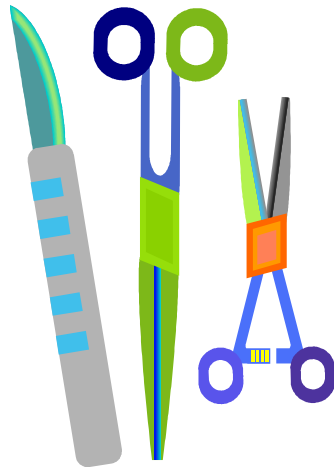




Surgical Technology Program

Student Handbook



2021 - 2023

Tami Pitcher, Program Director
Sara Cunningham, Clinical Coordinator

Office: 304-214-8878
Office: 304-723-7527



SURGICAL TECHNOLOGY PROGRAM

Is Accredited through

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 – 113th St N, #7709, Seminole, FL 33775

Phone: 727-210-2350

Fax: 727-210-2354

ARC/STSA

6 West Dry Creek Circle Suite 110, Parker, CO 80138

<http://www.arcstsa.org>

For Career information contact:

Association of Surgical Technologists (AST)

6 West Dry Creek Circle, Suite 200, Littleton, CO 80120

<http://www.ast.org>

For information on becoming a Certified Surgical Technologist (CST):

NBSTSA

3 West Dry Creek Circle, Littleton, CO 80120

<http://www.nbstsa.org>

For accreditation information contact:

CAAHEP

9355 – 113th St N, #7709, Seminole, FL 33775

<http://www.caahep.org>

Introduction

Welcome, Surgical Technology Students, Class of 2023!

You are about to embark on an exciting and challenging field of study! Successful completion of this course meets the qualifying standards required to take the National Certification Examination for Surgical Technologists. The certifying exam is written and administered by the NBSTSA and will be given within 30 days of graduating from this program.

The experience and knowledge acquired throughout this program prepares you for employment in hospital operating rooms, delivery rooms, clinics, ambulatory surgical centers, both physician and dentist offices, amongst numerous other professions that you can explore!

You are responsible for being familiar with the content of this handbook and the current catalog for West Virginia Northern Community College. Surgical Technology faculty will serve as advisors for you during your enrollment in this program.

Good luck! Never hesitate to reach out to any of your instructors! We are on this journey with you and are here to help you be successful every step of the way! We wish you the very best in the pursuit of your Surgical Technology career!

WVNCC Surgical Technology Faculty

Health Sciences Division: Mission Statement

The Mission of the Health Science Division is to provide a quality and educational learning experience, fostering academic growth and technical skills, in preparation for a career in the Health Care Setting. Student learning is facilitated by interactive teaching strategies in the classroom, technology enhanced labs and on-site clinical experiences. Lifelong learning is encouraged to meet the demands of a dynamic health care environment, as it is ever changing and developing!

Discrimination is prohibited

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

General Information

Upon successful completion of the two-year Surgical Technology program, students will receive an Associate Degree in Applied Science (AAS). Our program spans the course of five semesters, with a one-time enrollment taking place after acceptance to the program. A new cohort will begin in the fall semester of each calendar year. Fall semesters begin in August and end in December. The spring semester begins in January and will end in May. There will be a summer class which will focus primarily on lab/clinical skills. The summer semester begins mid-May and ends in early August and is two days per week. The second year of the program will consist of both a fall semester and a spring semester, which ends in May. Students will wrap up the second year with both a Pinning and Commencement Ceremony. This degree prepares you for the National Certification Examination, which will be taken prior to graduation, and your future employment as a Certified Surgical Technologist.

Policies and Procedures

The student is responsible for understanding the many policies and procedures of the Surgical Technology program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program itself, and the college, for the student to seek another program of study.

Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of the Surgical Technology program.

The Curriculum

The curriculum for the Surgical Technology Program at WVNCC is designed to provide students with the ability to successfully graduate, but to also maintain a sense of normalcy outside of the classroom. While many resources are utilized in the classroom to further enhance student learning experiences, students are responsible for continued learning outside of the classroom setting as well.

