

**Associate Degree of Applied Science
Surgical Technology Student Handbook
2021-2022**



**Moberly Area Community College
101 College Avenue
Moberly, MO 65270-1304**

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Purpose of the Handbook

The purpose of this handbook is to provide pertinent data, policies, and procedures for students enrolled in the surgical technology program. The handbook has been designed to be used in conjunction with the MACC catalog and student handbook. It is essential that students understand the information presented in this handbook to facilitate their progression through the surgical technology program.

MACC Mission

MACC provides dynamic and accessible educational opportunities that empower our students and enrich our communities.

Surgical Technology Program Mission Statement

MACC's Surgical Technology Program is committed to providing the educational foundation for students to become competent entry-level surgical technologists, providing quality patient care while acting as an integral part of the perioperative team. The program offers the framework for life-long learning of the practitioner.

Program Goals

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

Outcomes

Upon completion of the Surgical Technology Program, the graduate will:

- Demonstrate competencies for the performance of duties expected of the entry level Surgical Technologist.
- Develop the personal standards and professional attitude that will promote responsibility in the individual health care professional, and as a member of the health care team.
- Demonstrate the willingness to offer the most qualified support to the surgical patient, the surgeon, and all members of the perioperative team.
- Display an awareness of the patient as an individual with specific physical, psychological, and spiritual needs.
- Exhibit professional behavior that will reflect the ethical, legal, and moral responsibilities of each individual health care practitioner.
- Demonstrate an ongoing commitment to his/her profession, professional organization, continuing education, and the Standards of Practice established by the Association of Surgical Technologists, Association of Operating Room Nurses, American College of Surgeons, and American Hospital Association.

Points of Contact

Dean of Health Sciences:	Michelle Frey Dean of Health Sciences 101 College Ave. Moberly, MO 65270 (660) 263-4100 x11249
Director of Health Sciences:	Cheryl Lybarger Director of Health Sciences 101 College Ave. Moberly, MO 65270 (660) 263-4100 x11369
Director of Surgical Technology:	Carrie DeLine, CST, FAST Director of Surgical Technology 4203 South Providence Rd. Columbia, MO 65203 (573) 214-3800 x29821
Health Sciences Advisor:	Mark Chambers, BSE, MSL Health Sciences Advisor 101 College Ave. Moberly, MO 65270 (660)263-4100 x11288
Surgical Technology Office:	Michaela Bradley, BA, BS Administrative Assistant 4203 South Providence Rd. Columbia, MO 65203 (573) 214-3772

Additional Contact Information

Surgical Technology Office	(573) 214-3772
Surgical Technology Office Fax	(573) 214-3811
Student Affairs	(573) 234-1067
Business Office	(573) 234-1067 x12103
ADA Office	(573) 234-1067 x12120
Financial Aid	(660) 263-4100 x11301
Help Desk	(660) 263-4100 x 11525

Accreditation

MACC is accredited by the Higher Learning Commission. All two-year degree and certificate programs are approved by the Missouri Coordinating Board for Higher Education. The surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) based on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

CAAHEP
9355 – 133th St. N, #7709
Seminole, FL 33775
(727) 210-2350, www.caahep.org

ARC-STSA
6 W. Dry Creek Circle, Suite #110
Littleton, CO. 80120
(303) 694-9262, www.arcstsa.org

Alumni and Employer Surveys

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting as well as additional accrediting entities require post-graduate evaluation of the program. Following program completion, the graduate will receive an evaluation form to complete and return to the school. At that time the graduate's employer will also receive an evaluation to determine the educational preparedness of the graduate.

School Schedule and Closing

This program follows the academic calendar of Moberly Area Community College. Inclement weather may cause MACC classes to be cancelled or delayed. These closures will be announced on local TV and radio stations. We encourage you to sign up for hound alerts. Hound alerts are emergency alerts, campus cancellations, and weather-related information that are sent to your phone. To sign up for hound alerts go to mymacc.edu. on the home page, under stay connected, click the hound alerts link. Complete the sign-up form for text messaging and/or e-mail notifications.

If classes are delayed, you are to report to school at the announced time. MACC closures will be implemented on a campus by campus basis depending on the weather conditions in each city and campus site/location. The surgical technology program is part of the MACC Columbia campus. For those of you who travel from other counties, simply use your best judgement when deciding whether to attend classes when inclement weather occurs in your area. However, keep in mind that if MACC Columbia campus is open the attendance policy will be applicable.

During clinicals, if the college is closed, clinicals will also be cancelled for the day. Do not report to clinicals if you feel the weather conditions are hazardous to your well-being or if the college is closed. Students not reporting to clinicals because of bad weather, while the college is open, are required to call the program director or clinical instructor 1 hour prior to the start of the clinical shift.

Vacation and Holidays

Vacations and holidays are scheduled according to the dates determined by the faculty and administration of MACC. Please see the academic calendar for specific dates.

Nondiscrimination Statement

Moberly Area Community College is committed to a policy of non-discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status, in admission, educational programs, activities and employment. All inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to the Title IX Coordinator: Cheryl Lybarger, Director of Health Sciences, 101 College Avenue, Moberly, MO 65270 (660) 263-4100, ext. 11369. Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to: Stacy Donald, Director Office of Access and ADA Services, Moberly Area Community College, Columbia Higher Education Center, Room 119, 601 Business Loop 70 West L-2, Columbia, MO 65203 (573) 234-1067, ext. 12120

Student Grievance Procedure

The student grievance procedure shall be according to the procedure amended and approved by the Board of Trustees. The purpose of this procedure is to resolve in a fair and equitable manner, misunderstandings, disagreements, and questions that might arise. Refer to the College website located at www.macc.edu. It is available within the area of Student Handbooks tab by clicking on the RedBook.

ADA Statement

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 X 11240 or the Columbia office at (573) 234-1067 /x 12120, or visit our web page at <http://www.macc.edu/index.php/services/access-office>.

Sexual Harassment

Be aware: Occasional physical contact will occur in lab settings between students, students and instructors, and between students and preceptors at the clinical sites.

Student Conduct Policy:

MACC expects students to conduct themselves in an appropriate, ethical, and legal manner at all times. Students are also prohibited from engaging in any form of sexual harassment or sexual misconduct. Students who exhibit rude or disruptive behavior may be dropped from one or all of their classes, placed on probation, or suspended for a period of time determined by the Vice President for Instruction, Dean of Student Affairs & Enrollment Management, Dean of Academic Affairs, Dean of Workforce Development and Technical Education or Dean of Health Sciences

Counseling/Advising

Faculty may schedule individual conferences with students concerning class work, clinical experience, and other problem areas. They are available, by appointment, for special counseling needs. Further counseling and guidance may be received through Student Affairs of Moberly Area Community College by student request or recommendation of the faculty. Refer to the Moberly Area Community College Student Handbook. Counselors are available to assist with educational and vocational needs, and personal concerns. Student Affairs can be reached at (660) 263-4100, ext. 11270. The Student Assistance Program (SAP) is also available 24 hours a day, 7 days a week, to provide confidential services to students and families with personal or student/life balance issues. The phone number for the Student Assistance Program is (314) 845-8302/ (800) 832-8302 or also at macc.edu.

