





## Table of Contents

Drug/Alcohol Usage	23
Communicable Diseases	24
Late Assignment Policy	25
Calculator Policy	25
Student Required Purchase List	26
Student Work	28
Requirements to Attend Clinical	28
Health/Drug Screening & Background Checks	28
Hepatitis B Vaccination Policy	29
Criminal Convictions	29
Liability Insurance	29
CPR	29
Clinical Rotation Assignments	29
Clinical Make up Time	30
Clocking In and Out Procedures	31
Lunch Breaks	31
Uniform Requirements	32
HIPPA	32
Disruptive Clinical Behavior	33
Leaving Assigned Clinical Rotation Area	34
Travel Requirements	34
Clinical Logs	34
Clinical Warnings	35
Student Supervision	36
“Incomplete” Clinical Courses	36
Personal Medical Emergency & Incomplete Courses	37
Clinical Competency Requirements	38
Pregnancy Disclosure	39
Telephone Calls	41
Allied Health Sciences & Using Clinical Guidelines	41
Clinical Area Responsibilities	45
Student Injury	45
Hospital Equipment and Supplies	45
Helpful Internet Sites	46
Voluntary Pregnancy Declaration Form	48
Withdrawal of Declaration Form	49
Application for Admission	50



**AUGUSTA TECHNICAL COLLEGE**  
**School of**  
**Health Sciences**

## Letter from the Director of Surgical Technology

I would like to welcome you to the Surgical Technology Program at Augusta Technical College. The purpose of our school is to provide theoretical instruction and practical application in job specific fundamentals and give meaning to education by relating training to the occupational goals of job placement or advancement in present employment.

As your instructor, I plan to guide and instruct you in attaining your goals of acquiring more knowledge, greater skills and becoming an asset to the Surgical Technology Profession. By working as a part of this instructor/student team, you will have the opportunity to enjoy and profit from your training here. It will not be an easy road; we will travel this road together, learning step by step.

The purpose of this Student Handbook is to acquaint you with the policies and procedures of the Surgical Technology Program. Remember this document is in addition to the policies and procedures of Augusta Technical College. You must become thoroughly familiar with it.

Augusta Technical College  
Telephone Directory

All numbers are (706) unless otherwise specified.

Department

General Information	7714000
Admissions	7714028/4029
Bookstore	7714119
Business Office / Administrative Services	7714011
Career Services	7714146
Continuing Education	7714090
Counseling Center	7714854
Distance Education	7715700

Financial Aid

## Program Description

The surgical technology program prepares students for employment in a variety of positions in the surgical field. The surgical technology program provides opportunities, which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. In addition, the program provides opportunities to upgrade present knowledge and skills to retrain in surgical technology. Graduates of the program receive an Associates of Science degree in Surgical Technology.







## Program Goals

Upon program completion, the graduate will be able to:

1. Correlate the knowledge of anatomy, physiology, pathology, and biology to their role as a Surgical Technologist.
2. Demonstrate a safe professional level of practice and knowledge in their role as a Surgical Technologist.
3. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience.
4. Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
5. Implement safe practice techniques in regard to perioperative routines, patient transportation, positioning, and emergency procedures.
6. Integrate principles of surgical asepsis as part of the perioperative experience.
7. Accurately apply knowledge and skills of a professional Surgical Technologist to address the biopsychosocial needs of the patient.
8. Perform proficiently and competently as a Surgical Technologist in the cognitive, psychomotor, and affective learning domains.
9. Value the professional attributes of the Surgical Technologist.

## Student Goals

Upon successful program completion, the graduate will:

1. Successfully pass the National Certified Surgical Technology exam, and.
2. Apply the skills necessary for successful employment as entry-level surgical technologists.
3. Gain employment and have employers who will be satisfied with their technical and general employability skills.
4. Rate satisfaction with their education and training as satisfactory or very satisfactory.

