical assignments affected may delay graduation time due to the clinical hour/Case Count requirements. In the event clinical is delayed, the clinical coordinator will work with each individual clinical site to determine current availability and/or changes to schedules that may be necessary. If a site is no longer able to accommodate a student, all efforts will be made to find an alternative site in a timely manner. There will be no change in clinical assessments or meeting clinical graduation requirements.
- In the event graduation will be delayed, the program director/clinical coordinator will provide each student with an action plan to complete their education. All documents will be maintained.
- Information sessions will take place as scheduled and conducted virtually.

CAMPUS POLICE ASSISTANCE

The Campus Police Department is equipped, trained, and responsible for responding to all emergency situations and calls for assistance. All incidents, violations of applicable college policy or rules and regulations, suspicious activity or persons, motor vehicle violations, thefts, and hazardous situations are to be reported to the Campus Police Department promptly, and an investigation will be conducted. The campus police through the authority of the campus police chief will act as liaison to local police, fire emergency medical services, and state/government law enforcement agencies.

PROCEDURES:

- In the event of this type of EMERGENCY, you should dial 6222, explain the type of assistance needed, the campus (building and location) of the request and your name. You should answer all questions of the campus police officer and follow instructions given.
- In a ROUTINE BUSINESS inquiry, you should dial 6209, explain the type of assistance needed, the campus (building and location) of the request and give your name. You should answer all of the campus police officer's questions and follow instructions given; the campus police officer shall take appropriate action.
- To report emergency/violent situations, call 781-477-2100 (program this number into your cell phone).

NSCC EMERGENCY MESSAGE SYSTEM SIGN UP

The emergency messaging system is a service that allows college officials to reach all students, faculty and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to broadcast information and provide directions to those in the affected area(s). For each individual, the emergency messaging system can deliver one voice message to the phone numbers, email address, and text message number you have provided us. Any and all contact information you provide, such as home telephone numbers, cellular public numbers, and e-mail addresses, may be used to notify you of an emergency or crisis that may affect you and/or the college community.

To sign up:

1. Login to My NorthShore.
 2. Click the Emergency Notification System box.
 3. Read and agree to terms. Complete the information and select "save". If your information is already filled out, verify that it is correct or update as necessary. In the event of a campus emergency, you may select a number of ways to be notified:
- Telephone (Not your college extension please)
 - Cellular Phone
 - Text Message (SMS)
 - E-mail

Students will be notified through all communication methods they select.