Drug-Free School/Workplace

MACC is committed to the education and development of students, faculty, and staff regarding the prevention of drug and alcohol use. In order to provide the best possible educational environment, students are expected to attend class and employees are required to report to work in an appropriate mental and physical condition. It is the intent and obligation of the college to provide a drug-free and alcohol-free, healthy, safe, and secure environment in compliance with the Drug Free Workplace Act and the Drug Free School and Communities

Act.

Students and employees, as a condition of employment, must abide by the terms of this policy and report any convictions under a criminal drug/alcohol statute for violations occurring on or off college premises, at college-sponsored activities, or while otherwise conducting college business. A report of conviction must be made to the President's Office within five days of the conviction. This requirement is mandated for all employees by the Drug-Free Workplace Act of 1988.

A complete copy of this policy will be distributed each year to students and staff. A copy of the policy is also available online at <http://www.macc.edu/component/content/article/49-about-macc/about-macc/1364-drugalcohol-policy>

Be aware that drug screenings are required before clinical experiences and students may be randomly tested. Positive test results for illegal drugs or refusal to submit to drug testing may result in denial of clinical site privileges and/or dismissal from the program.

Nicotine and Tobacco Products

All Moberly Area Community College campuses are nicotine free. See MACC Nicotine Policy located in the RedBook. <http://www.macc.edu/images/stories/employment/pdfs/RedBook.pdf> Additionally, all clinical sites utilized by this program are nicotine free and most local hospitals screen potential employees for nicotine during their pre employment drug test.

Student Rights

- Students have the right to expect an educationally sound program of classroom and clinical instruction delivered and evaluated by the faculty in an objective manner.
- Students have the right to due process as outlined in the Grievance Procedure in the RedBook
- Students have rights under the Family Education Rights and Privacy Amendment (FERPA). A complete description of MACC's FERPA policy may be found online at:
<http://www.macc.edu/index.php/consumer-information/58-services/financial-aid/1356-ferpa>

Student records are available for inspection upon request in accordance with the *Family Educational Right and Privacy Act* of 1974.

Admission Requirements

Admission is based upon completion of the application process and all necessary application components. All applicants must meet the following minimum requirements

- At least 18 years of age
- High school diploma/HiSET (GED)
- Take the ATI TEAS exam with a score of at least 50
- Pass all prerequisites with a grade of "C" or above

Additional Admission Criteria

1. The following prerequisites are required for admission into the surgical technology program and must be completed prior to starting the program: Completion of college level Human Anatomy/Lab, Physiology/Lab, Microbiology, Medical Terminology, Composition I, and Precalculus Algebra or higher. All courses must be passed with a "C" or above at the college level. Physiology and Microbiology must be repeated if completed five years or more before the first day of the surgical technology program.

2. Please note that health insurance is required for all surgical technology students.
3. Please note that upon acceptance, students must complete additional background screenings, a physical exam, submit to a 10 panel + oxycodone urine drug screen, and provide proof of immunizations.
4. All university or college coursework attempted will be evaluated by the MACC Registrar to determine a student's cumulative grade point average. Admission is contingent on having a 2.0 cumulative grade point average or higher.

Additional Information

1. A great deal of material is covered in a short period of time; this requires a dedicated student. We recommend at least 2-4 hours of study for every 1 hour of class time. It is recommended that student surgical technologists be employed no more than 16 hours per week.
2. Clinical experience is an extremely important part of your education. If more than 20% of clinicals are missed, it will be necessary for you to drop that course.
3. We use several health care facilities in our area. Transportation to and from clinical sites is your responsibility.
4. Students may be required to attend educational workshops (usually one per semester). Transportation and workshop fees are the responsibility of the student.
5. Clinical facilities require current proof of BLS (basic life support) certification prior to entering the clinical area. The BLS certification must be the course for health care providers through the American Heart Association. Certification must stay valid through the date of graduation.

Essential Qualifications Requirements

The program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The college has a responsibility for the safety of the patients and students. This program has an essential qualification list that should be reviewed before applying. The essential qualification list in conjunction with academic standards are requirements for admission, promotion and graduation. Candidates with questions regarding the essential qualifications list are encouraged to contact Accessibility Services at Moberly Area Community College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others or if making it requires a substantial modification in an essential element of the curriculum.

Essential Qualifications	Behaviors
Cognitive	<ul style="list-style-type: none"> ● Learn and perform quickly without repetition of instructions. ● Develop and improve skills in the organization of work and in assisting the surgeon by learning to use economy in time and motion. ● Access needed information effectively and efficiently, evaluate information and its sources critically, use information effectively to accomplish a specific purpose, understand the economic, legal, and social issues surrounding the use of information and access and use information ethically. ● Utilize a variety of teaching/learning methods and strategies in both individual and collaborative learning situations. ● Engage in decision-making and problem-solving in stressful situations. ● Access, evaluate, and use a variety of information resources such as library services, electronic catalogs, databases in an efficient, ethical and legal manner.
Affective	<ul style="list-style-type: none"> ● Professional attitudes including but not limited to excellence, accountability, empathy, initiative, responsibility, service, honor, honesty, integrity, respect for others, compassion.
Psychomotor and Sensory	<ul style="list-style-type: none"> ● Full range of motion of body joints. ● Execute controlled motor movements to provide direct care and emergency treatment to patients, e.g. transferring, lifting, turning patients and providing cardiopulmonary resuscitation. ● Stand unassisted for eight (8) continuous hours. ● Carry/lift instrument trays and patients weighing up to 50 pounds on a daily basis. ● Maintain adequate skin integrity, without the presence of open wounds. ● Peripheral vision. ● Differentiate color. ● Distinguish right from left. ● Demonstrate fine motor skills and visual acuity in order to accurately manipulate needles and sutures finer than a human hair. ● Demonstrate auditory acuity that includes accurately understanding muffled voices with extraneous background noise. ● Possess impeccable personal hygiene due to surgical site infection risk and the close proximity in which the surgical team works with each other and the patient.
Communication	<ul style="list-style-type: none"> ● Utilize the English language to communicate effectively in a rational, coherent manner, both orally, and in writing, with individuals of all professions and social levels.
Occupational Exposures	<ul style="list-style-type: none"> ● Recognize that the work environment will include exposure to diseases, blood and body fluids, and toxic substances (sterilants, x-rays, fumes, latex).

