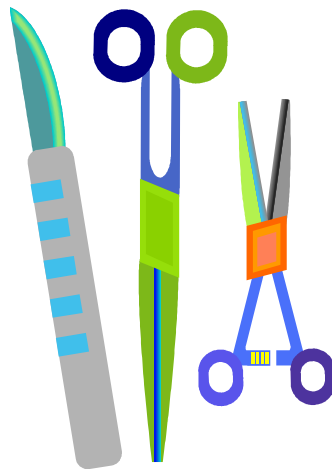# Surgical Technology Program

Student Handbook

2024 - 2026

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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
Email CAAHEP at: mail@caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

19751 East Main Street, Suite #339, Parker, CO 80138
Phone: 303-694-9262
Email ARC/STSA at: info@arcstsa.org

For Career information Contact:
Association of Surgical Technologists (AST)
6 West Dry Creek Circle, Suite 200, Littleton, CO 80120
Phone: 800-637-7433
http://www.ast.org

For Information on Becoming a Certified Surgical Technologist (CST) Contact:
National Board of Surgical Technology and Surgical Assisting (NBSTSA)
3 West Dry Creek Circle, Littleton, CO 80120
Phone: 800-707-0057
http://www.nbstsa.org

For Accreditation Information Contact:
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Introduction

Welcome, Surgical Technology Students, Class of 2026!

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

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

Students are responsible for being familiar with the content of this handbook and the current catalog for West Virginia Northern Community College. WVNCC Surgical Technology faculty will serve as student advisors and will guide you through the registration process for each semester, as outlined by the curriculum that has been implemented for the 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!

WVNCC Surgical Technology Program Minimum Expectation Statement
To prepare entry-level Surgical Technologists who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

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 in any Gen. Ed. Course, will result in the course being repeated the following semester. (NOTE: this will offset the number of credit hours

outlined by the curriculum and may result in courses being taken during the summer semester, or a delay in graduation.)

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 approved curriculum that has been 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 II	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)

- Health records, given at orientation, are to be completed and submitted **PRIOR** to winter break in December, which marks the end of the fall semester.
- This includes the following:
  - Physical Examination
  - Immunizations (if needed)
    - *Note: The Hep B Series of Vaccines must be started **PRIOR** to the deadline.*
  - Immunization Titers **(All lab documentation of titers must be submitted with the completed health packet)**
  - Booster Shots (if needed)
    - If any titer result is "**equivocal**" or "**negative**," the student **must** receive a booster shot. **Verification must be provided.**
  - The Flu Vaccination must be obtained when available, and **prior to November 1st, 2024**. **Verification must be provided.**
  - 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. **Quantiferon tests are not accepted. Verification must be provided.**
  - TDaP must be current. If a student has not received a TDaP vaccine within the past **10 years**, it must be administered. **Verification must be provided regardless of year received.**
  - Covid-19 Vaccination: At this time, students are **not required** by the Surgical Technology Program or by WVNCC to obtain vaccination against Covid-19.
    - NOTE: We respectfully uphold the decision made by each student to receive or to not receive the Covid-19 vaccine.
      - **NOTE: At this time, none of our affiliate sites require vaccinations or exemptions.** However, affiliate clinical sites **MAY** require students to either be vaccinated or to request an exemption (either medical or religious). Those who choose to not, or are unable to be, vaccinated are responsible for acquiring all exemptions necessary to attend clinical rotations, whether through WVNCC or each individual site, prior to scheduled observation dates and all clinical practices. In

addition, while respecting the decision of our students to not receive the vaccination, we must also be respectful of the decision of a clinical site to not grant exemptions, which could potentially delay students from completing the case requirements as easily/readily as students who are vaccinated. (This may not apply, however, we like to maintain transparency in stating that it is a possibility!)

- WVNCC, as well as some of the affiliate sites used for clinical rotations, does not offer fit testing for N-95 masks nor does WVNCC cover the cost to obtain a fit test. Should a student need to be fit tested for an N-95 mask, the student will incur all costs associated with obtaining the appropriate fitting mask.

o Students are responsible for ensuring that their health record is complete and submitted by the deadline.

- 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, such as scheduled observation field trips or clinical practices and may be administratively withdrawn from the program.

o **Failure to submit health records on or prior to the due date 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.**

- Castle Branch: Students are required to complete and submit payment for Castle Branch prior to the scheduled orientation date. Criminal background checks and drug-screenings are required for all students entering the WVNCC Surgical Technology Program. Results must be received by the first day of the fall semester.

o Costs associated with the state and federal criminal history checks, or any additional screening requested by affiliate clinical sites, will be the responsibility of the student.

- NOTE: Pennsylvania sites currently require additional background checks, clearances and fingerprinting.

o The mandatory drug-screening (12-step panel) will be done by Lab Corp. Students will be given a Chain of Custody form upon presenting proof of purchase for Castle Branch, at orientation.

- Any student who receives positive test results will be removed from the program and provided with substance abuse resources.

