

# Lake Superior College SURGICAL TECHNOLOGY PROGRAM



Student Handbook  
Fall 2025

## Table of Contents:

<a href="#"><u>Welcome Message</u></a> .....	3
<a href="#"><u>LSC Mission &amp; Vision Statements</u></a> .....	3
<a href="#"><u>Surgical Technology Program Philosophy</u></a> .....	4
<a href="#"><u>Surgical Technology Program Goals</u></a> .....	4
<a href="#"><u>Program Outcomes</u></a> .....	4
<a href="#"><u>Entrance into the Surgical Technology Program</u></a> .....	6
<a href="#"><u>Criminal Background Check</u></a> .....	6
<a href="#"><u>Health Requirements &amp; Data Practices Advisory/Informed Consents</u></a> .....	7
<a href="#"><u>Occupational Hazards and Physical Demands</u></a> .....	7
<a href="#"><u>Accessibility Information</u></a> .....	9
<a href="#"><u>CPR/First Aid Requirement</u></a> .....	9
<a href="#"><u>Immunization Requirements</u></a> .....	9
<a href="#"><u>Information on Health Care Costs and Workers Compensation</u></a> .....	10
<a href="#"><u>Courses and Grading</u></a> .....	10
<a href="#"><u>Classroom Information</u></a> .....	14
<a href="#"><u>Attendance</u></a> .....	15
<a href="#"><u>Clinical Information for SURG 2212 and SURG 2312</u></a> .....	17
<a href="#"><u>Academic Honesty &amp; Personal Ethics</u></a> .....	21
<a href="#"><u>Readmission into the Program</u></a> .....	21

## Welcome Message

Welcome to the Surgical Technology Program at Lake Superior College! You are on your way to becoming an allied health professional who is a valued member of the surgical team. As a Surgical Technology student, you will be learning theory and skills and applying them in the surgical setting. Your patients depend on you to have the knowledge and skills to provide them with the best possible care. From the moment you first step foot in the classroom, your focus must become ***the patient first***.

This program handbook will address many of the requirements and expectations of the Surgical Technology student. Please read it carefully so that you have a full understanding of what is expected of you during each step of your education.

Kathleen Terwey, CST  
Surgical Technology Program Director

Stephanie Hanson, CST  
Surgical Technology Clinical Coordinator

## LSC Mission & Vision Statements

College Mission: Lake Superior College serves the community and supports the economy of Northeast Minnesota and beyond by providing high-value, accessible higher education and advanced training in a supportive environment.

College Vision: We will strengthen our community by anticipating and meeting its needs for innovative education and training.

Lake Superior College Division of Allied Health and Nursing will demonstrate leadership by providing innovative, high quality, diversified healthcare education that incorporates the highest level of technology in the learning environment; meet current and emerging health care needs by strengthening and expanding partnerships with healthcare providers and the community; and establish Lake Superior College as the preferred healthcare education provider in the region.

## **Surgical Technology Program Philosophy**

The Surgical Technology Program educators believe that learning is best accomplished by doing. Therefore, the Surgical Technology Program combines lecture and demonstration with student participation, practice and discussion.

We believe that optimal learning takes place when students accept responsibility for their own learning. Therefore, we emphasize student participation in the learning process.

We believe that knowledge, skills, and attitudes do not rest with academics alone. Therefore, we emphasize professional growth and interpersonal skill development to prepare the student for successful employment.

## **Surgical Technology Program Goals**

- To prepare entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.
- To prepare graduates to pass the National Certification Examination.
- To monitor the job market to assist with job placement for LSC - Surgical Technology Program Graduates.

## **College-Wide and Program Outcomes**

The following learning outcomes describe the knowledge, skills, and responsibilities our students should acquire as a result of their studies at Lake Superior College.

### **Professional and Personal Responsibilities, including:**

- Professional demeanor
- Initiative and accountability
- Adherence to organizational expectations
- Self-development and lifelong learning

These responsibilities are demonstrated through appropriate behaviors in a variety of contexts across class and campus experiences.

**Intellectual and Practical Skills, including:**

- Critical and creative thinking
- Information literacy
- Inquiry and analysis
- Quantitative literacy
- Synthesis and application
- Teamwork and problem solving
- Written and oral communication

These skills are practiced extensively across students' educational experiences in the context of progressively more challenging problems, projects, and standards for performance.