Non-Core classes (such as Medical Terminology) operate on the standard 10-point grading scale and must be passed with a 70% "C" or higher. Core classes (such as any Surgical Technology class) operate on a 7-point grading scale and must be passed with a 77% "C" or higher. **All students are required to pass each course with a grade of "C" or higher.** Failure to receive a passing grade will require that the course be repeated, only if the course is not a core class. Should a student receive a failing grade in any core course, the student will be withdrawn from the Surgical Technology Program. Any courses, other than the Surgical Technology core classes,

can be taken prior to the semester in which they are listed, however, they **CANNOT** be taken after the scheduled semester, per the curriculum established for the program.

First Year: Fall Semester (12 Credits)

Course Name	Credit(s)
AHS 103 Medical Terminology	1
BIO 114 Anatomy and Physiology I	3
ST 105 Surgical Technology I	4
ST 115 Clinical Practice I	4

First Year: Spring Semester (17 Credits)

Course Name	Credit(s)
BIO 115 Anatomy and Physiology	3
ENG 101 College Composition I	3
ST 125 Anesthesia/Pharmacology for the Surgical Technologist	3
ST 150 Surgical Technology II	4
ST 155 Clinical Practice II	4

First Year: Summer Semester (4 Credits)

Course Name	Credit(s)
ST 180 Clinical Experience	4

Second Year: Fall Semester (14 Credits)

Course Name	Credit(s)
PSYC 105 Introduction to Psychology	3
MATH –Math core requirement	3
ST 200 Surgical Technology III	4
ST 210 Clinical Practice III	4

Second Year: Spring Semester (13 Credits)

Course Name	Credit(s)
SPCH101 Interpersonal Communication	3
Or	
SPCH 105 Fundamentals of Speech Communication`	3
ST 250 Surgical Technology IV	4
ST 255 Clinical Practice IV	4
ST 260 Surgical Technology Seminar	2

Total Credit Hours in Program- 60

Clinical Practice Requirements

Each student accepted into the WVNCC Surgical Technology Program must complete the following:

INCOMING STUDENT HEALTH RECORD (FIRST YEAR STUDENTS)

1. Health records are to be completed and submitted on the **FIRST** day of class. The health record form can be found in the acceptance packet that was received in the mail, or that was given at orientation. This includes a physical examination, immunizations (if needed), titers, and booster shots (if needed). Students are responsible for ensuring that their health record is complete. If any part of the health record is incomplete, the student will be notified and required to update the file. Students with incomplete health records are not permitted to participate in clinical activities and may be administratively withdrawn from the program.
 - a. Physical Examination
 - b. Immunizations (if needed)
 - i. Note: The Hep B Series of Vaccines must be started **PRIOR** to the first day of class
 - c. Immunization Titers (**All** lab documentation of titers **must** be submitted with the completed health packet)
 - d. Booster Shots (if needed)
 - i. If any titer result is “negative,” the student must receive a booster shot. Verification must be provided.
 - e. The Flu Vaccination must be obtained when available, and by November 1st, 2021. Verification must be provided.
 - f. 2-Step PPD / TBT tuberculin test (as required by clinical host facilities) or have completed the Risk Form and submit the completed documentation or have a chest x-ray that is negative. Verification must be provided.
 - g. TDaP must be current. If a student is not current, the TDaP must be administered. Verification must be provided.
2. Students must have completed the required Background Check prior to the **FIRST** day of class. The information for completing this can be found in the acceptance packet that was received in the mail. Criminal background checks are required for all students entering the WVNCC Surgical Technology Program. Costs associated with the state and federal criminal history checks will be the responsibility of the student. A clinical facility has the right to refuse a student access to clinical experiences based on results of the criminal background check, which may prevent progression in the Surgical Technology

Program. The WVNCC Surgical Technology Program reserves the right to nullify a student's provisional admission based on the results of his or her background check.

Providing false information and/or failure to disclose background information on the application to the Surgical Technology Program is grounds for immediate dismissal/permanent suspension.