- Should a student refuse to participate in the drug-screening, an automatic failure will be implied, and the student will be removed from the program.
  - 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/inhibit 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 checks and drug screening.
  - **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)
- Physical Examination.
  - This must be current with the academic school year.
  - Physical examinations received the previous year will not be accepted.
- 1-Step PPD/ TBT tuberculin test (as required by clinical facilities). **Quantiferon tests will not be accepted**. Any test displaying a positive diagnosis will require the student to have a chest X-ray performed. **Verification must be provided.**
- The Flu Vaccination must be obtained annually, when available, and must be received **prior to November 1st, 2025. Verification must be provided.**
- **Complete Health Records MUST be turned in by the FIRST day of class ANNUALLY in the fall!!!**
  - **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:
- Throughout the duration of this program, any changes in health status that could potentially affect safe patient care or the well-being of the student, must be both self-disclosed and submitted in writing to the Surgical Technology Program Director. (example- diagnosis of diabetes, pregnancy/breast feeding, syncope, vertigo, significant change in vision)
  - This information will not be disclosed to anyone other than the instructors, so that we can ensure the safety and well-being of the student themselves and others, as well as assist in providing accommodations and resources as best as possible.

- Students are NOT permitted to attend clinical rotations if under the influence of mind-altering drugs (prescribed or recreational) or alcohol.
  - Failure to comply will result in immediate and permanent dismissal from the WVNCC Surgical Technology Program, as well as face repercussions from the attending facility.
- 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, the Clinical Coordinators, and the Program Director. Clearance to return to classes and clinical rotations without restrictions, must be provided prior to attending, as well as verification of treatment (doctor's excuse), so that an extenuating circumstance **MAY** be implemented.
- Policies and protocols regarding exposures and contracting of Covid-19 are continuously changing and will be communicated to the student at the time of reporting.
  - Please contact your instructor if you contract Covid to be advised on how to proceed,
- 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 BLS/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.
- **NOTE:** Should a student be reinstated into the program, recertification may be required as to ensure that a lapse in certification does not occur.

Drug Screening
- All students who are admitted to and are enrolled in the Surgical Technology Program are subject to the Surgical Technology Program's Drug and Alcohol Testing Policy.
- The initial drug screening is mandatory and will be administered by Lab Corp.
- To attend classes, this **MUST** be completed so that results can be obtained prior to the start of classes in the fall semester.
- If at any time following the initial drug screening, should a student demonstrate behaviors leading to the reasonable suspicion of drug/alcohol use, the reasonable suspicion of impaired capacity, or the use of illicit drugs be reported with reasonable suspicion, the student 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 to complete the drug screening within 12 hours will be identified as a positive test 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 by the collection of a hair sample at Lab Corp.
    - 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 that is gathered and/or observed about a patient during the provision of health care services in any health care facility, and it is expected to be maintained.
- There is a natural curiosity for what you observe at the clinical facilities and a great desire to discuss it with others.

- o We must be very careful not to discuss the details of our clinical practice in public, in shopping centers, elevators, or even at home.
  - o 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, such as the daily operative schedule.
- Should surgeon's preference cards be taken from the clinical facility to aid in the completion of a weekly case study, all patient information must be removed and placed in the delegated shredder bins prior to leaving the department.

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 platform with instructors or contact them via any social media platform.
- It is discouraged that a student friend/follow Operating Room personnel on social media platforms of affiliate clinical sites, in which students' complete rotations.
- Students are not allowed to share information regarding clinical experiences on any social media platform, as that constitutes a HIPAA violation.

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

Surgical Technology Technical Standards and Essential Functions

Philosophy:

- The Surgical Technology program is accredited and exists to provide graduate Surgical Technologists who meet national standards while satisfying the needs of the community of interest served by the program.
- Technical standards are an accreditation requirement meant to assist both students and program faculty in determining appropriate qualification for the program.
- Technical standards must meet state and federal requirements that preserve the rights of individuals with disabilities.
- The standards below reflect those referenced by the U.S. Department of Labor at http://www.onetonline.org and requirements of local job postings.
- As set forth in its student catalog, West Virginia Northern Community College does not discriminate on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.
    - Inquiries concerning this rule should be directed to Robert Brak, the Title IX Coordinator who is designated coordinator for Title IX and Section 504.
        - His telephone number is 304-214-8901
        - His office is Room 119, B&O Building, Wheeling campus
        - His email address is TitleIXCoordinator@wvncc.edu.

Purpose:

- Technical standards will be utilized to identify which students will need assistance in performing tasks and to identify students who would be unable to perform the job of Surgical Technologist prior to program entry.

Program Outcomes:

1. Apply principles of asepsis and sterile technique.
2. Provide safe care to the surgical patient.
3. Operate surgical equipment properly.
4. Assist surgeon with procedures related to the specialty.
5. Demonstrate problem-solving and critical thinking skills during surgical procedures.
6. Successful completion of the National Certification for the Surgical Technologist.

In addition to the areas tested prior to entry, students must be able to demonstrate a variety of knowledge, psychomotor, and behavioral skills to graduate from the Surgical Technology Program.

Standard Procedure:
- All applicants will be tested.
- The same program faculty member(s) will conduct testing for all applicants.
- Results of testing will be used to identify the abilities of all applicants.
- Applicants who receive a "below standard" score in any category will be referred to Disability Services for further advisement.
  - Advising may include determination of appropriate interventions/assistive devices, assistance in determining appropriateness of the profession for the applicant, presence of disability, or other counseling as deemed necessary.