### Please Note:

Periodically, it is necessary to revise existing program policies, or publish new policies, in order to meet the needs of the sponsoring institution (Augusta Technical College), the clinical affiliates, or to meet AST, NBSTSA and/or ARCSTSA Accreditation Standards.

Students will be notified of any and all changes orally and in writing) prior to implementation. Revised (or new) policies will be discussed and students will have an opportunity to ask questions for clarification. Each student will be responsible for adding these changes to the current student handbook.

The Code of Ethics shall serve as a guide by Certified Surgical Technologists and student

A student who receives a grade of less than a "C" in two or more prerequisite courses, same or different prerequisite course, is not eligible for program progression/admission. This includes courses taken in any program of study at Augusta Technical College and/or transfer courses submitted on formal transcripts from any previous college attended. Successful course attempts that led to ineligibility for competitive progression evaluation will expire after five years.

A student who receives a grade of less than a "C" in one course with the SURG prefix will be suspended from the program for one semester and considered for reentry on a space available basis at the next time that course is offered. The student should submit a "Program Readmission Form" to the Director of Surgical Technology by midterm of the semester prior to student wishing to return. A student who receives a grade of less than a "C" in two courses with the SURG prefix, same or different SURG course, will not be permitted to reenter the program.

Recommended Sequence for Prerequisite Courses Year 1-

Year 2-Semester Spring

Course Prefix and Numbe

Course Title

Credit Hours

Augusta Technical College  
Surgical Technology Program  
Approved Clinical Sites

1. Piedmont Augusta Hospital  
1350 Walton Way  
Augusta, GA 30909  
(706)-774-5895



- x Background Checks and 10 Panel Drug Screen
  - o Must be performed again.

Readmission after withdrawal during the first semester in the program

Any student who initiated taking courses in the Surgical Technology Program within the first semester of the Surgical Technology Program, will not be eligible for advanced placement. The

## Procedure

If dissatisfaction occurs, the following steps must be utilized:

1. As a first ste



- If the Student Disciplinary Officer determines that the student is guilty of a violation of the Student Code of Conduct, then he/she will impose one or more disciplinary sanctions. If the Student Disciplinary Officer determines that the alleged conduct did not occur or that the conduct was not a violation of the Student Code of Conduct, then no disciplinary sanctions will be imposed against the student and the investigation will be closed.

### Definitions

For clarification, academic dishonesty shall be defined as:

- Cheating on a test, quiz, examination or other assignment.
- Falsifying attendance records or clocking in or out for another student at clinical site.
- Passing information about a test, quiz, or examination to a student absent the day of the exam.
- Plagiarism and/or collusion.
- Removing any test materials from the school without the permission of the instructor or Program Director.

### Policy: Program Grading Scale

The Program of Surgical Technology utilizes the grading scale as outlined by Augusta Technical College for all didactic and clinical courses.

### College Grading Scale

Course Final average	Letter Grade:
90 % - 100 %	A
80 % - 89 %	B
70 % - 79 %	C
60 % - 69 %	D
Below 60 %	F
W	Signifies the student withdrew before midterm.
WP	Signifies the student withdrew after midterm with a passing grade.
WF	Signifies the student withdrew after midterm with a failing grade. "WF" carries a grade point average of "0."

- Grades will be issued at the completion of each semester.
- Students must maintain a cumulative course grade of 2.0 (D) or better.

limited class size and clinical availability, students who must repeat a course will be enrolled in a space available based on the first feasible opportunity. The student is not guaranteed a spot in the next class and must re-apply for program admission according to established enrollment guidelines.

4. If a student successfully re-enrolls but fails to meet the course numerical grade average of 70% in a second SURG course, the student will not be considered eligible to re-apply for admission into the Surgical Technology Program.
5. If a student does not repeat a failed course within a 24-month period, the student will be required to repeat SURG courses taken, pending selection by the Office of Admissions.

Policy: Special Learning Needs

Affairs noting that the graduate is deficient in one or more areas as defined by the Technical College System of Georgia.