<p>Behavioral and Emotional</p>	<ul style="list-style-type: none"> ● Adapt effectively to changing environments. ● Withstand unusual smells (cauterized tissue). ● Maintain composure when subjected to high stress levels. ● Maintain consistent mental alertness for a period of up to eight (8) continuous hours. ● Respond in an emotionally controlled manner in learning situations, especially those with high tension levels. ● Refrain from intoxication or personal misuse of any drugs in such a manner as to adversely affect performance or activities in the classroom, lab or clinical
<p>Professional Behavior</p>	<ul style="list-style-type: none"> ● Access transportation in order to get to clinical assignments in a timely manner and before 0615. ● Maintain punctuality, positive work attitude and respect for others, professionalism and the ability to interact with persons of diverse backgrounds. ● Practice with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, without regard to social or economic status, personal attributes, or the nature of health problems. ● Promote, advocate for, and strive to protect the health, safety, and all rights of the patient while maintaining patient confidentiality.

Admission Process

Applications will be reviewed and selected without consideration of race, color, national origin, gender, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status. Applicants whose records indicate the greatest potential for success will be selected. Qualified applicants not admitted for the current academic year will be placed on an alternate list. If no position becomes available, these applicants may reapply for the next academic year.

Basic Life Support

Students must be trained and certified in CPR. Training in BLS must be for the healthcare provider. BLS certification must be maintained throughout the duration of the program. A copy of the current certification will be placed in the student's individual file.

Immunization and Infection Control Policies

Incoming students must have documentation of their immunizations and physical exam prior to the first day of class in order to prepare for the clinical component of the program.

Hepatitis B Vaccine:

Prior to the start of the school year, students will have received either all three doses of hepatitis B vaccine, started the three series immunization, or have a positive hepatitis B titer.

Tuberculin (TB) Testing:

An initial two step tuberculin skin test is required prior to the start of the school year. Current health care workers with documentation of two consecutive negative yearly TB tests will be acceptable. A chest x-ray must be obtained if a positive reaction has been documented.

Physical Exam:

A physical examination and general history are required prior to the start of the school year.

A T-dap must have been administered around the age of 12, and then either a t-dap or a TD shot is required every 10 years thereafter. Any adult 19 years of age or older, who has never received a dose of T-dap is required to receive one prior to beginning their clinical rotation, which is then followed by either a T-dap or TD shot every 10 years.

Influenza Vaccination:

Vaccination against the influenza virus is to be completed annually.

Measles, Mumps and Rubella (MMR):

Prior to the start of the school year, the student must provide documentation of two MMR immunizations, at least one after 1980, or dated results of a positive titer for all three infections.

Varicella:

The student must provide documentation of two vaccines at least one month apart or dated results of a positive immune varicella titer prior to the start of the school year.

Failure to comply with health program requirements will result in the student being withdrawn from all clinical courses. Entry into agencies for clinical practice will be prohibited unless the surgical technology program has the above information on file before the first day of class. Clinical agreements with our agencies clearly state that faculty will not assign students who do not have documented proof of immunities. In the event a clinical site requests a different immunization, the student will be required to comply with the policies of that facility.

Drug screens/Background checks

Clinical facilities may request criminal background checks and/or drug screens for students doing clinical practicums in their facilities. The student will bear the cost of these screenings and must pass them prior to being allowed in the clinical site. Also note that clinical facilities that have a reasonable and articulated belief that a student is using or in possession of drugs, controlled substances, or alcohol may request random drug screening. The student who refuses to comply with the agency's request will not be allowed to continue in said facility. Other disciplinary action may ensue and this information will be presented to the Director and Dean of Health Sciences.

MACC will require students to complete an additional background check through Missouri Background Advantage. Students will also complete a form to allow the release of background check information and drug screen results (See Appendix F)

Late Admission

The last day of regular admission into the Surgical Technology Program is three (3) school days after the established entrance date of the program.

Graduation Requirements

- All tuition and fees must be paid in full
- A grade of “C” or above must be obtained in all courses
- Minimum cumulative GPA of 2.0 or above
- All required clinical hours must be completed
- The NBSTSA certification exam must be taken

Academic Map

Taken	Course	Semester	Hours
		Pre-Professional Coursework (Must be completed prior to entry into the program)	
	BIO205	Human Anatomy	4
	BIO206	^ Microbiology*	4
	BIO209	^Physiology*	4
	HSC171	Medical Terminology	3
	LAL101	^Composition I	3
	MTH 140 or higher	^Precalculus Algebra or higher	3
			21
		First Semester (Fall)	
	SRG100	Introduction to Surgical Technology	6
	SRG110	Patient Care and Safety	6
	SRG115	Instruments	3
	SRG120	Clinical I	1
			16
		Second Semester (Spring)	
	SRG210	Surgical Procedures	10
	SRG220	Clinical II	7
			17
		Third Semester (Summer)	
	HST105 or HST106 or PCT105	American History to 1865 or American History from 1865 or Functions & Policies of American Government	3
	SRG230	Advanced Practicum	3
	SRG240	Certification Review Course	2
			8
		Total Hours for Degree	62

*Physiology and Microbiology must be repeated if completed five years or more before the date of entry into the program.

Students must maintain a letter grade of “C” or above in all required courses to enter and continue the Surgical Technology Program.

Prior to clinical experience, a physical examination, criminal background check, urine drug screen, documentation of immunizations, and a cardiopulmonary resuscitation (CPR) course are required.

Please refer to the college catalog and course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course, and/or enroll in the co-requisite course(s).

Program Cost Estimate

Financial aid is available for students who qualify. It is the student’s responsibility to apply for financial aid. Apply immediately to determine your eligibility.

**MOBERLY AREA COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM
COST ESTIMATE**

*Please note, this is a cost estimate. Costs will vary depending on personal preference/selection of certain items and fluctuating costs of books; supplies, etc. Additionally, cost is calculated based upon the student having all pre-requisite general education requirements completed before beginning the program.

Tuition in District

Courses	College Credit Hours	Cost per college credit	Total
General Education Courses	3	\$92	\$276
Professional Surgical Tech Courses	38	\$99	\$3762
Student Fee for all Courses: Student Activity \$12/Technology Fee \$24	41	\$36	\$1476
Clinical Fee for Surgical Tech Courses	11	\$400	\$4400
Grand Total for Tuition			\$9,914

Tuition out of District

Courses	College Credit Hours	Cost per college credit	Total
General Education Courses	3	\$169	\$507
Professional Surgical Tech Courses	38	\$176	\$6688
Student Fee for all Courses: Student Activity \$12/Technology Fee \$24	41	\$36	\$1476
Clinical Fee for Surgical Tech Courses	11	\$400	\$4400
Grand Total for Tuition			\$13,071

Note: Costs are subject to change by the MACC Board of Trustees without notice. Moberly Area Community College retains the right to cancel course offerings when enrollment is too low to make a course educationally sound and economically efficient. Course cancellation will result in refund of tuition for the canceled class.