Areas of Functional Ability:
- Gross Motor Skills
- Fine Motor Skills
- Physical Endurance
- Physical Strength
- Mobility
- Hearing
- Visual
- Tactile

Surgical Technology Functional Abilities

Category   **Test**

A. Gross Motor Skills

  1. Sit and maintain balance   Same
  2. Stand and maintain balance   Stand on platform
  3. Reach above shoulders   IV Pole
  4. Reach below waist   Unplug electrical cord

B. Fine Motor Skills

  1. Pick up small objects with hands Pick up various surgical needles
  2. Typing using a computer   Same
  3. Twist   Disconnect and assemble equipment

C. Physical Endurance

1. Walk   100 meters in 1 minute
2. Stand during procedure   Stand at OR bed for 1-3 hours at a time
3. Sustain repetitive motion   Handle instrumentation

D. Physical Strength
1. Heavy lifting   Transfer and position surgical patient
2. Repetitive lifting   Lift 30-pound instrument tray
3. Move large equipment   Push a laparoscopic tower

E. Mobility
1. Stoop/Squat   Squat then rise from standing
2. Move quickly   Retrieve supplies from OR or CS
3. Climb   Climb flight of stairs
4. Bend   Pick up objects from floor

F. Hearing
1. Hear normal speech   Repeat sentence
2. Hear without seeing lips   Repeat sentence
3. Hear faint body sounds   Identify blood pressure/BS
4. Hear auditory alarms   Identify equipment alarms

G. Visual
1. See objects at 20 inches away Mayo Stand
2. See objects at 20 feet away   Countable items off the sterile field
3. Distinguish color   Suture boxes – vessel loop boxes
H. Tactile
1. Feel Vibrations   Palpate pulse
2. Detect temperature   Identify cold, hot solutions

Minimum Technology and Skill Requirements
- Students are required to have a laptop, as coursework/quizzes will be completed in the classroom. (Students can contact IT if unable to acquire a laptop)
- **Each student should have access to:**
    - Macintosh OS X (10.10 or higher) or Windows **PC** (7 or higher)
    - 4GB RAM (8GB RAM or more is highly recommended)
    - 20GB of available hard-drive space.
    - Screen resolution set to 1280x1024.
    - Broadband/high-speed uninterrupted Internet access.
    - Webcam, microphone, and speakers.
- **Each student should be able to:**
    - Communicate via email including sending attachments

- o Navigate Brightspace
- o Upload assignments to Brightspace
- o Manage files and folders
- o Type reasonably well

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 didactic classes/lectures, labs, and clinical practices is mandatory.
  - o There are no opportunities to make-up missed days. (Lab)
  - o Any missed clinical rotation days beyond what is allowed, must be made up within **TWO** weeks. Students are responsible for arranging make-up days with the appropriate clinical site. Once approved by the clinical site, the student must convey the date so that "opportunities" may be created in Platinum Planner. (Clinical)
  - o The student is responsible for all assignments that are due upon returning to class, as well as taking exams/pop quizzes, if applicable. (Lecture, Lab, Clinical)
  - o If absent, it is the student's responsibility to inquire about any missed work and to be assigned a case study topic, should clinical be missed for two (2) consecutive days. (Lab, Clinical)
  - o If absent, it is the student's responsibility to inquire about any missed work and to schedule a date/time to make up any exam(s) missed, if applicable. (Lecture, Lab, Clinical)
  - o You **MUST** clock in and out daily through Platinum Planner. Failure to do so will result in an absence. (Lab, Clinical)
    - ▪ NOTE: A late clock-in will result in the issuance of a tardy. **THREE (3)** tardies will result in an unexcused absence being issued.
  - o You **MUST** log cases daily through Platinum Planner **AND** submit the signed copies for each day into the appropriate Brightspace assignment. Failure to do so will result in an absence. (Clinical)
- Students are expected to follow the attendance policy that has been implemented by the Surgical Technology Program.
  - o A student can miss up to **TWO (2)** days per class.
  - o More than **TWO (2)** absences may lead to Administrative Withdrawal from program.
  - o Extenuating circumstances will be reviewed by the instructor and program director (ex. Family death, hospitalization, surgery, etc.)
    - ▪ The Instructor(s), Clinical Coordinators and Program Director have the authority to determine which circumstances are deemed as extenuating.

- o Once a student has been tardy **THREE (3)** times, an unexcused absence will be issued.
- Doctor's excuses will not be accepted to excuse an absence, however, extenuating circumstances may be considered and decided upon by the Clinical Coordinators and Program Director.
    - o NOTE: Circumstances deemed to be extenuating are at the discretion of the Clinical Coordinators, Instructors and Program Director, not the student.
- Students are not permitted to attend clinical when fevered, when taking medications that alter perception, or under the influence of alcohol or drugs.
- Should you need to "report-off," you must do so at least **ONE (1)** hour prior to the start time.
    - o Absences **MUST** be reported to **ALL** instructors as outlined by the course syllabus.
    - o It is the responsibility of the student to notify the appropriate hospital contact when "reporting-off."
- It is extremely important that a student have a reliable source of transportation, numerous alternate babysitters, etc., to make sure that classes and clinicals are attended.
- **Clinical assignments are designated by the Clinical Coordinators and the Program Director.**
    - o **You must attend your assigned facility regardless of personal feelings for that institution.**
- Clinical experiences are incredibly important, and you will receive different experiences from each facility.
- Some facilities are close to your home campus, but others are not.
    - o Students are required to plan accordingly to ensure attendance.
- Students are expected to report to all assigned lectures, labs, and clinical rotations, regardless of weather.
    - o If the college were to close due to inclement weather and a "Remote Learning Day" is **NOT** assigned, the clinical rotation for that day will be cancelled.
    - o If the college were to declare a "Remote Learning Day," class time will be moved online and will be held remotely via Zoom. Start times will vary as each course has varying start times. (See Course Syllabus)
    - o If the college were to declare a 2-Hour Delay, class time will start 2 hours later. Start times will vary as each course has varying start times. (See Course Syllabus)
    - o Students should receive Text Alert Messages from the College to be aware of these notices.
    - o Due to the time that students begin traveling to clinical sites, the Clinical Coordinators reserve the right to cancel clinical rotations if road conditions are impassable. With that being said, the Clinical Coordinators will communicate any cancellations/delays they see fit for the safety of students