RETURNING STUDENT HEALTH RECORD (SECOND YEAR STUDENTS)

1. Physical Examination. This must be completed and submitted on the **FIRST** day of class.
2. 1-Step PPD/ TBT tuberculin test (as required by clinical facilities). Any test displaying a positive diagnosis will require the student to have a chest X-ray performed. Verification must be provided.
3. The Flu Vaccination must be obtained annually, when available, and must be received by November 1st, 2022. Verification must be provided.

Complete Health Records MUST be turned in by the FIRST day of class ANNUALLY!!! Failure to submit health records on the first day of class will result in unexcused absences from clinical rotations until received/processed. Per the attendance policy, more than TWO unexcused absences may result in dismissal from the Surgical Technology Program.

ONGOING WHILE IN THE SURGICAL TECHNOLOGY PROGRAM:

Any changes in the student's health status that have the potential to affect safe patient care during the course of the program, must be both self-disclosed and submitted in writing to the Surgical Technology Program Director.

Should a student become hospitalized or need to be seen in an Emergency Department/Urgent Care Center, for any health reason, the student must notify their Clinical Instructor, Clinical Coordinator and Program Director. Clearance to return to classes and clinical rotations without restrictions, must be provided prior to attending.

Falsification or withholding of information that may affect patient safety is cause for removal and permanent suspension from the Surgical Technology program.

HEALTH INSURANCE

Students are responsible for any expenses incurred if injured in any instructional setting, i.e., the classroom, campus lab, and/or clinical setting. Although it is not required, students are encouraged to obtain health insurance.

CPR CERTIFICATION

Each student admitted into the Surgical Technology Program is required to obtain a current CPR certification, through the American Heart Association. Certification will be completed on-campus and is required by all affiliated clinical sites prior to attending clinical rotations. This is a 2-year certification that will be valid through the completion of the Surgical Technology Program.

DRUG SCREENING

WVNCC supports drug-free communities. Therefore, all students admitted to and enrolled into the Surgical Technology Program are subject to the Surgical Technology Program's Drug and Alcohol Testing Policy.

Any student demonstrating behaviors of reasonable suspicion or impaired capacity, or reported as using illicit drugs with reasonable suspicion, will be required to undergo immediate drug/alcohol testing. **All costs incurred as a result of this action are the responsibility of the student.** Failure to cooperate or complete the drug screening within 12 hours will be identified as a positive and ultimately result in the administrative dismissal from the program. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to the Surgical Technology Program.

All suspected or random testing is done with a hair sample at Med Express. Again, any instructor has the authority to initiate a drug screening at any time if deemed necessary, and the student is responsible for this fee.

Note: If drug or alcohol use is suspected by any affiliate clinical site, the facility has the right to mandate a drug/alcohol screening. Should a student refuse, as stated above, this will imply a positive result and is grounds for an immediate administrative dismissal from the program, voiding eligibility for readmission to the Surgical Technology Program.

CONFIDENTIALITY

Confidentiality is both an ethical and a legal concern in Surgical Technology practice. As a Surgical Technology student, you are an important part of the health care team. Confidentiality is the protection of private information gathered or observed about a patient during the provision of health care services in any health care facility.

There is a natural curiosity for what you observe at the clinical facilities and a great desire to discuss it with others. We must be very careful not to discuss the details of our clinical practice

in public, in shopping centers, elevators, or even at home. Something that appears innocent to us may be quite distressing to an outsider who happens to overhear a conversation.

Faculty stress the importance of not talking about your co-workers, your patients, your clinical activities, or your peers. Confidentiality behavior includes the use of all technology, i.e., computer access to generated data. All identified patient data or duplication thereof is NOT permitted to be taken from the clinical host facility.

CONFIDENTIALITY STATEMENT

Students in the Surgical Technology Program are subject to institutional, state, and federal regulations. Completion of required documentation is necessary for participation in clinical and community experiences. Students are required to complete and submit the HIPAA confidentiality statement that is assigned through Castle Branch.