**Social Responsibilities, including:**

- Awareness and practice of sustainability
- Civic involvement
- Ethical reasoning and action
- Intercultural competence

These responsibilities are anchored in active involvement with diverse communities and real-world challenges.

The Surgical Technology Program is designed to prepare students to function as an integral member of the surgical team, as indicated by the following **Program**

**Outcomes:**

- Demonstrate acceptable knowledge-based and technical competencies in accordance with national standards for surgical technology
- Demonstrate professional behaviors consistent with national standards and employer expectations
- Demonstrate safe patient care practices consistent with national standards and employer expectations
- Demonstrate compassion for the patient and maintain confidentiality
- Exhibit a strong sense of ethical behavior and surgical conscience
- Exhibit self-direction and responsibility for actions
- Work under difficult and sometimes stressful situations and maintain composure
- Join the Association of Surgical Technologists for continuing education opportunities

- Successfully scrub 120 surgical procedures as outlined by the Association of Surgical Technologists (AST)
- Participate in the national certification exam conducted by the National Board of Surgical Technology and Surgical Assisting (NBSTSA)

## **Entrance into the Surgical Technology Program**

Students who have graduated from high school and/or completed their GED may be admitted to the program.

Pre-Curriculum requirements are as listed:

- ALTH 1410 Medical Terminology
- BIOL 1005 Intro to Cell Biology
- BIOL 1140 Human Anatomy & Physiology I
- Eligible for ENGL 1106 – College Composition I, or completion of ENGL/READ 0950/0955 (or equivalent or higher). ENGL/READ 0950/0955 may not be taken concurrently with Semester I coursework
- Eligible for MATH 0950/0955 – Essentials of Mathematics: Intermediate/Advanced

## **Criminal Background Check**

Lake Superior College requires background checks of its students in selected health-related programs prior to final acceptance into the program. Acceptance into one of these programs is conditional upon successful completion of the background check. Failure to complete the required background checks and release form by the assigned date as stated by the program will result in the suspension of your acceptance to your clinical rotation and dismissal from the program.

It is important that you submit this information by the date required for the program to which you are applying. It is essential that your health program be able to document this background check for you when requested by your program, hospitals, clinics or other training sites.

Two background checks are required: National/Criminal and MN/Net Study. **There are fees attached to both studies and are the responsibility of the**

**student.** These must be done prior to starting clinical. Fingerprinting is also required for MN/Net study background checks. In addition, if a student is attending clinicals in Wisconsin, a WI background check will also be required.

## **Health Requirements & Data Practices Advisory/Informed Consents**

Students must be in good physical and emotional health as evidenced by medical examination reports. Some clinical facilities also impose certain requirements regarding health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The college may ask you to provide health information which will be used to determine whether you meet the clinical site's health requirements for care providers. Your health information is private data and will be treated as such. It will be disclosed only as needed to the Surgical Technology program director and clinical coordinator and, should any clinical site request data, to any clinical site where you are placed for training as a student.

You are not legally required to provide this information to the college; however, refusal to provide the information requested could mean that a clinical site may refuse to accept you into its facility. The Surgical Technology program does not guarantee an alternative facility for placement. If no alternative site is available, you will be dismissed from the Surgical Technology program.

## **Occupational Hazards and Physical Demands**

Surgical technologists face many occupational hazards, which is why adherence to safety protocol and procedure is important. Observing Standard Precautions including the use of personal protective equipment (PPE) during your surgical clinical rotations is mandatory. Occupational hazards you may be exposed to as a surgical technologist include but are not limited to:

- Bloodborne pathogen/infectious disease exposure
- Sharps injuries
- Surgical smoke (plume) exposure
- Radiation exposure
- Chemical exposure
- Repetitive motion injuries/ergonomic injuries
- Slip/trip/fall injuries

Working as a surgical technologist can be very demanding, both mentally and physically. Area hospitals have documented physical demands for the role of the surgical technologist assessed via the physical therapy department and human resources. Please feel free to take this to your physician to use as a tool for assessment as to whether or not you can physically perform the duties of a surgical technologist.