to them directly. If inclement weather is expected, please plan accordingly to allow for the time needed to arrive safely should clinical not be cancelled.
- ▪ **NOTE:** Please refrain from texting, calling, emailing, sending smoke signals or carrier pigeons the night before. If clinical is cancelled, students will be notified.
- If you are not feeling well, contact the Program Director or the Clinical Coordinators to determine how to proceed ☺
    - o You must be fever free, or have been fever free, for 24 hours to attend class/clinical
- **NOTE: THE PROGRAM DIRECTOR RESERVES THE RIGHT TO DEAL INDIVIDUALLY WITH STUDENTS IN THE EVENT OF AN EMERGENCY OR CATASTROPHIC EVENT**

Dress Code
- Black scrubs must be purchased (2 sets are advised) by the student and are to be worn to **ALL** clinical practice classes.
    - o Students will don hospital scrubs when attending clinical rotations, which are laundered at that site.
- Each student must wear the identification badge that is issued by WVNCC while on campus and at clinical sites.
    - o Clinical sites may issue student badges as well, which must also be displayed.
- Fingernails must be short to prevent tearing/ripping of the surgical gloves and must be unpolished.
- Artificial nails, gel polish, and fingernail polish are not permitted.
- Hair should be cut or secured in such a manner that prohibits extension beyond the surgical hair cover.
    - o Men having beards must keep them short and neat and must wear a surgical hood cap to cover facial hair.
- Good personal hygiene is mandatory.
- Fragrance – Cologne, perfume, or scented after shave lotion are NOT allowed.
    - o Many patients find scents to be "triggers" of nausea, while many other patients who are nauseated experience exacerbation (emesis) when exposed to these offenders.
- **NO JEWLERY** is to be worn during clinical practice classes (wedding band, engagement ring, necklaces are permitted but rings cannot be worn when "scrubbed").
    - o Neither the college nor the hospital will be held responsible for lost or stolen articles.
- No visible body piercings are permitted during clinical rotations.
    - o All piercings must be removed prior to attending clinical (earrings, nose rings, tongue rings, lip rings, eyebrow rings, dermals, etc).
- New tattoos on the hands, arms, neck, and face are not permitted during the course of the program.

- o 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.
  - o 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.
- Fake eyelashes and eyelash extensions of any kind are not permitted.
- Protective eye wear must be worn for **ALL** surgical procedures. NO EXCEPTIONS!!
  - o Eyeglasses are not considered to be protective eyewear.
- Students are required to double-glove for **ALL** surgical procedures. NO EXCEPTIONS!!
- Students are required to wear protective lead for **ALL** surgical procedures involving radiation. NO EXCEPTIONS!!
- Comfortable, closed toe, and closed back shoes are to be worn.
  - o 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.
  - o No sandals or clogs are permitted.
  - o 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 the dress code will result in an unexcused absence for the day and student will be sent home.**
  - o **Habitual misconduct will result in dismissal from the ST program.**

Cell Phone Policy:
- Cell phones may be used for the following: logging in and out of Platinum Planner, when utilizing time allotted for breaks/lunches, and for emergencies.
- Cell Phones must be kept on silent/vibrate and in student lockers at all other times.
- The use of Smart watches during class time, to send and receive messages, will be counted as cell phone usage. Smart Watches must be removed when testing, during clinical labs, and during clinical rotations.
- Students are permitted to take pictures with your phone, when applicable in the lab setting, however, not in the clinical setting.
- Cell phones may be used in the lab when the Touch Surgery app is implemented.
- Students will receive a verbal warning for the first offense, followed by a written warning for the second. Any offense, thereafter, will result in the student being dismissed from class, counting as an unexcused absence.

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.
- The grading scale is as follows:
    - 93-100 % = A
    - 92-85% = B
    - 84-77% = C

Class Preparation:
- Students are expected to arrive on time to class, as not to interrupt student learning or to delay start times.
- It is imperative that students set aside an ample amount of time outside of class to ensure the comprehension of the materials, as:
    - 1) they will be built on each week,
    - 2) there will be a cumulative final exam at the end of each semester, and
    - 3) the certification that is taken prior to graduation is cumulative of all aspects of the core curriculum taught throughout the duration of the Surgical Technology program.