Upon Program Entrance: Background Check Advantage is utilized to complete necessary background screening. The minimum cost is \$20.50 (Office of Inspector General check \$2.50; Family Care Safety Registry \$18.00; there will be additional cost if the student has lived outside the state of Missouri within the past 10 years).

Books: Fall \$510; Spring no additional book cost; Summer \$55 (Professional Surgical Technology Courses only).

Clinical supplies: Name tags \$6 ; scrubs--approximately \$50 per pair; shoes \$40-60—cost varies depending on student choice; goggles \$10-30—cost varies depending on student choice.

Clinical Site Vetting: Students are required to be vetted through their individual clinical sites, vetting requirements vary per clinical site, students can reasonably expect to be required to complete Urine Drug Screen Approximately \$45 annually, clinical sites may require repeated drug screens—a Urine Drug Screen may also occur upon reasonable suspicion; Immunizations and TB skin testing is obtained by student, cost will be based upon student’s insurance coverage and co-payments; CPR certification \$35-\$60—varies depending on where certification is obtained, MUST be certified as a Healthcare Provider; some clinical sites charge a parking fee, approximately \$2.75/day up to \$5.00/day.

Conferences/Workshops: may be scheduled during any semester with fees ranging from free to approximately \$50, students will be responsible for their own transportation and meals.

Preparation for Surgical Technology Certification Examination: A practice exam is required--\$40.

Miscellaneous

Students are responsible for their own transportation to and from clinical.
Students are required to maintain personal health insurance.

Additional Per Credit Hour Fees

Surgical Technology Fees for Clinical and Practicum	\$400.00
Student Activity Fee / Support Service Fee	\$12.00
Technology Fee	\$14.00

This estimate of student costs associated with the program does not include lab fees, textbooks, or personal expenses. Other possible expenses include, but are not limited to, scrubs, nametag, appropriate shoes, immunizations, background checks, physical examination, drug screen, etc.

Note: Costs are subject to change by the MACC Board of Trustees without notice. Moberly Area Community College retains the right to cancel course offerings when enrollment is too low to make a course educationally sound and economically efficient. Course cancellation will result in a refund of tuition for the cancelled class.

Additional information regarding tuition and fees as well as the definition of a MACC resident can be found on the MACC website at <http://www.macc.edu/admissions/fees-and-tuition>.

Financial Aid

Financial Aid representatives are available throughout the week at all MACC Higher Education Centers. Office hours are 7:30 a.m. to 6:00 p.m., Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday (660) 263- 4100 option 2 (800) 622-2070 option 2.

Refund Policy

The refund policy is found in the RedBook enrollment guide, refer to the college website at www.macc.edu. It is available within the admissions tab, under student handbooks.

Clinical I Performance Expectations

The Clinical I experience is the first clinical rotation for the surgical technology student.

This course is designed to introduce the student to the operating room environment and to become familiar with the scrub role, becoming adept at aseptic technique.

Competencies: Upon completion of this course the student will:

1. Practice within the physical environment of the surgical suite.
2. Apply principles of communication and their importance in the surgical setting. Demonstrate the scope and principles of all hazards preparation.
3. Practice within ethical, moral and legal responsibilities of the surgical technologist including development of surgical conscience.
4. Perform sterile gowning and gloving of themselves and others.

5. Practice aseptic technique before, during, and after surgery.
6. Clean and restock the operating room while identifying safety hazards.
7. Handle contaminated instruments, equipment, and supplies.
8. Demonstrate knowledge of the circulating scrub and second scrub roles.
9. Apply techniques for traction, irrigation, suction and sponging during surgery.
10. Display responsible behavior as a healthcare provider.

Clinical II Performance Expectations

The Clinical II experience is the second clinical phase for the Surgical Technology student.

This course is designed to build upon the acquired skills and experiences from Clinical I with emphasizing organization and time management and to expand surgical specialty knowledge.

Competencies: Upon completion of this course the student will:

1. Demonstrate the scope and principles of all hazards preparation.
2. Assist in the identification process of surgical patients, participate in the time-out.
3. Analyze the physical and psychological needs and provide appropriate reassurance.
4. Demonstrate the perioperative routine required.
5. Transfer, position, prep and drape patients for surgical procedures.
6. Handle, label, and prepare specimens for transport to the lab.
7. Operate a variety of sterilization equipment.
8. Handle surgical equipment used in various and specific areas of the body.
9. Apply dressings and various drainage devices/systems.
10. Identify and select instruments, supplies, and equipment or lasers for specific surgical procedures.
11. Use wound closing materials.
12. Demonstrate an understanding of basic diagnostic procedures used in various surgical specialties.
13. Count instruments, sharps, and sponges before, during, and after surgery.
14. Demonstrate an understanding of biomedical sciences of electricity and robotics as they pertain to perioperative practice.
15. Select instruments, supplies, and equipment used during procedures in various surgical specialties.
16. Set up instruments, supplies, and equipment used during procedures in various surgical specialties.
17. Apply the principles of asepsis in a knowledgeable manner that provides for optimal patient care.
18. Demonstrate knowledge of the first scrub role.

Clinical III (Advanced Practicum) Performance Expectations

The Advanced Practicum for the Surgical Technology program is the final clinical component of the program, with each student assigned to a participating clinical facility. The student will perform under the direct supervision of operating room staff and the guidance and direction of program instructors performing onsite visits.

Competencies: Upon completion of this course the student will:

1. Perform the role of first scrub on all surgical cases.
2. Demonstrate knowledge and skills of an entry-level surgical technologist.

3. Complete the total number of cases required.

Clinical Dress Code

Students are representatives of the program and MACC. They are expected to dress appropriately. School scrub uniforms must be worn to and from the clinical sites **for the entire year**. While in the operating room, clinical sites will provide hospital scrubs. Removing hospital scrubs from the clinical site will be considered theft and may result in immediate dismissal from the program. Scrubs must be laundered daily and free of odors. If a student desires to wear an undershirt, three quarter sleeve and long sleeve shirts are not permitted. Hospital IDs will be worn at all times in the clinical area. Failure to do so will result in being sent home to retrieve it. The student may also be put on probation.

Hair will be fashioned as to allow complete covering with provided surgical caps. Hair will be of a natural color. Cloth scrub caps are not permitted. Beards will be neatly trimmed, not exceeding one inch in length. Beards must be covered with provided surgical hoods or beard covers.

Make-up will be kept at a minimum. False eyelashes are not permitted. Fingernails will be trimmed and clean. Fingernails may not exceed the tip of the finger. **Nail polish and artificial nails of any kind may not be worn.** Perfumes and aftershaves/colognes may not be worn. **All** jewelry must be removed.