The following is a list of requirements:

- Low Lift: Demonstrates good body mechanics and ability to lift 60 pounds from floor to waist-level to 36" on an occasional basis.
- Weight Carry: Demonstrates good body mechanics, an ability to carry 60 pounds at waist height for a short distance (approx. 10 feet) on an occasional basis.
- Lead Vest: Demonstrates an ability to wear a 10-pound lead vest or two-piece lead outfit on frequent basis for up to 6 hours.
- Overhead Reach: Demonstrates an ability to reach overhead on an occasional basis.
- Prolonged Bending and Reaching: Demonstrates an ability to reach while bending from waist on a frequent basis for prolonged periods.
- Push/Pull: Demonstrates good body mechanics and an ability to push/pull 50 pounds of force at waist height (approx. 36").
- Walk/Stand: Demonstrates ability to stand on continuous basis.
- Sit: Demonstrates an ability to sit on an occasional basis.
- Squat/Kneel: Demonstrates good body mechanics and ability to squat/kneel to the floor or modified squat/kneel, safely on occasional basis.
- Hand Strength/Dexterity: Demonstrates hand strength and dexterity, with ability to manipulate cords and tubes, hold retractors, etc.
- Visual Acuity: Demonstrates ability to read charts or medication labels when performing patient care or computer documentation.

## **Accessibility Information**

There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. The Surgical Technology program will make all reasonable accommodations required by law for otherwise qualified individuals.

**To receive accommodations, you must contact LSC Accessibility Services at:** (218) 733-7650, MRS/TTY (800) 627-3529, or email: [studentaccessibility@lsc.edu](mailto:studentaccessibility@lsc.edu).



## CPR/First Aid Requirement

You are required to have current **American Heart Association BLS Healthcare Provider** or **American Red Cross CPR/First Aid for Health Care Professionals** certification before beginning the clinical portion of the program. Certification must be valid for the entire duration of your clinicals. Proof of certification must be submitted prior to attending clinicals; you will not be allowed to attend clinicals until updated, valid certification is received. You may take this course at a location of your choosing; LSC offers ALTH 1430 which meets the CPR requirement.

## Immunization Requirements

All Surgical Technology students must meet the following immunization requirements prior to beginning clinical rotations. **If these requirements are not met, you will not be permitted to attend clinicals.** This is for your safety as well as your patients’.

Required Immunity			
<b>Measles</b>	<input type="checkbox"/> A positive antibody test for measles <b>OR</b> <input type="checkbox"/> Two (2) doses of measles or a measles/mumps/rubella (MMR) vaccine received after 1 <sup>st</sup> birthday		
<b>Mumps</b>	<input type="checkbox"/> A positive antibody test for mumps <b>OR</b> <input type="checkbox"/> Two (2) doses of mumps or a measles/mumps/rubella (MMR) vaccine received after 1 <sup>st</sup> birthday		
<b>Rubella</b>	<input type="checkbox"/> A positive antibody test for rubella <b>OR</b> <input type="checkbox"/> One (1) dose of rubella or a measles/mumps/rubella (MMR) vaccine received after 1 <sup>st</sup> birthday		
<b>Pertussis</b>	<input type="checkbox"/> One dose of tetanus, diphtheria, pertussis (TDAP) vaccine <i>NOTE: Tdap is not the same as the other vaccines containing some or even all of the vaccine components (D-T-A-P) such as DTap, TD, or DT. Within the last 10 years</i>		
<b>Varicella (Chickenpox)</b>	<input type="checkbox"/> A positive antibody test for chickenpox (varicella zoster) OR <input type="checkbox"/> Two (2) doses of Varivax (Chickenpox Vaccine)		
<b>Tuberculosis (TB)</b>	<b>Evidence of negative tuberculosis screening within the past 12 months (✓ method)</b>		<b>Date</b>
	<input type="checkbox"/> Two negative Tuberculin Skin Tests (TST, PPD, or Mantoux test) read within 21 days of each other performed within the past 12 months OR—		
	<input type="checkbox"/> A negative blood test for TB within the past 12 months – you need the actual lab report with the results OR –		
	<b>If history of positive TST OR blood test for TB you will need the following:</b>  <input type="checkbox"/> Medical clearance by provider including a chest X-ray within the past 12 months. (Copy of the most recent chest x-ray and medical evaluation/treatment must be included.)		

