SCHOOL OF HEALTH SCIENCES

SURGICAL TECHNOLOGY

HANDBOOK

102323

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General Information

Welcome!

Congratulations on your acceptance to the Surgical Technology Program! We are so glad you are here. The information contained in this handbook will be useful as you move through the program.

Students have the responsibility of knowing about the information contained in this document as well as the TCC Student Handbook, so please do not hesitate to reach out to the Surgical Technology faculty should you have any questions!

Preface

This handbook has been developed to inform surgical technology students of the policies, procedures, and guidelines specific to the Surgical Technology Program. It serves as a supplement to the *Tulsa Community College Catalog, School of Health Sciences Policies & Procedures, https://www.tulsacc.edu/programs-courses/academic-schools/school-health-sciences* and the *Tulsa Community College Student Handbook*, https://www.tulsacc.edu/student-resources/student-handbook which contain the general institutional policies. In addition to these documents, students are to comply with individual course expectations as defined in each course syllabus. In the case of variations in any policies or procedures, it should be noted the course syllabus takes precedence. Each student is expected to review the handbook in its entirety and to refer to it as needed. Students should be aware of and comply with all current written policies and procedures. This handbook takes precedence over any previous versions. Failure to be informed is not an acceptable excuse for non-compliance.

SOHS Mission Statement

The mission of Tulsa Community College's School of Health Sciences shall be to build success in healthcare through quality, affordable education by developing healthcare professionals who communicate effectively, think critically, and practice social and personal responsibility. We strive to equip graduates with the essential skills to provide excellence in compassionate care; collaborate across healthcare teams; and maintain practices of safety, ethics, and integrity while serving and investing in their diverse communities.

Introduction to the Program

The overall goal of the Surgical Technology Program is to prepare entry-level Surgical Technologists who are competent in the cognitive(knowledge), psychomotor(skills), and affective (behavior) learning domains to enter the profession as entry-level surgical technologists within the health care team. In addition, we strive to provide an educational curriculum designed to prepare students for the successful completion of the National Board of Surgical Technology and Surgical Assisting (NBSTSA) credentialing examination at the conclusion of the program.

The Board of Trustees accepts that the fields of Nursing and Allied Health (including the Surgical Technology Program), because of their importance to the welfare of all society, must have selective admission requirements. Specific admission, progression, retention, and graduation requirements/or policies supersede general college policies if there is a discrepancy.

The Surgical Technology Program is a two-year, five-term, full-time day program consisting of specialized courses offered in a specific sequence.

ILOs-Institutional Learning Outcomes

1. **Communication Skills:** Graduates will be able to exchange information or ideas through listening, speaking, reading, writing, and other modes of interpersonal expression.
2. **Critical Thinking:** Graduates will be able to evaluate existing information to form judgments, raise new questions, and/or implement creative and effective solutions.
3. **Personal Responsibility:** Graduates will be able to implement the skills necessary for physical, financial, mental, and/or emotional well-being.
4. **Social Responsibility:** Graduates will be able to evaluate one's ethics and traditions in relation to others to respectfully interact with diverse groups.

PLOs- Program Learning Outcomes

- **Minimum Expectation: Demonstrates** competency in the cognitive, psychomotor, and affective domains to enter the surgical technology profession.

- Model the Association of Surgical Technologists recommended guidelines in the practice of surgical technology in the lab and clinical setting. (psychomotor)
- Build critical thinking skills by analyzing information and adjusting a position or plan as evidence dictates. (cognitive)
- Maintain a high standard for professionalism by accepting responsibility for words or actions. (affective)
- Measure cognitive competency by correctly answering at least 102 items in the NBSTSA web-based CST exam. (cognitive)

Essential Functions/Technical Standards

- **Interpersonal** – interacts with patients and surgical team members with a variety of social, emotional, cultural, and intellectual backgrounds. Must be flexible and capable of reacting to changing circumstances in a calm manner with professional decorum.
- **Critical Thinking** – Sufficient for clinical judgment and problem solving; Concentrate and focus for prolonged periods of time.
- **Communication** – Ability to interact with others orally and maintain professional communication.
- **Mobility** – Physical abilities sufficient to move and bend; lift a minimum of 30 pounds; push pull equipment weighing up to 300 pounds.
- **Motor Skills** – Gross and fine motor abilities to grasp, grip and hold with hands. Ability to work with and manipulate fine surgical instrumentation and suturing needles.
- **Hearing** – Auditory ability sufficient to hear the surgical team members through a surgical mask with background noise.
- **Visual** – sufficient for observation in full or dimmed light. Visual near acuity of 20 in. or less with clarity. Distinguish depth, color, and spatial attributes of images.
- **Tactile** – sufficient for handling and manipulating small surgical instrumentation.
- **Physical Condition** – condition and stamina sufficient to lift and assist in moving the anesthetized patient; move equipment; ability to stand for extended periods of time during surgical procedures.