In addition, students may be required to sign a confidentiality statement that is specific to each clinical site prior to attending clinical rotations at the host facility.

BREACH OF CONFIDENTIALITY IS GROUNDS FOR ADMINISTRATIVE DISMISSAL AND PERMANENT SUSPENSION FROM THE SURGICAL TECHNOLOGY PROGRAM. A BREACH MAY ALSO RESULT IN PERSONAL REPROCUSSIONS, FROM BOTH THE CLINICAL FACILITY AND THE PATIENT.

SOCIAL MEDIA POLICY

Students cannot be friends on any social media site with instructors or any employee of affiliated clinical sites in which students' complete rotations. Students are also not allowed to post anything about clinical experiences on any social media platform, as that qualifies as a HIPAA violation.

ANY BREACH OF THE SOCIAL MEDIA POLICY WILL RESULT IN DISMISSAL FROM THE PROGRAM.

FUNCTIONAL ABILITIES ESSENTIAL FOR SURGICAL TECHNOLOGY PRACTICE (REFERENCE: AST WEBSITE)

With job duties that can change minute to minute, Surgical Technologists need to be ready to perform a variety of tasks. The following are examples of essential functional abilities needed to be successful in the Surgical Technology program at WVNCC. All students are required to meet these essential functions with or without accommodations for disability. Allowing for individual differences and encouraging program completion for students with a documented disability.

- Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (IV poles, adjust lights)
- Reach below waist (plug electrical appliance into wall outlets, pick up dropped items)
- Fine Motor Skills
 - Pick up objects with hands
 - Grasp small objects with hands (pencil, micro instruments, IV tubing)
 - Write with pen or pencil
 - Key/type (use computer)
 - Pinch/pick or otherwise work with fingers (manipulate a syringe)
 - Twist (turn objects/ knobs using hands)
 - Squeeze with finger (eye dropper)
- Physical Endurance
 - Stand (sometimes many hours at a time)
 - Sustain repetitive movements (CPR)
 - Maintain physical tolerance (working an entire shift 8/10/12/16 hours)
- Mobility
 - Twist
 - Bend
 - Stoop/squat
 - Move quickly (respond to emergency)
 - Climb (ladders/stools/stairs)
 - Walk
- Hearing
 - Hear normal speaking level sounds (person to person)
 - Hear faint noises
 - Hear faint body sounds (blood pressure sounds)
 - Hear in situations when not able to see lips (when masks are used)
 - Hear auditory alarms (monitors, fire alarms)
- Visual
 - See objects up to 20 inches away (info on computer screen, skin conditions)
 - See objects up to 20 feet away (patient in room)
 - See objects more than 20 ft. away (person at end of hall)
 - Use depth perception
 - Use peripheral vision
 - Distinguish color (color codes on supplies, charts, bed)
 - Distinguish color intensity (flushed skin, paleness)
- Tactile
 - Feel vibrations (palpate pulses)
 - Detect temperatures (skin, fluids)
 - Feel differences in sizes, shapes (palpate vein, identify body landmarks)

- Detect environmental temperature (check for drafts)
- Smell
 - Detect odors
 - Detect smoke
 - Detect gases or noxious smells
- Reading
 - Read and understand written documents
- Arithmetic Competence
 - Read and understand columns of writing
 - Read digital displays
 - Read graphic printout
 - Calibrate equipment
 - Tell time
 - Measure time
 - Use measuring tools
 - Read measurement marks
 - Add, subtract, multiply and or divide whole numbers
 - Compute fractions
 - Use a calculator
 - Write numbers in records
- Emotional Stability
 - Establish therapeutic boundaries
 - Provide patient with emotional support
 - Adapt to changing environment/stress
 - Adapt to the unexpected
 - Focus attention on task
 - Monitor own emotions
 - Perform multiple responsibilities concurrently
 - Handle strong emotions
- Analytical Thinking
 - Transfer knowledge from one situation to another
 - Process information
 - Evaluate outcomes
 - Problem solving
 - Prioritize tasks
 - Use long term memory
 - Use short term memory
- Critical Thinking
 - Identify cause-effect relationships
 - Plan/control activities for others
 - Synthesize knowledge and skills
 - Sequence information
- Interpersonal skills