<b>Hepatitis B</b> <i>Report 3 doses</i> <b>OR</b> <i>Titer date &amp; results</i>	<b>Dose 1 Date</b>  ____/____/____ MM DD YYYY	<b>Dose 2 Date</b>  ____/____/____ MM DD YYYY	<b>Dose 3 Date</b>  ____/____/____ MM DD YYYY	<b>Titer Date</b>  ____/____/____ MM DD YYYY <b>Results:</b>
<b>Influenza – annual</b> <i>October 1 - March 31</i>	<input type="checkbox"/> 1 dose of influenza vaccine for current influenza season			
<b>Covid-19*</b> <i>Report required doses and boosters</i>	<b>Dose 1 Date</b>  ____/____/____ MM DD YYYY	<b>Dose 2 Date*</b>  ____/____/____ MM DD YYYY	<b>Dose 3 Date*</b>  ____/____/____ MM DD YYYY	*dosages and boosters may vary by manufacturer

## Information on Health Care Costs and Workers Compensation

Any health care costs incurred during the period of time you are a student in the Surgical Technology Program will be **your responsibility**. Lake Superior College has health care resources on their [Health Services](#) web page.

- **Note: Liability insurance will be purchased by the student and is included in the tuition payments for clinical courses.** Students are required to obtain a copy of their tuition payment to verify that the liability insurance has been purchased.

It is the position of the clinical facilities and the College that, as a Surgical Technology student, you are NOT an employee of either the clinical facilities to which you are assigned or the College for purposes of Worker's Compensation Insurance.

## Courses and Grading

- All courses taken in the Surgical Technology curriculum must be taken in sequence. A minimum grade of "C" is required in ALL academic courses. Grade distribution is listed in each course syllabus.
- Students must maintain a 2.90 cumulative GPA to graduate from LSC
- Students must successfully complete all pre-technical courses before entering in the core courses. See program guide for listing.

- D. Students must earn a C (75%) or better in each SURG course in order to progress. Each semester of classes is a pre-requisite to the next.
- E. Students bear the primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts. Each student's progress will be evaluated at the mid-point for each course. Students that do not have the required C average will be considered to have "unsatisfactory progress." A meeting with the student and instructor will be set up to develop a plan of assistance along with timeframes for completion. This plan may include:
- outlining of objectives and goals
  - resources available
  - timeframe for completion of objectives/goals
- In the event the course objectives/goals cannot be met, the instructor will meet with the student to advise a plan for the future.

## **Course-Specific Information**

The Surgical Technology Program at Lake Superior College follows the Association of Surgical Technologists' *Core Curriculum for Surgical Technology, 7<sup>th</sup> edition*.

NOTE: See course syllabi for specific information regarding each individual course.

### **SURG 1210 – Introduction to Surgical Technology: (Fall Semester 1 – weeks 1-8)**

This course provides an introduction to the field of Surgical Technology. It covers the characteristics of a professional surgical technologist, expectations of their role as a member of the surgical team, education requirements, and an overview of agencies that impact the provision of surgical services. Other topics covered include legal and ethical concerns, patient populations, and the healthcare facility environment.

### **SURG 1212 – Surgical Lab I: (Fall Semester 1 – weeks 9-16)**

This introductory lab course teaches basic skills required of the surgical technologist during the preoperative surgical phase. During this course students will learn such skills as the surgical hand scrub, donning sterile attire, creating the sterile field, surgical counts, and safe medication handling. Theory and rationale are discussed in addition to skill performance. Emphasis is placed on the

principles of asepsis including recognition and mitigation of breaks in sterile technique.

### **SURG 1310 – Surgical Techniques I: (Spring Semester 1)**

This course Introduces knowledge and techniques essential to the surgical technologist during the perioperative time frame. Emphasis is placed on hemostasis, wound healing, wound closure, and identification and proper usage of instruments, equipment, and supplies. This course covers the role of the assistant circulator and patient preparation concepts such as patient transport, transfer and positioning, and surgical skin prep.