School of Health Sciences Contacts

School of Health Sciences Campus Site
METRO CAMPUS
909 S. Boston Avenue Tulsa, OK 74119
(918) 595-7072

Dean Health Sciences: Jenny Fields, DNP, RN, BC
MP 256, Metro Campus 909 S. Boston Ave.
Tulsa, OK 74119-2095
Phone: (918) 595-7198
Fax: (918) 595-7178

Program Director: Sherry Conder, BS, RN, CST, CSFA
 Office: West Campus – SU-111C   Phone: 918-595-7062
Email: sherry.conder@tulsacc.edu

Clinical Coordinator: Courtney Skinner, BSEd, CST
Office: West Campus-SU 111B   Phone: 918-595-7849
Email: courtney.skinner@tulsacc.edu

Full-time faculty are supported by part-time adjunct faculty who help with program delivery in various settings.

Tips for Success

Being a Surgical Technologist is an exciting and fulfilling career. It is important for students to recognize that the faculty and staff of the TCC Surgical Technology Program are committed to providing the curriculum and clinical experiences necessary for students to achieve their goal. Success depends on the student's level of commitment; however, some recommendations are suggested that have proven successful for other students in their journey. Refer to **Appendix A** for a list of these tips.

Accreditation

TCC is accredited by the Higher Learning Commission (ncahlc.org / 312 263-0456). The College most recently underwent self-study in 2018 and received a 10-year (2028-29) reaccreditation. The College is a member of the American Association of Community Colleges, the North Central Council of Two-Year Colleges and is also approved by the federal government to offer education under the Veteran's and Social Security laws.

Professionalism

Dress Code Policy

Surgical Technology students are expected to demonstrate professionalism through appropriate personal appearance, hygiene, and attire. This applies when wearing the student uniform during lab classes and clinical practicums. For specific uniform requirements and acceptable standards for the student's appearance, please refer to **Appendix D**.

The School of Health Sciences recognizes the diversity of cultures, religions, and disabilities of students and will respond to such requirements with sensitivity. Wearing articles of faith will be considered individually. For example, the exposure of the forearm is a necessary part of the surgical hand scrub. Students who wear head or facial coverings for religious reasons will be expected to remove them during lab/ clinical practicum experiences noting that a head cover appropriate for the operating room will be provided. A student with a documented disability should talk with the program director to evaluate accommodation.

Professional Behavior

All Surgical Technology Program students must maintain a professional demeanor and conduct in the classroom and clinical settings. The Surgical Technology Program does not tolerate behaviors that disrupt the learning process for others or for the instructor's ability to teach in the classroom, on-campus learning laboratory and simulation experiences, and clinical practicum settings. If disruptive behavior continues after an official warning, a student could be placed on probation.

Abusive Criticism

Faculty/staff are open to receiving and responding to constructive suggestions. Processes are available to allow for the appeal of grades and other grievances and can be found in the syllabus. The expression of criticism/problems by using abusive language or disruptive behavior directed toward faculty/staff will not be tolerated as it is inconsistent with professional standards in surgical technology.

Civility Statement

Since surgical technology is a profession that is charged with being respectful, kind, and focused with our patients, it is essential the same behaviors be extended to other students and faculty. Respectful and kind treatment of one another is highly valued. We honor and build one another's dignity by conducting ourselves as caring professionals in all aspects of this educational journey. Providing care for patients in a respectful, kind, and focused manner is of utmost importance.

Classroom Behavior

It is expected students will arrive and leave class as scheduled; dressed appropriately per the schedule; demonstrate engagement in the learning process by being prepared for class, listening attentively, and actively participating in class discussion and learning activities; demonstrate respect to faculty and peers by not talking in class, tuning off phones, and smart watches ; and interacting with others in respectful, sensitive, and nonjudgmental manner without the use of vulgar, abusive, or threatening behavior.