- Negotiate interpersonal differences
- Respect differences in patients
- Establish rapport with patients
- Establish rapport with coworkers
- Communication Skills
 - Teach
 - Explain procedures
 - Give oral reports
 - Interact with others
 - Speak on the telephone
 - Influence people
 - Direct activities of others
 - Convey information through writing

Attendance Policy

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Technology program depends, in part, on consistent attendance.

- Attendance at all labs is mandatory
- Attendance at all clinical experiences is mandatory
- Attendance at all didactic classes is mandatory
- It is extremely important that a student have numerous alternate babysitters and a reliable source of transportation, etc.
- **Clinical assignments are designated by your instructor and program director. You must attend your assigned facility regardless of personal feelings for that institution.** Clinical experiences are of the utmost importance and you will receive different experiences from each facility. Some facilities are close to your home campus, but others are not. Students are required to plan accordingly to ensure attendance.
- Students are expected to follow the attendance policy that has been implemented by the Surgical Technology Program. A student can miss up to **TWO** days per class. Once a student has been tardy 3 times, an absence will be issued. Upon a third absence, the Program Director reserves the right to administratively withdraw the student from the program. Doctor's excuses will not be accepted to excuse an absence, however, extenuating circumstances may be considered and decided upon by the Instructor and Program Director.

THE PROGRAM DIRECTOR RESERVES THE RIGHT TO DEAL INDIVIDUALLY WITH STUDENTS IN THE EVENT OF AN EMERGENCY OR CATASTROPHIC EVENT

DRESS CODE

1. Scrubs must be purchased (2 sets are advised) by the student and are to be worn to **ALL** clinical practice classes. Students will don hospital scrubs when attending clinical

rotations, which are laundered at that site. This is subject to change for Wheeling Hospital, as the hospital has approved laundering student scrubs.

2. Each student must wear the identification badge that is issued by WVNCC while on campus and at clinical sites. Clinical sites may issue student badges as well, which must also be displayed.
3. Fingernails should be short to prevent tearing/ripping of the surgical gloves and must be unpolished.
4. Artificial nails are not permitted.
5. Hair should be cut or secured in such a manner that prohibits extension beyond surgical hair cover. Men having beards must keep them short and neat and must wear a surgical hood cap to cover facial hair.
6. Good personal hygiene is mandatory.
7. Fragrance – Cologne, perfume, or scented after shave lotion are NOT allowed. Many patients find scents to be “triggers” of nausea, while many other patients who are nauseated experience exacerbation (emesis) when exposed to these offenders.
8. **NO JEWELRY** is to be worn during clinical practice classes (wedding band, engagement ring, necklaces are permitted but rings cannot be worn when “scrubbed”). Neither the college nor the hospital will be held responsible for lost or stolen articles.
9. No visible body piercings are permitted during clinical rotations. All piercings must be removed prior to attending clinical (earrings, nose rings, tongue rings, lip rings, eyebrow rings, dermals, etc).
10. New tattoos on the hands, arms, neck, and face are not permitted during the course of the program. The reason for that being that students are required to perform a surgical scrub multiple times a day, which will prevent them from participating in surgical cases. New tattoos on the face and neck are not permitted due to the sloughing of skin that could pose a risk of infection to patients.
11. Protective eye wear must be worn on **ALL** surgical procedures. **NO EXCEPTIONS!!** (Eyeglasses are not considered to be protective eyewear)
12. Comfortable, closed toe, and closed back shoes are to be worn. Once the student begins clinical rotations at a hospital, the shoes should only be worn there and should have a leather consistency to allow for cleaning. No sandals or clogs are permitted. Should the student choose to wear shoes that have been worn outside of a clinical site, shoe covers must be donned while in the department.