Late Assignment Policy:
- It is mandatory that all assignments be completed and submitted by the due date.
    - **NOTE: IT IS MANDATORY THAT ALL ASSIGNMENTS BE COMPLETED FOR ALL SURGICAL TECHNOLOGY COURSES**
    - **FAILURE TO COMPLETE ALL COURSEWORK WILL RESULT IN DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM.**
- A grade of "0" will be given for assignments submitted past the due date
    - If an assignment is not completed/submitted by the due date, the student **is** responsible for completing the required coursework **prior** to the next class, and the grade of "0" will stand.
- Should the student not submit the completed work prior to the next class, the student will not be permitted to attend the class, and an unexcused absence will be issued.
- **THE SUBMISSION AND COMPLETION OF ALL ASSIGNMENTS ARE THE SOLE RESPONSIBILITY OF THE STUDENT.**
    - **THE INSTRUCTOR IS NOT RESPONSIBLE FOR COMMUNICATION CONCERNING MISSING COURSEWORK.**

Testing Policy:
- It is mandatory that all tests be completed to advance to the next semester.
    - Should a test 1) not have been completed or 2) have earned a failing grade and have not completed the assigned remediation, the student will be Administratively Withdrawn for the program.

- Should a student be absent from class on the date of an exam, **it is the responsibility of the student to contact the instructor to schedule a date/time to complete it.**
  - The missed exam **MUST** be taken prior to attending the following class. (Extenuating circumstances **MAY** apply).
- Should a student be more than 10 minutes late for class on a scheduled test date, they will **NOT** be allowed to enter the room and **MUST** stay after class to complete the exam.
- Following each exam, students are to complete mandatory test corrections on the questions that were answered incorrectly.
- All tests must be passed with a minimum grade of 77%.
- A maximum of **FOUR** repeat attempts (in total, not per test!) will be allowed each semester, with the initial grade standing upon successful completion
- If a **FIFTH** failed attempt is obtained, the student will be withdrawn from the program, whether by being Administratively Withdrawn by the instructor or by the student themselves.
-

Books
- All required textbooks are available for purchase through the online bookstore: Akademos.
- Although purchasing through Akademos is not required, be advised that the required texts will be used throughout the duration of the program, and that renting is strongly discouraged due to needing them each semester.
- All costs are subject to change, and it is the responsibility of each student to have the appropriate books, as copying text is not allowed.
- WVNCC has implemented a program through Akademos, called "Booksaver" to offer an affordable alternative to purchasing books.
- Students will be automatically enrolled in this program each, unless they opt out.
- Enrolling/Opting-Out should be discussed with an advisor to ensure that it is feasible.

Chain of Command
- The chain of command must be followed if you have any issues with other classmates, instructors or hospital personnel and appropriate actions can be taken according to the Program Director.
- Students should first report issues to the instructor, then to the Clinical Coordinators (if pertaining to any Clinical Practice course), and lastly, to the Program Director should they feel that the situation was not addressed properly.

Unsafe and Unprofessional Practice Defined

- Unsafe and unprofessional practice shall be deemed as any behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the student themself, staff, instructor(s), or patients assigned to his/her/their care.
- The following are examples which may serve as guidelines for the student's understanding of unsafe clinical practices.
    - **PHYSICAL SAFETY**:
        - Unsafe behaviors include, but are not limited to:
            - inappropriate use of side rails
            - wheelchairs
            - positioning straps and equipment
            - lack of proper protection of the patient which potentiates falls
            - lacerations
            - burns
    - **BIOLOGICAL SAFETY:**
        - Unsafe behaviors include, but are not limited to:
            - failure to recognize errors in aseptic technique
            - attends class/clinical site while ill (fever)
            - attends class/clinical site under the influence of drugs or alcohol
            - performs technical actions without appropriate supervision
            - fails to seek help when needed
    - **EMOTIONAL SAFETY:**
        - Unsafe behaviors include, but are not limited to:
            - threatening patient(s), instructor(s), staff or others
            - make patient(s), instructor(s), staff or others fearful
            - provides patient with inappropriate or incorrect information
            - fails to seek help when needed
            - Demonstrates unstable emotional behaviors
- Unprofessional practice shall be deemed to be any behaviors that are demonstrated by the student which are inappropriate, unsafe practices, or that reflect negatively upon the Surgical Technology program at WVNCC. These include, but are not limited to:
    - student-student interactions,
    - student-instructor interactions,
    - student-personnel interactions,
    - student-patient interactions
- The following are examples of unprofessional practice which may serve as guidelines for the student's understanding of unprofessional practices. These include, but are not limited to:
    - Verbal language
    - Non-verbal language
    - Actions

- o Any reflection that could potentially compromise rapport or working relations with:
  - Patients
  - family members or patients
  - staff physicians
  - or instructors
- o All of the above, but not limited to, which may compromise contractual agreements and/or working relations with clinical affiliates or constitute violations of legal or ethical standards, as well as compromise patient safety and the quality care that is expected.
- Violations of these standards are considered to be unacceptable.
  - o At the Clinical Coordinators and/or the Program Director's discretion, the student may be removed from the clinical site and/or program immediately.
  - o Violation of these standards will result in ineligibility for future application consideration.

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 Instructor, Clinical Coordinators, or the Program Director for any of the following reasons, but are not limited to:
  - o Academic failure. (Must maintain a 2.0 GPA)
  - o Absences. (Only two absences are permitted per semester)
  - o Unsatisfactory performance in the classroom/clinical setting.
  - o Unsafe or unprofessional practice.
  - o Inability to maintain physical or mental health necessary to function safely in the program.
  - o Failure to meet remediation policy standards.
  - o Failure to meet the minimum requirements of the course(s) or program.
  - o Failure to comply with protocols and policies that have been implemented by the Surgical Technology Program and/or West Virginia Northern Community College.
- Students will receive 2 copies of the Counseling Form(s), stating recommendations for improvement areas of concern, disciplinary action, etc.
  - o One (1) copy will be signed by the student and kept on file and One (1) copy will be given to the student for their personal records.
- Once a counseling form has been issued, failure to comply will result in the student being withdrawn from the Surgical Technology Program.
  - o Future application consideration to the Surgical Technology Program will be at the discretion of the Program Director.
- Students will first be issued a verbal warning, a written warning, and a final written warning, which may lead to AW or dismissal from the program.