### **SURG 1312 – Surgical Lab II: (Spring Semester 1)**

This lab course introduces practical concepts, principles, and professional standards required for clinical practice. The focus of this course is the application of aseptic technique to ensure safe patient care practices as they apply to the first scrub, second scrub, and assistant circulator roles during the perioperative period.

### **SURG 2210 – Surgical Techniques II: (Fall Semester 2)**

This course discusses minimally invasive surgery along with the modalities of electricity, radiation, and lasers. There is a focus on sterile technique and the principles of asepsis, decontamination, disinfection, and sterilization. The course also addresses pharmacology and anesthesia applications.

### **SURG 2212 – Surgical Clinical I: (Fall Semester 2)**

This clinical rotation provides an introduction into the operating room for the student surgical technologist. Application of knowledge of surgical techniques, procedures, equipment, instruments, and supplies in a real-world environment is emphasized. Students will work under direct supervision of faculty and operating room staff as they develop their hands-on skills and progress from simple to complex tasks as their technique improves.

- *This is not a paid experience.*
- Students are required to travel to clinical sites.
- Students are required to meet AST clinical case specialty requirements which are listed on pages 19-20 of this handbook and may also be found on the AST website: [www.ast.org](http://www.ast.org).

- Students are expected to follow attendance requirements during the entirety of their clinical rotations.

### **SURG 2214 – Surgical Procedures: (Fall Semester 2)**

This course summarizes select diagnostic procedures and abdominal incisions in addition to surgeries related to the following specialties: General, Obstetric and Gynecologic, Ophthalmic, Otorhinolaryngologic, Oral and Maxillofacial, Plastic and Reconstructive, Genitourinary, Orthopedic, Cardiothoracic, Peripheral Vascular, and Neurosurgery.

### **SURG 2312 – Surgical Clinical II: (Spring Semester 2)**

This clinical rotation focuses on demonstration of leveled mastery of learned skills as students assist in a variety of surgeries and duties. Students will work under direct supervision of faculty and operating room staff as they focus on improving their skill set with the ultimate goal of becoming an entry-level surgical technologist. All students must complete the Association of Surgical Technologists' requirement of documented surgical procedures in order to graduate.

- *This is not a paid experience.*
- Students are required to travel to clinical sites.
- Students are required to meet AST clinical case specialty requirements which are listed on pages 19-20 of this handbook and may also be found on the AST website: [www.ast.org](http://www.ast.org).
- Students are expected to follow attendance requirements during the entirety of their clinical rotations.

### **SURG 2320 – Professional Preparation and Review: (Spring Semester 2)**

This course prepares students for their new role as entry-level surgical technologists. Students develop a plan to secure employment in the healthcare field by creating a resume and participating in mock interviews. Students also prepare for the national certification exam by utilizing review strategies and taking practice tests, which culminates in the national certification exam to conclude the course.

- Students who complete the program as well as college requirements are required to take the national certification exam. The testing fee is attached to this course. You may not take the national certification exam without all

requirements being met. The testing date will be determined by the program director in accordance with NBSTSA requirements. Failure to take the national certification exam on the arranged date will result in forfeiture of the testing fee.

## Classroom Information

### A. Dress code:

#### 1. SURG 1210, 1310, 2210, 2214, 2320:

- Clothing appropriate for weather
- Clothing that is comfortable and appropriate for classroom activities
- Clothing that does not create a health or safety concern
- Clothing that is not offensive to others
- Scrubs may be worn but are not mandatory (note: scrubs are mandatory for any lab activities during SURG 2214. In those instances, the instructor will provide advance notice of attire requirements.)

#### 2. SURG 1212 and 1312 require proper OR attire which includes:

- Scrub top and scrub pants with optional scrub warm-up jacket
- NO street clothes of any kind (sweatshirts, sweaters, etc)
- Closed-toe leather tennis shoes or nursing shoes
- See class syllabus for specific information regarding jewelry, nail polish, etc.
- PPE will be provided

#### 3. SURG 2212 and 2312: please refer to clinical information section.

### B. Classroom and lab code of conduct

#### 1. **NO** cell phones, laptops, pagers, headphones/earbuds, audio or video recording devices are allowed in the classroom or lab unless pre-approved by the instructor or for emergency purposes

- Failure to turn off or put away cell phone during quizzes or exams will result in a score of zero on that exam
- You may not record any lecture or lab without express permission of the instructor