Policy: Job Placement

Augusta Technical College provides career placement assistance for graduates through a team effort built on the involvement of the faculty and coordinated through the Office of Career Placement. Students are encouraged to contact the Office of Career Placement at the beginning of their semester of enrollment. The Director of Career Placement will assist the student in preparing an appropriate strategy for finding the type of position for which the student is trained.

Policy: Program Attendance

It is the student's responsibility to attend classes on a good-faith basis, which demonstrates student's desire to be a genuine partner in the educational process. Instructors will keep an accurate record of attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. Refer to the course participation requirements and makeup policies provided below. It is the responsibility of the student to know the policy and adhere to it. Final grades may be affected by excessive absence and tardiness. Students enrolled in an online course who fail to attend any proctored course event will receive an F for the course.

- x Attendance Policy for Surgical Technology Program: essential that students of the Surgical Technology Program meet requirements and standards necessary for success in each course. As stated above, student attendance will be monitored for the entire semester and

after the start of the morning meeting, you will be instructed that you are unable to stay for clinical that day will count against you for that week and for the time missed in clinical.

#### Policy:Emergency Closing

If Augusta Technical College has an emergency or closing of classes for any reason the following protocol will be strictly adhered to:

- %o If the student is not already in class or clinical, then they will not have to report to class or clinical. This time will not be held against the student, will it count for the student, as far as absences or for points in clinical.
- %o If the student is already attending class or clinical and classes are cancelled, the student MUST leave class or clinical and go home. The time that is missed will not be counted for or against the student in any way.
- %o When classes resume to their regular schedule, if the student believes that they cannot make it to class or to the clinical site due to road conditions or other situations, this will be counted as an absence and all deductions and rules applicable to attendance will be applicable to the student.

#### Policy: Leave of Absence (LOA) Procedure

It is the policy of the college that there is no leave of absence (LOA) for an extended period, it is suggested that you drop the program until you can finish.

#### Policy: Graduation Requirements

In addition to the graduation requirements published in the Augusta Technical College catalog, the following are program specific graduation requirements. The full A

InstitutionPolicy: Sexual Harassment

Our college is committed to fostering a safe, productive learning environment. Title IX and our college policy prohibits discrimination based on sex. Sexual misconduct including harassment, domestic violence, dating violence, sexual assault, and stalking — is also prohibited at our college.

Our college encourages anyone experiencing sexual misconduct to talk to someone about what happened, so he/she can get the support he/she needs, and our college can respond appropriately.

If you witness an incident, you are encouraged to report it to the appropriate campus authority.

## Policy: Cellular Telephones

### Clinical Assignments

Cell phones are not allowed to be used in public clinical sites. The first infraction will result in dismissal from clinical for that day. A second infraction will result in a critical incident and the student will be referred to the Student Disciplinary Officer.

### Classroom and Lab:

Cell phones are not allowed to be used during any time.

1. Cell phones will not ring or audibly vibrate during class.
2. Students will not answer or place a cell phone call or receive or send messages during class.
3. Students will not exit the room during class to answer a cell phone call. You may make cell phone calls during your breaks only.
4. Students expecting a phone call that they must answer will remain outside the classroom until they have received and completed this expectation. What a call you miss from lecture is your responsibility. If this makes you late for class, you will be counted as tardy per student handbook. Tardies equal absence.
5. Students will inform their family, friends, and other associates that in case of emergency they should call (706) 771-175 and have the administrative assistant deliver the message to the student's instructor who will in turn give it to the student. This will avoid any infractions of cell phone guidelines.

### Cell Phone Policy during Exams (Dr Final)

All above rules still apply but this one will be in addition:

6. All cell phones must be off during test/exam times. Any ring, vibration, etc., your test will immediately be turned in and you will receive that test. You will not be allowed to make up this test nor will you receive any credit for this test. This includes final exams, quizzes and/or unit exams.

## Policy: Jury Duty / Court Summons

Students receiving a summons for Jury Duty, a court appearance must provide the Program Director with appropriate notification prior to the date of appearance. The student must produce a copy of the summons to be excused for the time required. All work missed must be made up by the student immediately upon return.