Photo Identification Badge

All students will be provided with a TCC photo student ID badge at the beginning of the Surgical Technology program, and it is required to be worn at all times while on campus. If the student ID badge is lost, the student is required to pay a fee at the Student Life Office to replace it. Clinical facilities which host clinical practicum experiences require students to wear a photo ID while in their institutions. Students cannot participate in clinical activities without required identification. Students must return the picture ID badge when completing or exiting the program.

Professional Boundaries

In the student role, professional boundaries exist between the student and instructor and between the student and patient. It is important to establish and maintain these boundaries. If a student is unclear of the proper behavior or of an appropriate response to a patient, the instructorshould be consulted.

1. Faculty/Student – Faculty cannot function as personal counselor or therapist. Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
2. Student/Patient – The professional boundary in the student-patient relationships should be based on respect for the patient's dignity and trust in the student's willingness to act in the patient's best interest.

The Code of Ethics for Surgical Technologists is found on the AST web page and is quoted below:

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care. To not knowingly cause injury or any injustice to those entrusted to our care.
- To collaborate with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical technology willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- To adhere to the Code of Ethics.

Professional Organizations

Association of Surgical Technologists (AST)
6 West Creek Circle
Suite 200
Littleton, CO 80120
(800)637-7433
www.ast.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
19751 East Mainstreet
Suite#339
Parker, CO.
(303)694-9262
www.info@arcstsa.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355- 113th St. N., #7709
Seminole, FL. 33775
(727) 210-2350
www.caahep.org

The National Board of Surgical Technology and Surgical Assisting (NBSTSA)
3 West Dry Creek Circle
Littleton, CO. 80120
(800) 707-0057
www.nbstsa,org

General Policies

Confidentiality Policies

STUDENT CONFIDENTIALITY

Information on any student will not be released from the Surgical Technology Program without the student's written permission. This includes prospective employers, friends, family, attorney, clergy, educational institutions, and professional organizations. Confidential information includes names, address, telephone number, social security number, fieldwork/class schedule, grades and evaluations.

Student Records

All student files including didactic coursework and tests, laboratory competencies and clinical coursework will be secured in the locked offices of the Program Director, Director of Clinical Education, and other full-time faculty. Course grades and credits are recorded on the student's transcript and maintained in the Office of the Registrar.

PHOTOGRAPHS

Students may expect to appear in photographs or media presentations as part of their educational experience. Students must sign a photo release statement form before participating in photographs or other media presentations. Students are not allowed to take photographs in the clinical setting.

MAINTENANCE OF CONFIDENTIALITY

When caring for patients and working with healthcare institutions/agencies, confidentiality is of major importance. Students are responsible for maintaining confidentiality and complying with policies such as HIPAA (Health

Insurance Portability and Accountability) and those related to the specific institution. Any personal data collected for the purposes of completing a course assignment is expected to be altered to protect the patient's identity. Students will engage in personal data collection only in relationship to the course's requirements. Violations of confidentiality will result in disciplinary action.

SIMULATION LAB EXPERIENCES

During simulated clinical experiences, students perform both as an active participant and an observer in simulated scenarios. The experience's objective is to provide realistic patient care in a simulated situation that allows the student to make mistakes while doing no harm to the patients. The lab practicums are an especially important part of the learning process and attendance is crucial. A new lab skill will be introduced weekly, and a student could easily fall behind with poor attendance. Lab skills are evaluated as a Pass or No Pass. Student must show competency in all skill sets with a Pass evaluation.

Academic Policies and Procedures

General Academic Information

Philosophy of Education

The philosophy of the Surgical Technology Program is that all students can learn, students are valued for their unique backgrounds and experiences, and that students are responsible to uphold the values of the SOHS program while serving the needs of their community. The Surgical Technology Program upholds the competencies set forth in the most recent edition of the Core Curriculum for Surgical Technology to meet the needs of patients and the healthcare community and prepare students for their CST Exam.

The Surgical Technology Program uses inclusive pedagogy to deliver learning experiences to prepare students for their career after graduation using methods of classroom education, laboratory education, and clinical experiences.

Curriculum Design

Competency Based Curriculum

A competency-based curriculum is learner centered and experientially focused. The competencies go beyond skills, to produce a learner who is proficient in a specific, socially valuable area. The learner is placed in authentic experiences followed by critical self-reflection to gain experiential knowledge based on the competencies. Standardized criteria are employed to assess the learner at regular intervals.