Clean, comfortable shoes meant only for the operating room will be worn. Shoe must be closed toe, closed back. Cloth or mesh shoes are not permitted. Eye protection is required at all times in the operating room. Prescription glasses are not sufficient protection against exposure to blood and body fluids. No gum or hard candy is permitted.

Classroom Dress Code

Casual clothes are acceptable. Shoes and shirts must be worn at all times. Any clothing of an inappropriate, obscene or revealing nature is not acceptable. If the student elects to remain outside the dress code policy, he/she will be requested to leave the classroom and placed on probation. Further violation of the dress code policy may result in the student's dismissal from the program.

Attendance Policy:

Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student's violation of the attendance policy. Additionally, a student's attendance rate will be calculated based upon the first day the academic session begins (not the student's date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as "Never Attended."

Term Length Drop Calculations

- 16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.
- 8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.
- 4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.
- Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

Definition of Course Attendance

In Seat Course	Physically attending scheduled, face-to-face, class meetings
Virtual Course	Being present, via appropriate platform, for scheduled class meetings/activities
Hybrid Course	Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following: <ul style="list-style-type: none">• Completion of quizzes or exams during class meetings and online• Submission of assignments during class meetings and online• Participation in discussions during class meetings and online
Online Course	Active participation in an online course includes the following: <ul style="list-style-type: none">• Completion of quizzes or exams• Submission of assignments• Participation in threaded discussions

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, I.090 & M.095)

Clinical Evaluations

Clinical evaluations will be completed by the clinical instructor on a daily basis. Students will receive written

evaluations at clinical conferences at the end of each week. Students requiring individual assistance mastering competencies are expected to initiate independent arrangements with the clinical instructor or program director. Evaluations of clinical competence are on a daily point system. A cumulative grade is based on a points system.

Grading for Didactic Instruction

Course grades will be based on exam scores and any required papers and assignments. Point values and specific grading criteria will be determined by course faculty and will be detailed in each course syllabus.

The following scale will be used when determining grades:

A = 100 - 92

B = 91 - 83 78% is minimum for passing each

course C = 82 - 78

Late Assignments

Students are expected to turn in all assignments on the designated date as identified by the faculty member and documented in the syllabus. If a student is absent on the assigned due date, work must be submitted immediately upon returning. Late work will be given a 10% deduction unless the absence was due to an extenuating circumstance. In the event the situation does not meet the criteria for extenuating circumstances, a grade of "0" (zero) will be given.

Extenuating circumstances are warranted by, but not limited to the following:

1. Illness of self or immediate family that requires hospitalization or emergency treatment.
2. Death in the immediate family.
3. Court appearances.

When possible, the student will provide written documentation and verbal notification to the faculty in advance of the date and time that the assignment is due.

Policy Regarding Make Up Exams

Exams missed due to an absence must be taken the day a student returns to class. It is the student's responsibility to contact the instructor to schedule make-up exams. Make up exams will be given a 10% deduction unless the absence was due to an extenuating circumstance. If the exam is not made up on the first day or other arrangements made on the first day back a "0" will be given.

Academic Dishonesty

The instructor or person accusing a student of academic dishonesty will report it to the director of the surgical technology program. The director will investigate the matter. If it is determined that the incident warrants further action, the guidelines in the MACC policy handbook will be followed for dealing with students accused of being academically dishonest. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance. Academic standards require that students do not cheat, or knowingly assist another to do so. Other unacceptable behavior includes plagiarism, which is the submitting of someone else's work as your own, and the unauthorized access to or changing of grades or examination, and the use of electronic equipment. The submitting/performing of essentially the same single piece of work for credit in different classes is considered to be dishonest unless all faculty members involved have agreed, in advance, to the specific instance.

Academic Assistance

There is an open-door policy to students. Both the director and instructors are available after hours if scheduled beforehand. Students requiring further academic assistance are expected to initiate independent arrangements with course instructors and/or private tutors.

Outside Appointments

All appointments need to be made outside of class or clinical time. The clinical day is between the hours of 0630 - 1530. Outside appointments should be made during **non-conflicting days and hours**. There will be no exceptions.

The Use of Social Media

Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. Also note that students must adhere to the MACC Social Media Policy as approved by the Board of Trustees.

Social media includes text, images, audio and video communicated through such tools as blogs, Twitter, social networks such as Facebook, professional networks such as LinkedIn, video sharing such as YouTube, audio sharing such as podcasts, photo sharing such as Flickr, and any other internet based social media application similar in purpose of function. Use of social media is prohibited while performing direct patient care activities. As a Surgical Technology student, you must recognize that you always have an ethical and legal obligation to maintain patient privacy and confidentiality. HIPPA guidelines must always be followed. Ultimately, you have sole responsibility for what you post. Promptly report any identified breach of confidentiality or privacy.

Do not post confidential or proprietary information about MACC, clinical facilities, patients/clients, or others with whom one has contact in the role of a MACC Surgical Technology student. Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s). (Remember: De-identified information may be recognized by patients, their families, or their employers.) All social media policies set forth by MACC and clinical sites will be strictly enforced. Each

student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

Student Email

Official college communication is sent via the MACC email system. Students are responsible for checking their MACC email account regularly. Students may also receive notifications and reminders from MACC through Canvas. However, students should remain aware that Canvas and MACC email are two separate systems.

Computer Usage

Computing resources are available to all members of the campus community for the purpose of supporting the educational mission of the college. Access to and use of Moberly Area Community College and/or Columbia Public Schools computing resources must accord with all local, state, federal and international laws in addition to college and CPS policies and procedures. The complete MACC policy is available online at: www.macc.edu/computing-resource-policy.

Student-owned Electronic Equipment

Technological devices may only be used if they can assist in the student's academic success. Anyone not using a device for this purpose will result in having the device turned off, and having it confiscated. The device will be returned to the student at the end of the scheduled day. Cell phones must be off and out of sight during class time and exams unless approved by the instructor. **Cell phones will not be allowed in the clinical area.**

Infractions of this policy will not be tolerated.

Property Accountability

Although we are MACC faculty and students, our facilities are part of Columbia Public Schools. Students need to be aware that our facilities may be utilized by CPS for evening classes and/or special events. Any personal property such as books, laptops, tablets, purses, backpacks etc. are the student's responsibility. MACC is not responsible for lost items.

Adult Student Lounge

Students may use the adult student lounge. Each individual is responsible for cleaning up any dishes and equipment used. Out of respect for others, papers and trash are to be picked up and placed in appropriate containers. The faculty reserves the right to restrict privileges for use of the lounge.

Student Employment

It is recommended that student surgical technologists be employed for no more than 16 hours per week. **Being scheduled for work is not an acceptable cause for missing class/clinical time.** It is the policy of this program that any student will not be paid during clinical time. Students will not be substituted for staff at any time.