- Warning/Counseling Sessions accrue throughout the program.
- NOTE: Warnings issued are "situation based."
  - Cheating, Negligence, Threatening, etc. may constitute immediate dismissal, bypassing verbal, written, and final written warnings.
- Violation of these standards will result in ineligibility for future application consideration.

Remediation Policy by Course

Clinical Practices III, IV and Clinical Experience:
- If a student is unable to perform the learned principles of sterile technique/skills proficiently and independently in the laboratory/clinical setting to ensure quality patient care and safety, during Clinical Practice III, Clinical Practice IV, or Clinical Experience, remediation will be implemented **IMMEDIATELY**.
  - **ONE (1)** clinical day per semester may be implemented for one-on-one remediation in the classroom/lab setting with an instructor.
- Unsuccessful remediation, or unsatisfactory performance in the clinical setting upon returning to clinical after remediation, will result in Administrative Withdrawal from the program, as patient safety is of the utmost concern.
- Students wishing to continue in the Surgical Technology Program may reapply the following year. (Reacceptance and Consideration will be at the discretion of the Program Director)

Clinical Practices I and II:
- It is required that all skills assessments be passed with a minimum score of 80%.
- If a passing score is not achieved on the first attempt, a second attempt will be allowed, following remediation with the instructor as his/her/their schedule allows AND **prior** to the following class, on a maximum of **TWO** skills assessments.
  - The score earned on the first attempt will stand.
- If a third failed attempt is obtained, the student will be withdrawn from the program, whether by being Administratively Withdrawn by the instructor or by the student themselves.
- Students wishing to continue in the Surgical Technology Program may reapply the following year. (Reacceptance and Consideration will be at the discretion of the Program Director)

Remediation Policy Regarding Tests/Exams/Quizzes:
- All tests/exams/quizzes must be passed with a minimum grade of 77%.
- If a student earns a grade that is below passing, he/she/they are required to make an appointment during the office hours that are set forth by the instructor, to implement a remediation plan with the instructor, and to schedule a date and time to implement remediation **prior** to the following class.
- **NOTE: Refer to Course Syllabi for individual/testing and remediation policy.**

Remediation Policy Regarding Skills Assessments:
- It is required that all skills assessments be passed with a minimum score of 80%.
- If a passing score is not achieved on the first attempt, a second attempt will be allowed, following remediation with the instructor as his/her/their schedule allows AND **PRIOR** to the following class.
- A maximum of **TWO** repeat attempts (**in total, not per test!**) will be allowed each semester.
    - The score earned on the first attempt will stand.
- If a **THIRD** failed attempt is obtained, the student will be withdrawn from the program, whether by being Administratively Withdrawn by the instructor or by the student themselves.
- Students wishing to continue on in the Surgical Technology Program may reapply the following year. (Reacceptance and Consideration will be at the discretion of the Program Director)

Readmission Policy
- All requests for re-entry, if eligible, must be submitted in writing to the Program Director.
- Readmission will ultimately be decided upon by the Program Director, in consultation with Program Instructors and the Division Chairperson.
- Consideration and readmission are allowed only once and **MUST** be within **ONE** year following the withdrawal/leave of the student, if eligible.

Readmission for re-entering students may be filled in the following sequence:
- Former WVNCC'S students who withdrew in good standing or filed a Leave of Absence, or
    - To withdrawal in good standing, a student must have voluntarily withdrawn themselves from the course, who are eligible, and who:
        - Had obtained a passing grade at the time of the withdrawal.
        - Did not withdrawal themselves as a result of surpassing the number of attempts that are permitted for tests/skills assessments in any given course.
        - Completed the appropriate Leave of Absence request.
    - Readmission will be provisionally granted, if eligible, and is contingent upon the successful completion of the following:
        - Completion and Acceptance of the WVNCC General Application for the appropriate calendar year
        - Completion of the Allied Health Application in its entirety (resume, cover letter, etc) by the application deadline, and payment of the correlating $25 application fee
        - Formally accept the reinstatement if offered. This will reserve a seat in the course. (NOTE: The $200 acceptance fee is not applicable for students who are readmitted to the program.)