#### 2. Be respectful of others

- Keeping talking or disruption to a minimum

- After finishing an exam, you may either remain quietly in your seat or leave the classroom until the designated time to return
3. Be a steward of the classroom and lab
    - No food or beverages in class that will leave wrappers, crumbs, drips, etc. behind
    - NOTE: ABSOLUTELY NO FOOD OR DRINK IN THE LAB**
    - “Leave the room better than you found it” – clean up any messes, push in chairs, put away supplies
    - Limiting wastefulness keeps tuition and fees down – reuse disposable lab supplies as much as possible (especially gowns, wraps, and drapes)
  4. Check your LSC email and D2L course shell frequently for official communication, course updates, class cancellations, and other notifications.
    - In the event of weather-related or other campus closures, LSC will post a notification to the front page of the college website ([www.lsc.edu](http://www.lsc.edu)). LSC’s social media pages will also provide weather-related closure announcements. Instructors do not receive advance notice of school closures.
    - If school is closed, clinical will also be cancelled for that day.
- C. Additional information:
1. Classroom equipment, instruments, trainers, supplies, and videos must not leave the classroom premises.
  2. Open lab will have limited availability. There will be reserved time slots available – if you choose not to sign up, any available times will be first come-first served.
  3. If you need to use the lab outside of posted open lab hours, you may make an appointment with an instructor to do so.
  4. Equipment taken out for practice purposes must be returned to its appropriate place and the classroom cleaned up prior to leaving – failure to do so will result in loss of lab privileges.

## Attendance

Regular attendance is expected at ALL times during classes, labs and clinical assignments in order to achieve the objectives of the program. You are expected

to meet time schedule requirements and follow proper protocol for notification of absence or tardiness.

- A. If you know in advance you will be absent from class or lab, you are required to inform the instructor ahead of time to make arrangements regarding missed assignments. Missed quizzes and lab skill evaluations may not be made up, and late assignments incur point deductions regardless of the reason for absence or delay. Medical, dental, and other appointments should be made outside of class time.
  - You can reach the program director/instructor Kathleen Terwey at [kathleen.terwey@lsc.edu](mailto:kathleen.terwey@lsc.edu) or 218-733-6806. Email is the best way to contact as it also serves as a receipt of the conversation.
- B. Excused absence - if a class is missed due to illness or other reason, you must inform the instructor as soon as possible. Failure to contact the instructor prior to the start of class time may result in failure of an assignment, test, project or of the course itself. Failure of a course will result in dismissal from the program. Frequent absenteeism will result in the following:
  - Third occurrence – verbal warning
  - Fourth occurrence – written warning and 10% deduction from final grade
  - **Further occurrences may result in dismissal from the program**
- C. Unexcused absence – (absence without notifying instructor before class time) may result in the following:
  - First occurrence – verbal warning
  - Second occurrence – written warning and 10% deduction from final grade – two *consecutive* unexcused absences will result in dismissal from the program
  - **Third occurrence - dismissal from the program**
- D. Tardiness – it is understandable that unforeseen circumstances may occasionally cause you to be late for class, lab, or clinicals. However, repeated occurrences of tardiness in one semester may result in the following:
  - Third occurrence – verbal warning
  - Fourth occurrence – written warning and 5% deduction from final grade
  - **Further occurrences may result in dismissal from the program**



- E. Absenteeism involving infectious disease, injury, or surgical procedure on the student may require a doctor's release before returning to class or clinical rotations.
  - If you need to take a medical leave of absence, you may return to the program under specific circumstances. (See Readmission into the Program)
- F. Absences involving unique or mitigating circumstances will be addressed individually.