Course Requirements

Prerequisite classes - 7 hours

- BIOL 1314 - Essentials of Anatomy and Physiology
- ALDH 1323 Medical Terminology
    - Prerequisites to admission into the Surgical Technology Program

English 6 hours

- ENGL 1113 - Composition I
- ENGL 1213 - Composition II

History and Political Science 6 hours

- POLS 1113 - American Federal Government
  and select one course from the following:
- HIST 1483 - U.S. History 1492 to the Civil War Era
- HIST 1493 - U.S. History - Civil War Era to the Present

Specialized Course Requirements Credit Hours: 52

- SRGT-1113 – Introduction to Surgical Technology
- SRGT 1124 – Perioperative Patient Care
- SRGT 1134 – Principles of Surgical Asepsis
- SRGT-1232 – Pharmacology and Anesthesia
- SRGT 1225 - Surgical Technology Fundamentals I
- SRGT 1213 - Surgical Procedures/Pathophysiology I
- SRGT 1312 – Clinical Practicum I
- SRGT 2435 - Surgical Technology Fundamentals II
- SRGT 2423 – Surgical Procedures/Pathophysiology II
- SRGT 2415 – Clinical Practicum II
- SRGT 2515 – Clinical Practicum III
- SRGT 2522 – Professional Success Preparation

Total Credit Hours: 62

Program Progression and Graduation Requirements

After admission, students must maintain their standing by meeting the following standards to qualify for graduation:

1. Complete all surgical technology core courses sequentially as described in the published program plan of study with a minimum grade of "C" and maintain a minimum overall GPA of 2.0.

2. Demonstrate competency in all skill assessments within three attempts or less.

3. Complete all general education courses required for the program with a minimum grade of "C" in each course.

4. Complete corequisites in sequence as listed in the published program of study. If the student fails a course that is prerequisite or corequisite to the surgical technology course, the student cannot enroll in the next course in sequence until the failed course is completed with a minimum grade of "C."

5. Complete at least 120 surgical procedures in the scrub role defined by AST.

6. Participate in the NBSTSA CST Examination prior to graduation.

Program Evaluation

The following participants assist with ongoing and/or periodic evaluation and program development and Curriculum Design.

1. Program Director: active in all aspects.

2. Other Faculty and Accreditation and Compliance Coordinator: active in all aspects.

3. Advisory Committee: active in most aspects, through communication with Program Director and advisory committee meetings.

4. The Dean, School of Health Sciences: active in all aspects, through assistance and supervision of Program Director, participation in Advisory Committee meetings, annual program evaluation meetings, etc.

5. The Dean, School of Health Sciences, Associate Vice President Academic Affairs and Senior Vice President and Academic Officer: are involved as required following program evaluation meetings, advisory committee meetings, and administrative support and decision-making.

Scheduling

The Program Director, with input from the faculty and Dean, plans course/semester schedules and makes every effort to accommodate the students' and faculty's needs.

Textbook Selection

Surgical Technology faculty will select textbooks. The Program Director is responsible for supervising book selection.

Sharing Student Performance

Team teaching is the model of instruction. Each semester a team of SOHS instructors accept equal responsibility for and are actively involved in planning and implementing instruction and evaluation processes. To fulfill these responsibilities faculty must be able to communicate information related to students. In addition, several committees are charged with overseeing student progression and must have access to specific information related to student performance. It is imperative the students be cognizant that their academic and clinical performances may be shared by faculty throughout the Surgical Technology Program as well as committees that serve the clinical interests of the students and the program.

Student Evaluation

Grading, Grade Appeal, Due Process, and Remediation

Unofficial grades can be accessed at any time through Blackboard.

Students have the right to appeal a course final grade that the student believes was contrary to procedures specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same faculty to other students in the course, or used different standards than what is listed on the syllabus of record. The TCC Grade Appeal process can be found https://www.tulsacc.edu/student-resources/student-handbook/academic-policies#sh-02-g

Students can evaluate faculty at the end of each course through their Blackboard course sites. Students who have a general complaint or concern can complete a general and/or classroom complaint form through Report It https://www.tulsacc.edu/student-resources/report-concern

While students are responsible for taking charge of their own learning by following and completing instructional assignments, the staff understands that students may need additional assistance. The student, program director and instructional staff have the following expectations for anyone falling behind in theory, lab, or clinical practicum:

- Instructors and or the program director are available by appointment at a convenient time for students/staff to discuss strategies to assist the students learning.
- The Allied Health Success Specialist is available to assist students by appointment. Students can find the link to their calendar on Blackboard.
- Instructor will notify a student to set a meeting if GPA is 72% or below in any class.
- Students can expect remediation up to two times for any skill that is not satisfactorily completed.