### Procedure:

1. Upon receipt of a summons for Jury Duty or court appearance, the student is required to immediately notify the Program Director. A copy of the summons will be made and maintained in the student's administrative file.
2. The Program Director and student will develop lesson plans for the day (dates) the student is expected to be absent, and assignments will be made if applicable.
3. Upon return from Jury Duty or court appearance, the student is responsible for making up all missed assignments.



possession or use of alcohol, controlled substances, or illegal drugs. Students are prohibited from reporting to class or clinical assignments under the influence of alcohol, illegal drugs, or controlled substances not prescribed to them by a physician or other licensed health care provider. If a student is on prescribed drugs, they must have a statement from their physician stating they can perform clinical/lab responsibilities.

Indicators for "reasonable suspicion" that a student may be under the influence of alcohol or unauthorized narcotics or controlled substances or illegal drugs include (but are not limited to):

- x Bizarre or unusual behavior
- x Slurred speech, the smell of alcohol on the breath, irrational behavior
- x Repeated mistakes or accidents not attributable to other factors
- x Violation of safety rules / policies and procedures which potentially jeopardize the safety of others.



Definitions:

Illicit drugs any drug, medication or controlled substance not prescribed for the individual by a licensed healthcare practitioner. This definition is extended to include controlled substances, illegal drugs including, but not limited to marijuana, amphetamine, cocaine, and heroine.

**Policy: Communicable Diseases**

A communicable disease policy is necessary to safeguard the health and safety of the student sur technologists and patient alike. All students are required to report any communicable disease(s) contracted in or out of the hospital clinical site immediately to the Clinical Coordinator.

A communicable disease is defined as a disease that may be transmitted directly or indirectly from individual to another. Examples include

Policy: Late assignments

The Surgical Technology program expects each student to complete and submit all assignments by the date due, as found on the course syllabus. No late assignments will be accepted. Assignments not completed and submitted by the due date will receive a score of "0".

Extenuating circumstances will be handled on a case-by-case basis and will be at the discretion of the course instructor.

Policy: Calculators

# Clinical Polic



### Policy: Clinical Rotation Assignments

To ensure that all clinical activities are educationally sound, and to ensure equitable learning opportunities, it is the policy of the surgical technology program to assign student rotations through clinical areas and facilities on a rotating basis.

A clinical rotation schedule will be distributed to each student and clinical coordinator at each facility prior to the commencement of clinical activities. Rotation schedules will define the start and end dates, facility, and specific areas for each rotation. Students are never to be allowed to supplement paid, technical staff. Students are responsible for all charges incurred during clinical rotations.

In the event of decreased workload in the assigned clinical site, the clinical coordinator may reassign the student to another similar area to maximize clinical learning experience. Furthermore, students are not permitted to "visit" in areas other than their assigned area.

#### Procedure:

1. The program director/clinical coordinator will prepare the rotation schedule.
2. Schedules will be distributed to each student at the beginning of the clinical rotation.
3. Program officials and faculty will ensure distribution of schedules to facility supervisors and clinical coordinators.
4. No changes to the rotation schedule will be made.

### Policy: Clinical Makeup Time (for missed clinical assignments)

#### Program Expectation

All student technology students are expected to maintain acceptable at 0.5 (ent) 0 17i72 0.72 ref 4

### Makeup Time Restrictions

- x Lunch Breaks: Students may skip lunch breaks, continue to work, and count that time toward time owed (make-up)
- x Minimum Time Block: Students will not make up time in shorter increments
- x Holidays: Due to the departmental reduction in staffing on holidays, and the available level of adequate supervision and school closure, no make-up is permitted to be scheduled any holidays and/or school closings
- x Students employed by clinical affiliate sites: the position of the program that the student employed by the clinical facility will not act in the capacity of "student" while they are being compensated (on the clock). No time can be made up while the student is being paid for the hours. Furthermore, no case requirements can be completed while the student is being compensated for hospital work.