- Have a minimum cumulative GPA of 2.0 to be eligible for readmission, as well as maintain a 2.0 or better throughout the duration of the program. Failure to maintain will result in the student being Administratively Withdrawn from the program.
- Log a minimum of 10 clinical hours in the lab during the fall semester. This must be scheduled with an instructor IN ADVANCE and must be completed during the delegated instructor's student hours.
  - Upon completion of the 10 hours, the instructor will determine if more hours are needed. (This decision is reflective of the instructor's assessment of the student's skills, as patient safety, aseptic technique, surgical conscience, and knowledge of instrumentation are of the utmost importance.)
- Log a minimum of 10 clinical hours in the lab during the spring semester, if applicable. This must be scheduled with an instructor IN ADVANCE and must be completed during the delegated instructor's student hours.
  - Upon completion of the 10 hours, the instructor will determine if more hours are needed. (This decision is reflective of the instructor's assessment of the student's skills, as patient safety, aseptic technique, surgical conscience, and knowledge of instrumentation are of the utmost importance.)
- Pass all surgical technology final exams, with a minimum grade of 77% on the first attempt, leading up to and including the last semester that was successfully completed (this will include any and all skills assessments, instrument finals, lecture finals, clinical practice finals, ST that were assessed prior to the start of the applicable semester). These are to be completed as they fall into the ST courses and may vary depending on the scheduled return semester of the student.
  - THERE WILL BE NOT REMEDIATION OFFERED FOR STUDENTS IN THE READMISSION PROCESS.
- Successful challenge by students from another CAAHEP accredited surgical technology program who withdrew in good standing. Readmission will be provisionally granted and is contingent upon the successful completion of the following:
  - Completion and Acceptance of the WVNCC General Application for the appropriate calendar year
  - Completion of the Allied Health Application in its entirety (resume, cover letter, etc.) by the application deadline, and payment of the correlating $25 application fee
    - Formally accept the reinstatement if offered. This will reserve a seat in the course. (NOTE: The $200 acceptance fee may not be applicable for students who are readmitted to the program.)

- o Have a minimum cumulative GPA of 2.0 to be eligible for readmission, as well as maintain a 2.0 or better throughout the duration of the program. Failure to maintain will result in the student being Administratively Withdrawn from the program.
- o Log a minimum of 10 clinical hours in the lab during the fall semester. This must be scheduled with an instructor IN ADVANCE and must be completed during the delegated instructor's student hours.
  - ▪ Upon completion of the 10 hours, the instructor will determine if more hours are needed. (This decision is reflective of the instructor's assessment of the student's skills, as patient safety, aseptic technique, surgical conscience, and knowledge of instrumentation are of the utmost importance.)
- o Log a minimum of 10 clinical hours in the lab during the spring semester, if applicable. This must be scheduled with an instructor IN ADVANCE and must be completed during the delegated instructor's student hours.
  - ▪ Upon completion of the 10 hours, the instructor will determine if more hours are needed. (This decision is reflective of the instructor's assessment of the student's skills, as patient safety, aseptic technique, surgical conscience, and knowledge of instrumentation are of the utmost importance.)
- o Pass all surgical technology final exams, with a minimum grade of 77% on the first attempt, leading up to and including the last semester that was successfully completed (this will include any and all skills assessments, instrument finals, lecture finals, clinical practice finals, ST that were assessed prior to the start of the applicable semester). These are to be completed as they fall into the ST courses and may vary depending on the scheduled return semester of the student.
- Students who were withdrawn from the program due to the unsuccessful completion of any ST core class, and who are eligible, may apply for future consideration.

Readmission to the Surgical Technology program is provisional and will be suspended should the student not complete or fail to comply with any of the requirements. Admission will be at the discretion of the Program Director.

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, consumption 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
- Issuance of a Final Written Warning
- Unsatisfactory performance in the classroom/clinical setting
- Unsafe or unprofessional practice
- Inability to maintain physical or mental health necessary to function safely in the program
- Failure to meet remediation policy standards
- Failure to meet the minimum requirements of the course(s) or program
- Failure to comply with protocols and policies that have been implemented by the Surgical Technology Program and/or West Virginia Northern Community College.
- NOTE: Students wishing to continue in the Surgical Technology Program may reapply the following year. (Reacceptance and Consideration will be at the discretion of the Program Director)

Surgical Case Requirement

ARC/STSA and CAAHEP mandate that each student must complete 120 surgical cases to be eligible for graduation. Below is an excerpt from the Core Curriculum regarding case requirements that all students are required to log:

- Case requirements – A student must complete a minimum of 120 cases as delineated below:
- General surgery
  - A student must complete a minimum of 30 cases in General Surgery.
    - 20 of these cases must be performed in the FS role.
    - The remaining 10 cases may be performed in either the FS or SS role.
- Specialty surgery
  - A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
    - A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
      - A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
      - The additional 20 cases in the FS 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 FS or SS role.
  - Surgical specialties (excluding General Surgery)
    - Cardiothoracic

- Genitourinary
- Neurologic
- Obstetric and gynecologic
- Orthopedic
- Otorhinolaryngologic
- Ophthalmologic
- Oral Maxillofacial
- Peripheral vascular
- Plastics and reconstructive
- Procurement and transplant
- Counting cases
    - Cases may be counted according to surgical specialty2 as defined in the core curriculum.
        - One pathology is counted as one procedure.
            - Example: A patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.
        - Counting more than one case on the same patient.
            - Example #1: A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery, and the LeFort I repair is an oral-maxillofacial surgical specialty.
            - Example #2: A procedure that requires set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.
        - Diagnostic vs. operative endoscopy cases
            - An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
            - An endoscopy classified as a critical procedure is considered an operative case.
            - Diagnostic and operative cases will be counted according to specialty.
            - Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.
                - Example: A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.
    - Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