Attendance Policy

Students are expected to attend theory classes, lab practicums, clinical and all other scheduled course activities. Attendance criteria is as follows:

- Students must leave a message within Blackboard "messages" at least 30 minutes prior to an absence or late arrival for on campus classes. Students must contact an appropriate instructor by phone for clinical.
- All missed lab practicums need to be made-up within one week of the absence.
- If a student is a No Call No Show (NCNS), the absence is unexcused, and they will not be eligible to make up any assignment or test for that day. Skill tests must be completed to continue in the program.
- Any NCNS will be referred to the Program Director with placement on an attendance probation. Any unexcused absence during the probation period will result in program dismissal.
- Students will be allowed two (3) absences each Fall and Spring semester and (2) absences during the summer semester with no penalty. After the second absence, the student can expect a written warning with a reminder of the attendance policy.
- Any three tardies (late arrival including from break, or early departures) will equal one absence.
- Any absences beyond what is described above is excessive and the student may be dismissed from the program.

*Emergency medical situations that affect attendance will be handled on an individual basis.

* Students returning to the program following a major injury/illness, or parental leave, must provide written documentation from their physician stating they may be involved in all clinical activities with no restrictions. This would describe any absence of three days or more.

Accommodations

Reasonable accommodation is available for students with documented disabilities. In accordance with TCC's Student Code of Conduct, students seeking accommodation must register with the Accessibility Resource. The Accessibility Resource (MC 331-B, 918-595-7115) assists students and instructors in setting up reasonable accommodation.

Testing Accommodations

Any student who needs testing accommodation must inform the Course Facilitator at the beginning of the course and contact the Accessibility Resources (AR) office. During the initial meeting with the AR, the student will be informed whether it is necessary to obtain any authorized documentation of his/her required accommodation. Course faculty will be notified by the AR for students approved for special testing accommodations. *Students are required to renew their accommodation for each course every semester.* Approval of the accommodation will be sent to the course faculty.

Academic Integrity

The TCC Surgical Technology Program acknowledges the statements published in the TCC Student Handbook, "The cornerstone for intellectual achievement is academic integrity. Tulsa Community College realizes that academic dishonesty abounds in our society because of the many pressures that exist for students in job attainment, competition for grades, survival under economic difficulties, balancing complex personal work and study schedules, and many other, similar societal demands." The Surgical Technology Program and the College recognize that, "academic honesty is the vital key to a student's true intellectual growth and ultimate personal satisfaction and success. Admission to Tulsa Community College carries with it the presumption that the students will conduct themselves as responsible members of the College community." Academic honesty requires that the course work a student presents to an instructor honestly and accurately indicates the student's own academic efforts. Thus, when students are admitted to the Surgical Technology Program, they are expected to meet the highest standards of honesty in the performance of their academic work.

The School of Health Sciences does not condone any instances of academic dishonesty including but not limited to plagiarism, cheating, unauthorized collaboration, misuse or altering of any academic records, data, materials, or technology, or the assisting of other students to participate in these behaviors.

Health Sciences students are expected to uphold the principles of honesty, trust, personal responsibility, and social responsibility. For more information, students should refer to Tulsa Community College's full [Academic Integrity Policy](#) SH.02.A in the Student Handbook and understand the entirety of the expectations, responsibilities, resolution, and penalties associated with the policy.

For more information regarding academic integrity, consult Tulsa Community College's eBook: *[Academic Integrity at Tulsa Community College](#)*, developed by the TCC Library.

Academic Integrity Violations and Consequences

1. **Violations:** There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct. Acts that violate principles of academic honesty are considered academic dishonesty when:

a. The student uses unauthorized assistance in the completion of an exam or required assignment with the intent to deceive an instructor and to present and receive credit for work that is not their own, and/or,

b. Any action or attempted action that may result in creating an unfair academic advantage for the person committing the act or advantage or disadvantage for anyother member of the academic community.

2. **Consequences:** Academic dishonesty or misconduct is not condoned or tolerated. The TCC Administration delegates disciplinary action for known acts of violating academic honesty policies to the Surgical Technology faculty. Examples include:

    a. Dismissal of the student from classes.

    b. Requiring the student to redo an assignment or test or requiring the student to complete a substitute assignment or test.

    c. Recording a "zero" for the assignment or test in question.

    d. Recommending to the student that they withdraw from the class or be administratively from it.

    e. Recording a grade of "F" for the student at the end of the semester.

    f. Requesting that disciplinary action be taken against a student at the administrative level.