### Policy: Clocking in and out for clinical assignments

Each clinical affiliate site will have a method for tracking student attendance during regularly scheduled clinical rotation days. Facilities will have time clocks and students will be given time cards to punch in and out on.

Each student will only clock in and out for themselves. Any student caught signing or punching in or out for another student will immediately be referred to the Senior Disciplinary Officer with the recommendation for immediate program expulsion.

At the start of each clinical day, students will clock in (only). Students will clock out and back in for lunch. At the completion of the clinical day, students will clock out. A student caught clocking in and out simultaneously will be dismissed for falsification of time records.

It is the responsibility of the student to clock in at the start of each clinic day, out for lunch, in at the conclusion of lunch and out at the end of each clinic day.

If a student fails to sign in and out, they will be counted as absent, no exception.

### Policy: Lunch Break

#### Purpose:

To establish a meal period during regularly scheduled clinical rotation days.

#### Definitions

A lunch break is a period during which the student is not in a patient care area and is relieved of all clinical and clerical responsibilities.

Students enrolled in the Surgical Technology Program will be allocated 30 minutes regardless of how long the clinical

1. Designated clinical representatives in each area will assign lunch breaks that vary according to patient workload.

2. Students are expected to closely observe the time of their meal period in consideration of other students and staff technologists in their assigned classrooms. Excess time in returning from the meal period will result in disciplinary action.
3. If for extreme circumstances, you do not get lunch, you must have your mentor state that you are unable to eat and sign it for that day.

**Policy: Uniform Requirements, Grooming Standards and Uniform Restrictions**

It is the policy of the surgical technology program that all student surgical technologists adhere to uniform requirements at all times. The uniform requirements are as follows:

1. Uniform top and scrub pants in designated color. Black uniform shoes or black athletic shoes. Canvas shoes are not permitted. Open toe or backless shoes.
2. Socks or hose must be worn each day.
3. Clothing should fit properly. Clothing that is too tight or transparent is not acceptable and a student will be dismissed from clinical if caught in clothing that does not fit properly.
4. If a student wishes to wear an undershirt beneath the uniform top, it must be plain white color with no writing or image printed on it.
5. The uniform shirt will be always tucked in while wearing uniform.
6. The school uniform must be clean and pressed.
7. A lab coat must be worn and it must have a program patch sewn on the left shoulder.

In addition, students will be required to adhere to the following dress code standards:

- % Hair must be clean, neat, and off the collar.
- % Male students must be clean shaven or maintain a well-groomed mustache or beard.
- % Hands must be clean with nails trimmed no longer than the tip of your fingers. No nail polish or artificial nails permitted.
- % Undergarments must be worn and should not be visible through the uniform.
- % Conservative make up, no perfume or cologne, or offensive odor. Students should eliminate offensive body odors by bathing and using deodorants.
- % Oral hygiene, including brushing, flossing, and the use of mouthwash, is required.
- % No earrings of any kind permitted.
- % No studs or posts are to be worn in the tongue or worn where they are visible on the face or body while in the clinical area. This is the policy of many health care organizations to reduce infection control risks.
- % Necklaces are not permitted while in clinical or uniform.
- % Wedding and engagement rings are not worn while in clinical. No jewelry is acceptable.

Students not conforming to uniform requirements will be sent home.







Procedure:

1. Clinical Logs are provided within the classroom and on the appropriate Learning Management System of the college.
2. The clinical logs must accompany each student during clinical activities. It is the student's responsibility to update these logs by documenting the procedures they have observed, assisted with, or performed.
- 3.



semester's requirements within seven days of the semester they will be dismissed from the program and will have to re





Procedure:

1. If the student chooses to disclose pregnancy, the notification must be in writing and will include the estimated date of conception and projected due date (a form is attached for convenience purposes).
2. The program director will immediately notify the OR supervisor to coordinate a safe environment for the developing fetus relative to the student's clinical activities. A pregnant student be permitted to perform clinical activities deemed unsuitable by her physician. The determination of her ability to engage in didactic and clinical education determined by her physician. Input from the program director, clinical coordinator, and OR supervisor should also be considered.
3. Following written documentation from her physician that she is permitted to continue clinical activities, the student will meet with the program director and clinical coordinator to discuss educational options. Each pregnant student0.5 (nt)-15(i)-0.8 ( ( )TJ2 ( h)0.5 283 (o)0.5 ( b)0.5 (e c

6. Any declared pregnant student may “undeclare” her pregnancy at any time. In order to “undeclare” pregnancy, the student must submit a written statement to the program director (a form is attached for convenience).

#### Program Responsibilities

1. The program shall coordinate a safe environment for the pregnant student.
2. The OR Supervisor shall be advised of any declared pregnant student.
- 3.



4. Females: Only white hosiery with no design, runs, or holes, should be worn. Support stockings are recommended. Knee-high stockings or plain socks are allowed under pants.

Males: should also wear plain white socks.

5. Shoes must be black in color and polished. Shoelaces should be clean or replaced as needed.

6. Hair must be clean, neat, and styled to give a professional appearance. Hair must be off the collar. Minimal hairpins, barrettes, etc. should be used. Buns, braids, and secure ponytails work best for long hair.

7. No perfume, perfumed lotion or cologne are worn. Effective deodorants are mandatory to assure no body odors are present.



Heal

Policy: Hospital Equipment & Supplies

Hospital equipment and supplies are to be used only for the purposes of the program. Students are not permitted to remove any hospital equipment or supplies from the hospital premises. Violations of this policy are subject to immediate expulsion from the program.

Hospital equipment and supplies should be cleaned and returned to the proper location following completion of each surgical procedure.

Helpful Internet Websites

- |  |                           |
|--|---------------------------|
| <a href="http://www.augustatech.edu">www.augustatech.edu</a>   | Augusta Technical College |
| <a href="http://www.google.com">www.google.com</a>   | Google                    |
| <a href="http://www.yahoo.com">www.yahoo.com</a>   | Yahoo                     |
| <a href="http://www.orlive.com">www.orlive.com</a>   | Live Surgeries            |
| <a href="http://www.osap.org/resou5.5 (/r) (ed)0.5 (-18 0 T (r)14.31C/d8 0.72 re (sta)15.5 (te)o ( )Tj EMC /P -23">www.osap.org/resou5.5 (/r) (ed)0.5 (-18 0 T (r)14.31C/d8 0.72 re (sta)15.5 (te)o ( )Tj EMC /P -23</a> |                           |

# Program Forms





~~AUGUST TECH~~  
~~School of~~  
~~Health Sciences~~

Surgical Technology Program  
Withdrawal of Declaration of Pregnancy



**AUGUSTA TECH**  
**School of**  
**Health Sciences**

Surgical Technology Program  
Application for Re-Admission

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student ID# 900 \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Date of Withdrawal: Semester \_\_\_\_\_ Year \_\_\_\_\_

Desired Reentry Semester \_\_\_\_\_ Year \_\_\_\_\_

Reason for Withdrawing

‘ Academic Failure

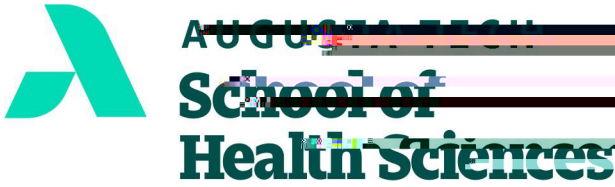
‘ Medical

‘ Financial

‘ Other(explain)







Augusta Technical College  
Surgical Technology Student Handbook Acknowledgement Form

I, \_\_\_\_\_ acknowledge by signing this sheet that:  
Print Name

1. I have read and understood Surgical Technology Student Handbook
2. I have been given the opportunity to ask questions pertaining to the student handbook and these questions were answered to my satisfaction
3. I will abide by the policies contained