Travel

During the course of the program, the student may have opportunities to go on trips that may involve staying out of town overnight. These may include AST state assembly meetings and travel to and from clinical sites. The outings will be discussed as soon as possible in order to allow planning. During these trips the student will be responsible for any expenses incurred.

Professional Organizations

Students will join and participate in the Association of Surgical Technologists. There will be potential for attendance at conferences. Students will be responsible for transportation to and from said conferences and costs incurred.

Transportation and Parking

Students need to provide their own transportation to and from school. The Columbia Area Career Center Main Campus is on a city bus route. Students will receive a parking permit on the first day of class and must park in designated areas. Automobiles parked in non-designated areas may receive a parking ticket (issued by the City of Columbia) and/or be towed at owner expense. It is illegal to park in areas marked for use by persons with disabilities without the proper state-issued parking permit displayed. Students who drive carelessly or who violate parking regulations may be subject to disciplinary action.

Students in the surgical technology program are responsible for transportation to and from all clinical sites. Students will park in designated areas only. Failure to park in designated areas will result in possible facility towing of vehicles. Students are responsible for the parking fee that is charged at some clinical sites.

Medical Care

It is required that all Surgical Technology students carry health insurance. The school and/or clinical facilities assume no responsibility for expenses associated with emergency or routine health care of students. Students must expect to pay for all health care services received. Some affiliating hospitals may provide emergency care when a student is hurt or becomes ill while assigned to the hospital's clinical facility, but the student will be charged for services received. Should a medical emergency arise, the college will call upon external resources and any cost will be borne by the student.

Pregnancy

A student who becomes pregnant at any time during the program should declare the fact to the program director as soon as possible. During the course of clinical rotations, students may come in contact with procedures that require radiation. Other types of exposure such as cement fumes and anesthesia gases may interfere with pregnancy. It is critical that any students who are trying to become pregnant or who are currently pregnant tell the program director immediately. Once declared, the program director will counsel the student and then present options regarding the best options for program completion.

Communicable/Infectious Diseases

The surgical technologist participates in various procedures therefore, it is imperative that techniques be observed to prevent the spread of any infectious disease process from patient to patient, patient to student, or student to patient. "Standard Precautions" must always be adhered to when providing patient care. Additionally, specific policies outlined during orientation at clinical affiliates must be followed. Students must report communicable illnesses/infections to the Program Director. The student must provide recommended time restrictions from school outlined by his/her physician. Medical clearance is mandatory before returning to school. An illness requiring an extended absence and preventing the completion of course work may inhibit the student from meeting all requirements for completion of the program.

Sharps and Biohazard Policy

It is the policy of the MACC surgical technology program that all students who sustain a sharp (needle stick,

glass, blade, etc.) or other exposure to blood or bodily fluids while engaged in a college sponsored education program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, students who have been exposed to blood and/or body fluids must follow the following procedures. Please keep in mind that drug prophylaxis is time sensitive (2-24 hours), and patients leave the hospital quickly, therefore the student must immediately seek help from the appropriate supervising personnel.

Immediately after exposure first aid steps should be taken.

1. Announce to your preceptor that you have had a sharps injury/exposure.
2. Remove the item that punctured your skin from the sterile field.
3. Break scrub.
4. Clean the wound with soap and water.
5. If a splash exposure, flush mucous membranes with water or saline.
6. Contact your instructor

It is recommended that appropriate medical follow-up be obtained. Students who incurred a sharp puncture or exposure will follow clinical sites policy to gain appropriate counseling and testing. Testing of the source patient's blood will be done according to the facility's policy. The student is NOT to ask the source patient for permission for blood testing. The student will be counseled and advised regarding the post-exposure prophylaxis, if necessary. Baseline blood tests will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure (or as indicated by facility policy). All procedures, testing, and results will remain confidential. The clinical instructor should be notified as soon as possible after the incident. The instructor will initiate the incident/injury report and evaluate the circumstances of the incident.

Satisfactory Academic Progress

Moberly Area Community College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP) standards, according to federal and state laws and regulations. Being eligible to enroll in classes does not mean the student has an eligible SAP status for financial aid. The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous semesters of enrollment. This includes all transfer credit hours being accepted by the college and developmental courses taken at MACC. The SAP status is monitored after each semester.

After each semester has ended and grades are posted, a student's SAP status will be reviewed. A student who received federal aid in that semester will be sent a notice to his/her MACC- issued email account from the MACC Financial Aid Office if he or she did not meet the SAP requirements. Financial aid awards for subsequent semesters will be adjusted accordingly. For more information contact the financial aid office 660- 263-4100, ext. 11301 or go to <https://www.macc.edu/satisfactory-academic-progress>

Requirements for Official Withdrawal From Classes

A student is expected to complete the official withdrawal procedures in the event he or he wishes to drop a class. Failing to attend a class or calling the college does not constitute an official withdrawal. Health sciences students must go to their advisor or program director to withdraw from program courses.

Probation

Probation is the status given to a student during which time deficiencies must be removed or corrected.

Probation is warranted by, but not limited to the following:

1. Clinical action which may be dangerous to client welfare.
2. Non-professional conduct -- includes but is not limited to the following:
 - a. Inappropriate verbal and/or nonverbal behavior to clients, staff, peers, or faculty.
 - b. Failure to maintain patient confidentiality.
 - c. Failure to stay within the boundaries of clinical practice for a student surgical technologist.
 - d. Dishonesty, prevarication, or falsifying information related to any aspect of the surgical technology program.
 - e. Disruptive classroom behavior that inhibits the learning process.
 - f. Violation of written or oral instructions.
 - g. Continued negligence or lack of responsibility.
 - h. Absenteeism and tardiness.
 - i. Academic Dishonesty for first offense; however, grievous incidents could result in additional sanctions.

Recommendation for probation will be made by the faculty and director, to the Dean of Health Sciences. If a student fails to show immediate and sustained improvement, dismissal from the program will follow.

Dismissal

Failure (D or F) or W (withdraw) in a surgical technology course is an automatic academic dismissal from the program. Students receiving a grade of less than "C" in a surgical technology course may, if readmission is approved, repeat that course one time. Students who receive a grade of "D" or "F" in two (2) surgical technology courses or in the same surgical technology course two (2) times will be academically dismissed from the program without consideration for readmission. If a student drops/fails a course that is a prerequisite for the next surgical technology course in the program's sequence, the student will be dropped from the program and must reapply for readmission.

Other reasons for dismissal include but are not limited to the following:

1. Unprofessional conduct or any act derogatory to the morals or standing of those engaged in the care of patients.
2. Negligent act or irresponsibility which may result in serious or potentially serious harm to the patient.
3. Inappropriate use of and/or possession of drugs or alcohol.
4. Conviction of felony or crime.
5. Guilty of fraud, deceit, misrepresentation or omission of information that could affect the application process in gaining admission into the surgical technology program.
6. Breach of confidentiality of patient information.
7. Academic dishonesty.
8. Any of the probationary items on which a student does not show immediate and sustained improvement.