Cheating

This is defined as "intentionally using or attempting to use unauthorized materials, notes, information or study aids in any academic exercise." Examples include:

1. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, electronic devices, conversation with others, looking at other student exams, obtaining an examination prior to its administration) is prohibited unless specifically authorized by the instructor.
2. Students must not allow others to conduct research or prepare any work for them (e.g., care plans, process recordings and evidence-based papers) without advance authorization from the instructor. This includes the services of commercial term paper companies.
3. Students must not allow others to take exams for them or to take exams for others.
4. Previously submitted papers, assignments, etc. or substantial portions of any academic work may not be submitted for credit more than once without authorization from each instructor.

Plagiarism

This is defined as "the use, whether deliberate or unintentional, of an idea, phrase, or other materials from another and representing it as one's own without proper acknowledgment of the source." This act is considered academic theft. Examples include:

1. Copying another person's work word for word or paraphrasing someone else's work by changing some of the words or the order of the words without giving due acknowledgement of the source.
2. Using another's ideas, images, illustrations, or graphs without reference to the originator.
3. Cutting and pasting words, phrases or paragraphs from the Internet or other sources and interspersing the copied portion into the student's own words without acknowledgement of the source.
4. Submitting someone else's work without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.
5. Inventing or counterfeiting references.
6. Neglecting the use of quotation marks when the material is otherwise acknowledged.

Denying Others Access to Information or Material

This is defined as "any act that maliciously hinders the use of or access to library or course materials for use by others." Examples include:

- Removing books or other resources from libraries without formally checking out the items or removing pages from books, journals, or reserve materials.
- Intentional hiding of library materials or the refusal to return reserve reading to the library.
- Stealing or destroying another student's notes or materials or having such materials in one's possession without the owner's permission.
- Illegitimate possession, disposition or use of examinations or answer keys to examinations.

Misuse of Academic Materials

This is defined as the "use of academic materials for any purpose other than their intended use in the instructional process." Examples include:

- Illegitimate possession, disposition or use of examinations or answer keys to examinations.
- Unauthorized sale or purchase of examinations, papers or assignments or other instructional materials.
- Replicating any portion of exam materials in Blackboard. Doing so invalidates the exam and will lead to academic violation consequences as written above.

Fabrication and Falsification

This is defined as the invention of any information, citation, or data, using improper methods of collecting or generating data and presenting them as legitimate, or inventing an excuse to obtain unfair advantage over other students. Falsification involves deliberately altering or changing results to suit one's needs in an academic exercise." Examples include:

1. Reporting or documenting fabricated surgical procedures.
2. Inventing an excuse to delay taking an examination or submitting an assignment after the due date to obtain a higher grade.
3. Citing a reference from which specific information was not attained.
4. Altering documents submitted for clinical requirements (BLS card, vaccinations, etc.,).

Falsification of Official College Documents and Unauthorized Access to Academic Records/Computer Systems

This is defined as "intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty." There is no distinction between those who commit a dishonest act and those who willingly allow the act to occur. Examples include:

- Helping another student cheat, fabricate or plagiarize.
- Allowing other student(s) to "recycle" one's old paper or to borrow a current written assignment with the intent to copy it and submit it as their own work.
- Using another's work in a paper, lab report or any other assignment without citing it as another's work.
- Providing false information in connection to an inquiry regarding an alleged academic act of dishonesty of another.
- Providing others assistance or receiving assistance in locating or using sources of information in an assignment when such assistance is forbidden by the instructor.

- Having knowledge of dishonest academic acts committed by others and not reporting such acts.

Exam Policies

Exam Attendance

Students are to take all examinations as scheduled. Unavoidable absences will be considered individually. In the event the student must miss a scheduled exam, the student must notify the instructor of record through "Messages" in Blackboard prior to the start of the examination. A student who does not attend a scheduled exam and has not notified the instructor of record prior to the exam will be considered a "no call/no show" and will receive a ZERO (0) for the exam.