## Clinical Information for SURG 2212 and SURG 2312

- A. Dress code
  - 1. Students are required to follow each individual hospital's policies regarding attire, PPE, personal hygiene, jewelry, etc. **Refusal to follow your clinical site's policies will result in dismissal from the program.**
  - 2. Protective eyewear is an OSHA requirement when there is the potential for contact with blood or body fluids. Regular eyeglasses are not appropriate eye protection. Your clinical site will provide disposable eye shields. If you do not wish to wear the provided eye shields, you must purchase your own OSHA-approved eye shields. Please note that each facility has the final say regarding personal eye protection should you choose to purchase your own.
  - 3. Scrubs will be provided by each clinical site. You will change into and out of them at site. They are not to be brought home under any circumstances. Tee-shirts are not to be worn under scrubs. Please dress appropriately for travel to and from your clinical site.
  - 4. You must provide your own shoes. Shoes must be closed-toe leather athletic or nursing shoes. Reserve them for the OR only and keep them at your clinical site – do not bring them home with you.
  - 5. Cosmetics may be worn in moderation, with the exception of perfumes/colognes which are not allowed.
  - 6. Nails are to be kept short and free of nail polish. This includes clear or gel polishes. Artificial/acrylic nails are not allowed.
  - 7. No false eyelashes.

8. No jewelry – leave it at home so it doesn't get lost or forgotten in a scrub pocket. The clinical site is not responsible for lost or stolen personal items.

B. General Information

1. All students are required to travel to clinical sites. Clinical sites may be located up to 100 miles away from LSC. Transportation is the responsibility of the student. Students are not reimbursed for any costs incurred due to transportation, meals, hotel stays, etc.
2. Specific clinical sites cannot be guaranteed or promised. You will spend time at multiple clinical sites during your clinical rotation. Our goal is to match you with clinical sites that best fit your needs as a student as well as your best fit with a potential employer.
3. Students are not allowed to perform in the capacity or role of a surgical technology student outside of contracted clinical sites. Students may only attend clinicals during set clinical times when there is an instructor available either in person or by phone. If there is no school due to scheduled breaks or cancellations due to weather, the student is not to attend clinicals.
4. If you have a paid position or other affiliation with a clinical site, you may NOT overlap your roles at any time. This is due to workers compensation regulations and HIPAA privacy rules. Some examples include but aren't limited to: giving employee breaks, covering in the department due to short staffing, using employee ID to obtain access to restricted areas or to print surgical schedules, etc.  
**Violation of this policy is grounds for immediate dismissal from the program.**
5. Students are required to document every procedure they have scrubbed or observed. Failure to complete or submit required clinical paperwork by the due date will result in the cases not being counted toward the minimum graduation requirement.
6. You are required to have your own health insurance. This is not the same as your required liability insurance which is attached to the clinical course tuition.
7. You are required to read all departmental policies and procedures for each clinical site assigned before scrubbing into surgical procedures.

8. You may not leave early from clinical sites unless approved by the clinical coordinator or program director, with the exception of emergency situations or illness. You must notify the clinical coordinator AND clinical site manager if leaving early for the day. Failure to do so is considered an unexcused absence and may result in dismissal from the program.
9. ID badges are required at all clinical sites. You must wear both your LSC ID badge as well as your clinical facility badge. ID badges will be acquired from the clinical site prior to your experience. There may be a fee for badges for each individual facility, for which you are responsible. You are required to turn in your facility badge at the end of your rotation or upon withdrawal from the program.
10. You may be required to purchase a lock for your locker. It is a good idea to keep a change of undergarments and socks at your clinical site (in the event of strike-through of blood or other fluids), as well as other personal hygiene items. Do not bring valuables to your clinical site. The facility is not responsible for lost or stolen items.
11. You are expected to arrive at the clinical site no later than 20 minutes **before** your shift. Shifts may start as early as 6:00 a.m. so plan accordingly.
12. In the unlikely event that a situation should arise where there aren't sufficient clinical sites available for all students, clinical placement will be determined by program application date. The remaining students may be required to wait for a clinical site to become available.

#### C. Absenteeism

1. You may only miss **4 days** (excused absences only) during your entire clinical experience. You are responsible for notifying *both* the clinical coordinator *and* clinical site **30 minutes before** your scheduled shift if you will be absent. Failure to do so is considered an unexcused absence and may result in dismissal from the program.
  - You can reach the clinical coordinator/instructor Stephanie Hanson at [stephanie.hanson@lsc.edu](mailto:stephanie.hanson@lsc.edu) or 218-780-4023.
  - A contact number for your clinical site will be provided to you during your clinical orientation.