Students who have been dismissed for the above stated reasons (1-8) will be dismissed from the surgical technology program without consideration for readmission. These students may also be disqualified from admission into other health sciences programs with MACC. Recommendation for dismissal will be made to the Director and Dean of Health Sciences by the surgical technology faculty and director. The recommendation will be taken to the President's Administrative Council for action. The student may appeal an action under the

due process of the institution.

Readmission

Students who drop or are dismissed from the surgical technology program because of a failure in a surgical technology course must submit a written request for readmission to the Dean of Health Sciences. The request will be evaluated by the Dean based on the recommendations from the faculty and probability of success. Students who fail or drop from the Introduction to Surgical Technology course will follow the general admission process (through the Admissions Committee). One of the three references must be from a faculty member.

**APPENDIX A: RECOMMENDATION FOR PREVENTION OF HIV TRANSMISSION; HEPATITIS
B; AND OTHER BLOOD BORNE PATHOGENS**

All Health Sciences students will utilize the following policies regarding exposure to blood borne pathogens in conjunction with the policies of the individual clinical agencies regarding blood borne pathogens.

1. Universal standard precautions shall be observed to prevent contact with blood or other potentially infectious materials (including the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and any body fluid that is visibly contaminated with blood, and in all situations where it is difficult or impossible to differentiate between body fluids; and any unfixed tissue or organ from a human (living or dead) by all students' in both laboratory and clinical settings. Consider all (patient's) blood and body fluids to be contaminated.
2. Use extreme caution when handling needles, scalpels, and other sharp instruments (sharps) during procedures and when handling them after procedures are completed. Dispose of sharps in an approved puncture-proof container that is located as close as practical to the work area. Recapping, bending, breaking and shearing of needles/sharps is strictly prohibited in clinical settings and college laboratories.
3. Broken glassware which may be contaminated shall not be picked up by hand. It shall be cleaned up using mechanical means, i.e. dustpan and brush or tongs.
4. Always wash hands before and after (patient) contact and if contaminated with blood or body fluids. Wash hand after glove removal. Gloves do not replace hand washing techniques.
5. Students must utilize all personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks and other ventilation devices. All protective equipment shall be removed prior to leaving the work area, and placed in the appropriately designed area or container for storage, washing, decontamination or disposal.
6. Wear gloves when handling or touching blood, body fluids, body tissue, mucous membranes, non-intact skin, or contaminated equipment and supplies. Wear gloves when performing venipuncture and other blood access treatments or procedures. Change gloves after each patient contact.
7. All procedures involving blood and other potentially infectious materials shall be performed in such a manner as to minimize splashing, spattering, and generation of droplets of these substances.
8. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
9. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of exposure to infectious material.
10. Individuals with open lesions (injury or wound) or dermatitis (skin rash) should keep the area covered to avoid direct contact with patients, supplies and equipment until healed.
11. Clean blood and body fluid spills with agency disinfectant or a 10% solution of sodium hypochlorite (household bleach).

EXPOSURE PROCEDURE

POTENTIAL Exposure to Blood-Borne Pathogens

1. Adhere to universal precautions.
2. Report needle sticks, splashes, and contamination by wounds or body fluids to instructors and other appropriate personnel at the clinical facility site.

3. Document what the incident was, how it occurred, and the resident source involved.
4. Area should be cleaned well with soap and water. Mucous membranes should be flushed with water. Immediate evaluation must be performed by a qualified healthcare professional.
5. The resident source should be tested for Hepatitis B Surface Antigen (HBsAG) and Human Immunodeficiency Virus Antibody (HIV) only after providing counseling regarding this testing and obtaining consent for such testing.
6. The student should be counseled regarding his/her risk of Hepatitis B and HIV and offered testing for HIV. The student shall not be tested until he/she has been counseled and has given consent for HIV testing. The recommended testing schedule for HIV testing of a student post blood exposure is as follows:
 - a. Time of the incident;
 - b. Six weeks post incident;
 - c. Twelve weeks post incident;
 - d. Six months' post incident.

***Recognize that all costs for the testing will be borne by the student.**

7. If the If the source resident (patient) is positive for HBsAG, the student should be treated in the following manner:
 - a. If the student has received the Hepatitis B vaccine series, he/she should be tested for Hepatitis B Surface Antibody (HBsAG). If adequate levels are in the blood, no further treatment is needed. If inadequate levels are in the blood, the student should receive another dose of the vaccine and one dose of HBIG.
 - b. If the student has not received the Hepatitis B vaccine, the series should be started at this time and one dose of HBIG given also.

*Note: HBIG should be given within seven days to be effective.

8. If the source resident (patient) is negative for HBsAG, and the worker has not been vaccinated, use this opportunity to start the vaccine series.
9. If the source resident refuses or is unable to give consent to be tested, the patient should be evaluated via medical history for risk factors to Hepatitis B. Based upon this history HBIG may be recommended. If the student has not received the Hepatitis B vaccine series, it should be started.
10. If the resident source is found to be HIV negative, no further follow up of the student is recommended.
11. If the resident source is found to be HIV positive, is unable to give consent, or refuses to be tested, the student should be encouraged to be tested for HIV on the previously stated schedule, and should be instructed to report any febrile illness occurring within the first twelve weeks of the incident. Symptoms of febrile illness include: fever; rash; enlarged lymph glands.
12. If the source of the splash or puncture wound is unknown, each case should be evaluated on an individual basis. The student should be offered HIV testing on the previously described schedule.
13. Careful attention should be given to record keeping regarding the incident and any testing to provide and protect the confidentiality of both the resident and student member.

14. Cost incurred for testing and/or immunization are the responsibility of the student.

Reference: Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health Care and Public Safety Workers – Morbidity and Mortality Weekly Report – U.S.

Department of Health and Human Services – Public Health Service – Centers for Disease Control – June 23, 1989/Vol 38/No. S6.

Reference: OSHA: Meeting the New Requirements, Quality America, 1992.

HEPATITIS B VACCINATION POLICY

In accordance with clinical facility policies and Occupational Safety and Health Administration (OSHA) regulations (Federal Register, Vol. 56, NO. 235) the following policy is set forth for all surgical technology, nursing, medical laboratory, and emergency medical service students:

All students' in MACC's above listed health occupation programs are technically considered to be included in "high risk" categories of occupational exposure to blood borne pathogens by OSHA. OSHA defines "high risk" as having a minimum of one exposure to blood/blood pathogens per month and strongly recommends that all healthcare workers in high risk categories be vaccinated against Hepatitis B. Although OSHA regulations address healthcare employers and workers, they do not include students in any part of the directive.