Exam Procedures

The student is directed to review the course syllabus for specific information related to any differences in this procedure. In most courses, the following practices are followed as an attempt to maintain a secure test environment:

1. Students will not be allowed to wear any watches, smart watches, or activity monitors into the exam room.
2. No hats, hoodies, jackets, ball caps, scarves, upper body wear with pockets, or coats are to be worn during testing.
3. No personal belongings (e.g., purse, backpack, books, cell phones or electronic devices) will be present at the desk while taking an exam. Secure personal belongings out of sight in your car.
4. All items brought to the testing area are subject to inspection by faculty.

Withdrawing from a Course

To initiate withdrawal from a course ("W" grade), the student should consult with their faculty advisor, academic advisor, and financial aid advisor at any TCC campus. To determine deadlines for withdrawing before an unsatisfactory grade is awarded, the student should check the TCC Academic Calendar. Students who withdraw from one or more courses may affect their satisfactory academic progress (SAP) and may become ineligible to receive financial aid. The student is directed to www.tulsacc.edu to review specific policies regarding financial aid.

If a student who is receiving financial aid decides to withdraw from a class or receives anything other than a passing grade in a class, TCC is required to run a financial aid calculation and to determine if some or all financial aid funds must be returned to the Department of Education. This often leaves a student with a balance owed to TCC that must be repaid. For this reason, it is crucial that all students who receive any type of financial aid visit with their faculty, an academic advisor, and a financial advisor before withdrawing from a class or if they feel they are not doing well in a class.

Technology Policies

Electronic Devices

Cellular phones must be turned off during class or any clinical activity and will not be brought into exams. Faculty permission must be obtained before handhelds, laptops or other electronic devices are used in the classroom or

during any clinical activity. In an emergency, a student can be contacted through the West Campus police office. (918-595-8888)

Social Media Use

When using social media, students are expected to act with courtesy and respect toward others. Regardless of where or when they make use of these media, students are responsible for the content they post or promote. Students may be subject to action by the Surgical Technology Program for posting or promoting content that disrupts or interferes with the operation of educational activities of the Surgical Technology Program. Students may face sanctions if there is evidence of behavioral, academic, or professional misconduct. Sanctions may range from a reprimand or failing grade to dismissal from the program. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

1) Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
2) If you post content concerning the Surgical Technology Program, make it clear that you do not represent the Surgical Technology Program and that the content you are posting does not represent official views of the Surgical Technology Program.
3) Disclosing confidential information about students, faculty or patients will result in action taken against you. Using patient names or any other identifier including initials, hospital name, personal health information, client pictures, etc. is a violation of HIPAA laws and regulations.
4) TCC and the Surgical Technology Program will not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic environment. Social media may be used to investigate student behavior.
5) At the end of each course, students are provided an avenue to evaluate course materials/faculty. Therefore, social media vehicles are considered inappropriate locations to provide this information.

Other Policies

Communication

MyTCC is the official communication tool used by the College and will be used by the School of Health Sciences Office and faculty to send messages to students. Students should regularly access the Allied Health Connections Blackboard website to be informed about available scholarships, specific Allied Health Program policies and procedures and any updated information related to Surgical Technology Program activities. Additional technology resources are found by accessing the Student Resources tab on Blackboard.

Faculty will use individual course Blackboard websites for announcements or notification of changes in course activities. It is the responsibility of the student to access this information daily. No excuses will be accepted for students not knowing information communicated on Blackboard courses.

Tips for communicating with faculty:

- For any concerns about grades, meet with your faculty face-to-face.
- Before sending questions via messages in Blackboard, make sure your question is not answered in the course syllabus or course website.

Name, Address, and Phone Number Changes

Anytime a student has a name change or change in address or telephone number the School of Health Sciences office must be informed. This is essential in case the student needs to be contacted in an emergency, e.g., cancelling of clinical practicum, college closing, etc.

Children on Campus

Children are not to accompany a student or be left unattended at any clinical facility. See the TCC Student Handbook regarding children on campus and in the classroom.

Course Syllabi

All students are expected to read the course syllabus for each course in which they are enrolled and to be familiar with its content. When the course syllabus differs from statements in the Surgical Technology Student Handbook, the course syllabus takes precedence. Course faculty teams revise the course syllabus yearly. All printed materials and course lectures are considered intellectual property of the originating professor. The student must receive permission from the instructor to record lectures, duplicate, or distribute any course materials.

Occasionally, changes to the syllabus may be necessary. The faculty reserves the right to make changes in course topics, class or clinical schedules, clinical sites or activities or any other syllabus components necessary to provide optimum learning for the student. Students will be notified of any changes to the syllabus in writing via email and/or by posting on the specific course Blackboard site in "Messages."