2. You may not trade days, hours, or shifts without the express approval of the clinical coordinator *and* clinical site manager.
3. Absenteeism from clinicals may result in the following:
  - 3 days – verbal warning and 5% deduction from final grade
  - 4 days – written warning and 10% deduction from final grade
  - **5 days absent – dismissal from program**

D. Clinical course requirements

1. All students must have current health forms with required immunization history and approved background study prior to attending clinical rotations. Failure to do so will result in the student being unable to attend clinicals.
2. All students are required to complete and document a minimum of 120 procedures to graduate, as noted below:
  - General Surgery cases: Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub role. The remaining 10 cases may be performed in either the First or Second Scrub role.
  - Specialty cases: Students must complete a minimum of 90 cases in various surgical specialties (excluding General Surgery), 60 of which must be performed in the First Scrub role. These cases must be distributed evenly between a minimum of 4 surgical specialties, with a minimum of 10 cases per specialty completed in the First Scrub role. (40 cases total). The additional 20 cases in the First Scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
  - The remaining 30 cases may be performed in any surgical specialty in either the First Scrub or Second Scrub role.
  - Diagnostic endoscopy cases are counted in the Second Scrub role, with a maximum of 10 cases total.
  - Vaginal delivery cases are counted in the Second Scrub role with a maximum of 5 cases total.
3. Surgical case requirement information can also be found on the [AST website](#).

4. Only surgical procedures that have been properly documented may be counted toward graduation requirements. Failure to properly document surgical procedures will result in failure of the course.
5. Students must complete the entire semester *in addition* to case requirements. If all minimum case requirements are met prior to the end of the semester, the student is expected to use this time to improve their skills and knowledge base. Students may not take “days off” once they have met their minimum case requirements.

## **Academic Honesty & Personal Ethics**

Integrity and honesty are two of the most important qualities you will bring to this program. Breach of integrity or honesty includes but is not limited to:

- Looking at another student’s test at any time during testing situations, or using a test form or resource during a test that has not had prior approval.
- Changing an answer on a test or assignment after it has been graded.
- Any false statement or piece of information deliberately presented as truth.
- Falsification of clinical case logs, evaluations, or other clinical paperwork.
- Sharing information regarding a test with a student that has not yet tested.
- Use of cell phone during a test or looking up information online during an online test.
- Plagiarism: presenting someone else’s work or ideas as your own (with or without their consent)

Academic dishonesty will not be tolerated. Penalties for violation of the student’s code of conduct, college and program policies will be processed according the LSC student handbook/policies and procedures.

***Any breach of academic honesty/personal ethics is grounds for immediate dismissal from the program.***

## **Readmission into the Program**

Readmission into the program is based on class size and clinical site availability, and cannot be guaranteed. If a student has withdrawn, failed or was dismissed

from the program and desires readmission to the program, they must follow the following procedure:

A. The student desiring readmission to the program must:

- Contact the director of the Surgical Technology Program via email requesting readmission into the program.
- If applicable, reapply to the program on the LSC website during the application window, which opens February 1 each year.
- Establish a written plan for readmission with the director and/or clinical coordinator of the program. This may include academic, technical, attendance, or other professional behaviors.
- Have performance (academic and technical) evaluated before placement into a clinical site. Proficiency in ALL clinical skills is required before re-admittance into clinical sites.
- Attend a clinical refresher if they have completed the clinical coursework but have not completed their didactic course work, depending on length of time away from scrubbing. This will be based on clinical availability and acceptance. A clinical competency test (mock surgery) will be performed to assess the student's skill level prior to attending a clinical refresher course. This test must be completed with 100% accuracy within 3 attempts. Students are responsible for costs incurred for refresher and/or repeat course work.

B. Readmission after health issue:

- In addition to the above requirements, the student must have documentation from their health care provider stating they are able to meet the physical demands of the program. Costs incurred for their physical assessment are the responsibility of the student.

C. If the student was previously dismissed from the program due to unprofessional behaviors such as absenteeism, they are eligible to return to the program on a probationary status.

D. The student is not eligible for readmission to the program if they have been previously dismissed from the program due to serious behavioral issues including but not limited to:

- Academic dishonesty
- Violation of patient confidentiality and/or hospital policy
- Substantiated complaints from clinical site managers or clinical educators regarding student behavior

- Violence or threat of violence to any student, instructor, patient, or hospital staff member