Any breaks in dress code will result in a “0” for the day and student may be sent home. Habitual conduct will result in dismissal from the ST program.

Grading System

Health Science programs operate on a 7-point grading scale, rather than the standard 10- point grading scale. The grade of D is not awarded nor accepted for transfer in the Surgical Technology program. Students must complete each course with a minimum grade of 77% (C) to continue moving forward in the Surgical Technology program.

Books

All required textbooks are available for purchase through the online bookstore: Akademos. The required texts will be used throughout the duration of the program. All costs are subject to change.

Chain of Command

The chain of command must be followed if you have any issues with other classmates, instructors or hospital personnel or appropriate actions can be taken according to the Program Director. Students should first report issues to the Instructor, then to the Program Director should they feel that the situation was not addressed properly.

Unsafe and Unprofessional Practice Defined

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

- **PHYSICAL SAFETY:** unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.
- **BIOLOGICAL SAFETY:** unsafe behaviors: failure to recognize errors in aseptic technique, attends clinical site while ill (fever), performs technical actions without appropriate supervision, fails to seek help when needed, etc.
- **EMOTIONAL SAFETY:** unsafe behaviors: threatening patient(s), make patient(s) fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology program at WVNCC. The following are examples of unprofessional practice which may serve as guidelines for the student's understanding of unprofessional practices. Examples are not inclusive.

- Verbal language
- Non-verbal language
- Actions
- Any reflection that could potentially compromise rapport or working relations with patients, family members or patients, staff physicians, or instructors, which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

Violations of these standards are considered to be of exceptional importance. At the clinical instructor/program director's discretion the student may be removed from the clinical site

immediately. Such a violation **WILL** result in the student being placed on probation and **MAY** result in withdrawal from the program.

Warnings/ Counseling Sessions

This is a period in which the student must improve or be withdrawn from the program. A student may be counseled in the Surgical Technology program by the Director for any of the following reasons, but are not limited to:

1. Academic failure
2. Absences
3. Unsatisfactory performance in the clinical setting
4. Unsafe or unprofessional practice
5. Inability to maintain physical or mental health necessary to function in the program
6. Failure to meet remediation policy standards

Students will receive a copy of the Counseling Form, stating recommendations for improvement, areas of concern, disciplinary action. Once a counseling form has been issued, failure to comply will result in the student being withdrawn from the Surgical Technology Program.

Remediation Policy

Should a student fall behind and need remediation during any clinical practice, the student is allotted **ONE** day to work with one-on-one with an instructor in the lab. Upon returning to clinical, the student is expected to perform in the capacity that they have been instructed. Failure to be perform in any way that warrants a patient safety issue, will result in removal from the program.

Readmission Policy

All requests for re-entry must be submitted in writing to the program Director.

Readmission is limited to one time and must be within two years from the date that the student withdrew. **Approval for readmission to any semester requires a passage of a Clinical Readiness Exam, which will consist of a cumulative exam of materials that had been conveyed to that point.**

Readmission for re-entering students will be filled in the following sequence:

1. Former WVNCC'S students who withdrew in good standing, and
2. Successful challenge by students from another CAAHEP accredited surgical technology program who withdrew in good standing.

Any readmission will be at the discretion of the Program Director in consultation with Program Instructors and the Division Chairperson. Consideration and readmission are allowed only once.

Administrative Withdrawal

A student can be withdrawn from the Surgical Technology Program by the Program Director at any time for any of previously mentioned reasons and for the following:

- A final grade lower than a "C" in any core Surgical Technology Program course (77%)
- The conviction, distribution or possession of illegal drugs or controlled substances

- Unprofessional or unethical conduct
- Cheating in any course
- If a clinical/hospital site asked that a student not return to that site for misconduct
- Break of Confidentiality/HIPAA violation
- Insubordination
- Excessive absences
- Violation of any policies implemented by the program

Surgical Case Requirement

ARCT/SA mandates that each student must complete 120 surgical cases to be eligible for graduation. The cases and roles in which the student participates are outlined in the Clinical Practice Syllabi.