Prior to clinical rotations, students and faculty will have received either all three doses of "Hepatitis B" vaccine or begin the series.

Student Signature

Date

MOBERLY AREA COMMUNITY COLLEGE BLOODBORNE PATHOGEN STATEMENT

I have received information and recommendations for prevention of HIV (AIDS Virus); Hepatitis B; and other blood borne pathogen transmission.

Student Signature

Date

Appendix B: CONFIDENTIALITY STATEMENT

I have a responsibility to protect patient data. I understand that any information of data compiled for educational studies may not include or reflect patient identity, or any information that could identify the patient. I must hold in strict confidence all patient information obtained while enrolled as a student surgical technologist in the Surgical Technology Program at Moberly Area Community College.

I further understand that HIPAA (Health Insurance Portability and Accountability Act) federal legislation governs the confidentiality of healthcare practitioners, and surgical technology students who are expected to comply with these rules. Failure to comply and/or wrongful disclosure of information may subject the individual to civil and criminal penalties as prescribed by law, including fines up to \$1.5 million and imprisonment. Any breach in confidentiality may result in dismissal from the program.

Date _____ Student Signature _____

APPENDIX C: STATEMENT OF STUDENT UNDERSTANDING

I, _____ have received, read, and understand the Moberly Area Community College Surgical Technology Program Student Handbook. I have had an opportunity to ask questions and seek clarification as of the date indicated below.

Date _____ Student Signature _____

APPENDIX D: STUDENT INSURANCE AGREEMENT

I, _____, understand that professional liability insurance for student surgical technologists is provided for me through the College's general insurance policy maintained with the Missouri United School Insurance Council and have received a description of that coverage.

The insurance is provided to me at no charge and is limited to coverage as specified in the M.U.S.I.C. insurance policy. The coverage does not preclude me from obtaining additional coverage that I may desire.

Date

Student Signature

APPENDIX E: SIMULATION LABORATORY CONFIDENTIALITY AGREEMENT

As a surgical technology student at Moberly Area Community College, I will be participating in clinical laboratory simulations. I understand the content of these simulations needs to be kept confidential to uphold the integrity of the learning experience for myself and fellow students in all surgical technology programs.

I agree to maintain the following guidelines:

1. I accept that simulation is part of my clinical learning experience.
2. The simulation lab is considered a safe place to apply what I have learned in the classroom to a simulated patient situation. I will practice skills such as professionalism, communication, delegation, teamwork, and critical thinking in this environment.
3. I will treat the manikins and equipment in the simulation lab with the utmost respect and professionalism. The simulators should be treated as if they are live patients.
4. I will maintain a strict patient and peer confidentiality. This includes the scenario, my fellow students' performance, and debriefing discussion.
5. Inappropriate disclosure or discussion of the simulation experience will be considered academic dishonesty and will result in disciplinary action according to the academic dishonesty policy in the MACC student handbook.
6. I agree to report any violations of confidentiality to an instructor or lab coordinator.
7. I acknowledge that photographs and/or video may be taken during my simulations. These may be used in debriefing and/or for other MACC purposes.

I understand the above statements and have had all the questions regarding this agreement answered satisfactorily. This agreement is valid during the duration of my student career at Moberly Area Community College.

Student Signature: _____

Student Printed Name: _____

Date: _____

APPENDIX F: RELEASE OF INFORMATION FORM

Full Name: _____

Maiden/Alias Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Place of Birth: _____ Sex: Male: _____ Female _____ Race _____

I authorize Moberly Area Community College to request and obtain a copy of my criminal background as provided in Section 610.120 RSMo and make an inquiry to the Department of Social Services regarding the "Employee Disqualification List" as provided in Section 660.315. I also authorize Moberly Area Community College to request and obtain a copy of my drug screen results, a Division of Family Services background check regarding child abuse or neglect, a background check with the Office of Inspector General, and a Caregiver screening check regarding abuse to mental health clients. I also realize additional background screenings may be requested by the clinical sites affiliated with Moberly Area Community College. I also realize I must provide a criminal background check for each state I have lived within the past 10 years.

I further authorize Moberly Area Community College to provide the necessary documentation of all of the above stated data and self-reported information to individual clinical affiliates. This information is to verify my eligibility to participate in the clinical experience.

Signature: _____

Date: _____

APPENDIX G: IMAGE RELEASE FORM

I, (please print) _____, give Moberly Area Community College the absolute right and permission to use my image(s) whether photo or video, in its promotional materials and publicity efforts. I understand that the image(s) may be used in a publication, print advertisement, direct-mail piece, digital media (e.g. video, CD-ROM, Internet, World Wide Web), or other form of promotion. I release the College, the photographer, their offices, employees, agents, and designees from liability for any violation of my personal or proprietary right I may have in connection with such use.

Signature: _____

Student ID: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (_____) _____ Date: _____

____ Obscure personal identifying characteristics when possible.

APPENDIX H: TAPE RECORDING AGREEMENT

I understand that, as a student enrolled in this program, I will have access to recorded lectures for use in my personal studies only. I realize that lectures recorded for this reason may not be shared with other people without the written consent of the lecturer. I also understand that recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as a part of the class activity.

I am aware that the information contained in the recorded lectures is protected under federal copyright laws. Such information may not be published or quoted without the expressed consent of the lecturer and without giving proper identification and credit to the lecturer. I agree to abide by these guidelines with regard to any lectures recorded and available to me while enrolled as a student in this program.

Signature of Student

Date

APPENDIX I: SOCIAL MEDIA USE

Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. Students must adhere to the MACC Social Media Policy as approved by the Board of Trustees.

Social media includes text, images, audio and video communicated through such tools as: blogs, Twitter, social networks such as Facebook, professional networks such as LinkedIn, video sharing such as YouTube, audio sharing such as podcasts, photo sharing such as Flickr or Snapchat, or Instagram, and any other internet-based social media applications similar in purpose or function.

Use of social media is prohibited while performing direct patient care activities. As a surgical technology student, you must recognize that you have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

Do not post confidential or proprietary information about MACC, clinical facilities, patients/clients, or others with whom one has contact in the role of a MACC surgical technology student. Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s). (Remember: De-identified information may be recognized by patients, their families, or their employers).

All social media policies set forth by MACC and Clinical sites will be strictly enforced. HIPAA guidelines must be followed at all times. Ultimately, you have sole responsibility for what you post. Promptly report any identified breach of confidentiality or privacy.

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences in accordance of federal laws as stated in the Associate Degree Handbook, Appendix D.

Adapted from: White Paper: A Nurse's Guide to the Use of Social Media, August 2011. www.ncbsn.org
My signature below validates that I have read and understand the above information related to Social Media use.

Signature of Student

Date