Student Safety on Campus

The TCC Campus Police functions primarily to protect the life and property of TCC students and staff and provides numerous services to students as a routine part of the College operation. Included in these services are personal escorts to the student's vehicle. The campus "Lost and Found" is in the Campus Police Office located on the first floor. The Campus Police phone number is 595-8888. Dialing 911 will activate Tulsa Police dispatch as well as notify Campus Police. Campus Police makes an annual Campus Security Report available in the Student Code of Conduct and Policy Handbook.

This report is a compilation of crime statistics, as well as procedures and programs for preventing and dealing with incidents of sexual harassment, assault, and substance abuse and where students should go to report a crime. You can receive this information from the Campus Police Office.

Counseling Services

A full-time counselor is available for the students. All counseling sessions are completely confidential and comply with FERPA (Family Educational Rights and Privacy Act) and HIPPA privacy practices. Contact: Jessica Heavin, Director of Wellness Services Office: 918-595-7269 email: jessica.heavin@tulsacc.edu., or Chad Mikell LPC, Email: chad.mikell@tulsacc.edu Phone: 918-595-7596.

Dental Services

Dental hygiene care is available by the TCC Dental Hygiene Program students and supervised by licensed faculty. This service consists of cleaning, fluoride treatment, oral health education, x-rays, and sealants. Fillings, extractions, and prosthetic appliances are not available through the clinic. Appointments can be made by calling (918) 595-7022. The dental hygiene clinic is in the Metro Philips Building, Room MP 300

Forms

The following forms should be completed and returned upon your receipt and understanding of the material provided in this handbook. Policies are subject to change at the discretion of the program director and/or the Dean of Health Sciences. If these forms have been previously completed at "Boot Camp," you may keep them for reference.

PROGRAM POLICY ACKNOWLEDGEMENT & AGREEMENT

I acknowledge I have access to the:

TCC Surgical Technology Student Handbook

TCC Student Handbook

The above documents are on the Allied Health Connections Blackboard site. I understand that I am accountable for reading and complying with all policies and procedures of the TCC Surgical Technology Program. It is my responsibility to ask for clarification regarding any policy or procedure I do not understand. I also understand that it is my responsibility to read new policies or procedures issued by the School of Health Sciences.

I understand that breach of any part of the Surgical Technology Student Handbook may result in counseling, probation, and/or dismissal from the Program, depending on my actions.

Print Name_____ TCC ID #_____

Signature_____ Date_____

THIS COPY IS TO BE SIGNED AND PLACED IN THE STUDENT'S PERMANENT FILE

LATEX ALLERGY RESPONSE PLAN

When working in the clinical setting or simulation/learning laboratory, students will be exposed to latex and other allergens.

Procedure:

For students with known sensitivity/allergy to latex or any other element in the lab or clinical environment, it is recommended that the student:

1. Obtain consultation from a health care provider about your sensitivity/allergy, risks, and treatment.
2. Inform the lab instructor and your clinical instructor about your allergy.
3. Latex-free gloves will be provided. However, the lab environment and clinical facilities are not latex free.
4. Provide and discuss with each clinical practicum faculty and laboratory instructor a written plan for how to manage a reaction to latex should one occur. This information will be kept in your student folder and permanent file.

In case of a life-threatening reaction in a respiratory care lab, an ambulance will be summoned immediately.

- Any faculty member or student may dial 911 on the phone in the lab, state that you have a life threatening "Latex Emergency" and need an ambulance. Epinephrine will be needed.
- After calling 911, notify Campus Police by dialing extension 8888.
- Do not handle the victim with any latex products.
- Students/faculty members will be transferred to a hospital in the community by ambulance. It is helpful for the ambulance personnel to know the victim's allergies, current medications, and any medical conditions if possible.

If a student has a reaction requiring medical attention, an Incident Report will be completed and forwarded to the Director of Risk Management, Faculty Department Chair and others as needed.

- ☐ I do not have a latex allergy.
- ☐ I have a latex sensitivity.
- ☐ I have had a documented allergic reaction to latex requiring medical attention.
- ☐ I have reviewed the above policy and understand that questions regarding this policy are to be directed to the Simulation/Learning Laboratory Coordinator.

Latex Response Plan:

_____

_____

_____

Student Signature: _____

TCC ID: _____

Printed Name: _____Date: _____