- Documentation
  - Case performed
  - Role performed
    - 1st Scrub Robe
      - To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:
      - Verify supplies and equipment
      - Set up the sterile field
        - Instruments
        - Medication
        - Supplies
      - Perform required operative counts
        - AST guidelines
        - Facility policy
      - Pass instruments and supplies
        - Anticipate needs
      - Maintain sterile technique
        - Recognize sterility breaks
        - Correct sterility breaks
        - Document as needed
    - 2nd Scrub Role
      - The 2nd Scrub role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:
        - Assistance with diagnostic endoscopy
        - Assistance with vaginal delivery
        - Cutting suture
        - Providing camera assistance
        - Retracting
        - Sponging
        - Suctioning
    - Observation Role
      - The Observation role is defined as a student who has not met the FS or SS criteria.
      - The student is observing a case in either the sterile or nonsterile role.
      - Observation cases cannot be applied to the required 120 case count but must be documented
  - Performance evaluations
  - Verification by program director

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 substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

The health and safety of patients/clients, students, faculty and other participants associated with the educational activities of the students must be adequately safeguarded. Surgical Technology students must be readily identifiable as students. All activities required of the program must be educational and students must not be substituted for staff.

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.

Classroom Conduct:
- WVNCC seeks to provide educational programs and rules to encourage independence and maturity.
- Within this context, WVNCC has adopted a "zero-tolerance" Student Code of Conduct Rule.
  - This rule expresses the sanctions for certain inappropriate behaviors for students and establishes due process procedures consistent with regulations governing the College.
- Behavior that interferes with the educational mission of WVNCC is unacceptable.
- Such behavior will result in disciplinary action, including but not limited to disciplinary administrative withdrawal, probation, suspension, expulsion, or other appropriate action as determined by the administration.
- For more information visit:
  - https://www.wvncc.edu/docs/cr_StudentHandbook08_2022.pdf

Continuity of Instruction:
- Should classes be canceled due to inclement weather, illness of the instructor, or quarantine, all materials needed will be provided to avoid an interruption in instruction.
- This can be found under the "Course Modules" tab in the folder pertaining to the week number that class is currently in.
- All due dates for assignments/quizzes will remain as assigned.

Academic Integrity:
- All students are responsible for their academic work and behavior which supports a learning environment.
- Dishonesty in the form of plagiarism and cheating may result in disciplinary actions such as lower grade, failing grade, administrative withdrawal, program probation, suspension, or dismissal.
- Disruptive behavior that interferes with the rights or learning environment of others can result in administrative withdrawal, suspension, or dismissal.
- Students have the right to appeal such decisions consistent with the rules.
- See Student Rights and Responsibilities available at:
  - https://www.wvncc.edu/docs/cr_StudentHandbook08_2022.pdf

Artificial Intelligence (AI):
- Students who use Artificial Intelligence tools on academic work without permission, or who use them in improper ways, are violating the academic integrity rules of WVNCC.
- If the instructor allows the use of Artificial Intelligence, and it is used as permitted, then students are not committing academic dishonesty.
- Using Artificial Intelligence on academic work is academically dishonest if these tools are prohibited by the instructor.

Academic Resource Center:
- The Academic Resource Center (ARC) provides WVNCC students with varied resources for success, including but not limited to accessibility services, library, and tutoring.
- The ARC can be reached at 304-510-8766 in New Martinsville, 304-723-7516 in Weirton , and 304-214-8954 in Wheeling and/or visit: arc@wvncc.edu or visit: https://www.wvncc.edu/offices-and-services/academic-resource-center/8323

Non-Discrimination Statement:
- West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

- Inquiries concerning this rule should be directed to Robert Brak, the Title IX Coordinator who is designated coordinator for Title IX and Section 504.
  - His telephone number is 304-214-8901
  - His office is Room 119, B&O Building, Wheeling campus
  - His email address is TitleIXCoordinator@wvncc.edu

Accessibility Services:

- Students with a documented disability who wish to request academic accommodations should complete the form at this link https://www.wvncc.edu/offices-and-services/voluntary-disability-disclosure/8510.
- Someone from the ARC will contact you to schedule an intake appointment.

External Assessment for Certification:
- The Program has a Certification exam which is given in the final semester of the program.

Netiquette:
- "Net etiquette. Proper manners on the internet, especially during chatting. It requires never forgetting that at the other end of the connection is a person, and that, off-colored remarks and inconsiderate comments are as offending via a computer screen as in a face-to-face encounter."

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

![West Virginia Northern Community College logo]

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 and WVU Children's Hospital
- Weirton Medical Center
- East Liverpool City Hospital
- Trinity Medical Center West
- UPMC Passavant
- UPMC Magee
- Washington Hospital
- Physician's Regional Surgery Center

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, by unforeseen circumstances or at the discretion of the Clinical Coordinators and Program Director.

Student Signature _____

Date _____

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Surgical Technology Program

Cell Phone Policy (Student Copy)

- Cell phones may be used for the following: logging in and out of Platinum Planner, when utilizing time allotted for breaks/lunches, and for emergencies.
- Cell Phones must be kept on silent/vibrate and in student lockers at all other times.
- The use of Smart watches during class time, to send and receive messages, will be counted as cell phone usage. Smart Watches must be removed when testing, during clinical labs, and during clinical rotations.
- Students are permitted to take pictures with your phone, when applicable in the lab setting, however, not in the clinical setting.
- Cell phones may be used in the lab when the Touch Surgery app is implemented.
- Students will receive a verbal warning for the first offense, followed by a written warning for the second. Any offense, thereafter, will result in the student being dismissed from class, counting as an unexcused absence.

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_____