WORK POLICY:

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary payments during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

This is a fun, interactive and professional program. These rules and policies are put in place to protect you, the instructors, clinical sites, and most of all the patients. Please talk to us if you have any questions or concerns. We are all available most of the time immediately following class and during our office hours which will be posted on your syllabi and on our office doors.

Tami Pitcher

- Wheeling Campus- Education Center Building
- Office- Room 321C
- Email- tpitcher@wvnc.edu
- Phone-(304) 214-8878

Sara Cunningham

- Weirton Campus
- Office- Room 231
- Email- scunningham@wvnc.edu
- Phone- (304) 723-7527



STATEMENT OF UNDERSTANDING (Student Copy)

I, _____, have received a copy of the Surgical Technology Student handbook, the content of which has been reviewed with me. I have had the opportunity to seek further clarification of the policies, procedures, requirements, and expectations of the Surgical Technology Program, and have had all questions answered. By signing below, I acknowledge that I fully understand what is expected, and the repercussions that are in place if the guidelines are not adhered to.

Student Signature

Date



STATEMENT OF UNDERSTANDING (Program Director Copy)

I, _____, have received a copy of the Surgical Technology Student handbook, the content of which has been reviewed with me. I have had the opportunity to seek further clarification of the policies, procedures, requirements, and expectations of the Surgical Technology Program, and have had all questions answered. By signing below, I acknowledge that I fully understand what is expected, and the repercussions that are in place if the guidelines are not adhered to.

Student Signature

Date



WVNCC Surgical Technology

Student Travel Policy (Student Copy)

I, _____, a student of the Surgical Technology Program at West Virginia Northern Community College, have willingly entered this program with the understanding that clinical rotations are done at, but not limited to, the following facilities:

- WVU Wheeling Hospital
- WVU Reynold's Memorial Hospital
- WVU Ruby Memorial Hospital
- Weirton Medical Center
- East Liverpool City Hospital
- Trinity Medical Center West
- UPMC Children's Hospital of Pittsburgh
- West Penn Hospital
- East Ohio Regional Hospital
- WVU Barnesville Hospital
- WVU Harrison Community Hospital
- Wetzel County Hospital

Upon being admitted to this program, and during student interviews, it was made clear that clinical rotations can and will involve traveling to various different sites, which I have knowingly agreed to. Any clinical rotation that is scheduled at any affiliate site, is non-negotiable, and failure to comply with the assigned rotation will result in dismissal from the Surgical Technology Program. All clinical assignments are made fairly and according to the number of students that have been approved by the facility, and no special requests will be taken into consideration. Clinical rotations may change prematurely, sooner than scheduled, as delegated by the affiliate site or by unforeseen circumstances.

Signature _____

Date _____



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- WVU Harrison Community Hospital
- Wetzel County Hospital

Upon being admitted to this program, and during student interviews, it was made clear that clinical rotations can and will involve traveling to various different sites, which I have knowingly agreed to. Any clinical rotation that is scheduled at any affiliate site, is non-negotiable, and failure to comply with the assigned rotation will result in dismissal from the Surgical Technology Program. All clinical assignments are made fairly and according to the number of students that have been approved by the facility, and no special requests will be taken into consideration. Clinical rotations may change prematurely, sooner than scheduled, as delegated by the affiliate site or by unforeseen circumstances.

Student Signature _____

Date _____



Surgical Technology Program

Cell Phone Policy (Student Copy)

- No cell phones are allowed in the Operating Room areas.
- Cell phones are ONLY permitted in staff lounge, locker room, cafeteria, etc.
- If you are caught with your phone the following will take place:
 1. Written warning
 2. Program dismissal with a failing grade

As adult students, I understand you may need to be reached for emergencies. Please provide family members with instructor contact information.

I, _____ have read and understand the Cell Phone Policy. I agree to follow this policy and accept the ramifications if I do not.

Signature _____

Date _____



Surgical Technology Program

Cell Phone Policy (Program Director Copy)

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