

West Virginia University at Parkersburg

Surgical Technology Program

Surgical Technology Student Handbook

Fall 2019

This program is accredited by The Commission on Accreditation of Allied Health
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Introduction

The Associate of Applied Science (AAS) Degree in Surgical Technology prepares qualified individuals to work under the supervision of a surgeon to assist the safe and efficient performance of invasive surgical procedures, make certain that the operating room environment is safe, that equipment functions properly, and that the operative procedure is performed under optimal conditions that ensures patient safety. As an integral member of the surgical team, the surgical technologist works with surgeons, anesthesiologists, registered nurses, and other surgical personnel, delivering patient care and assuming appropriate responsibilities before, during and after surgery.

Through a combination of classroom presentations, campus laboratory practice and clinical experiences, the student will develop a knowledge of the surgical environment, instrumentation, procedures and supplies necessary to ensure safe care of the surgical patient. The program includes courses in general and technical education. Clinical experiences are offered under faculty and mentor supervision at selected community agencies.

Mission Statement

The mission of the West Virginia University at Parkersburg (WVUP) AAS Degree in Surgical Technology is to provide students with the opportunity to develop the skills and knowledge in the cognitive, psychomotor, and affective learning domains necessary to gain employment as competent entry level surgical technologists.

Program Student Learning Outcomes:

At the completion of the program, the graduate surgical technologist will be able to:

1. Maintain a safe environment as a surgical team member throughout the peri-operative experience by applying principles of asepsis and practicing sterile technique.
2. Apply basic scientific principles related to anatomy, physiology and pathophysiology when preparing surgical procedures and providing care to the surgical patient.
3. Incorporate legal/ethical principles in decision-making when applying problem-solving strategies in the care of the surgical patient.
4. Individualize communication techniques to support interpersonal relationships with patients and surgical team members
5. Uphold the professional standards defined by the Association of Surgical Technologists (AST).

Accrediting, Credentialing, and Professional Bodies	
<p>The Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) 6 W. Dry Creek Circle, Suite 110 Littleton, CO 80120 1.303.694.9262 Fax 1.303.741.3655 www.arcstsa.org</p>	<p>The North Central Association of Colleges and Schools, The Higher Learning Commission (NCAC-HLC) 30 North LaSalle Street, Suite 2400 Chicago, IL 60602-2504 1.800.621.7440 Fax 1.312.263.7462 www.ncahlc.org</p>
<p>The Association of Surgical Technologists (AST) 6 W. Dry Creek Circle, Suite 200 Littleton, CO 80120 1.800.637.7433 Fax 1.303.694.9169 www.ast.org</p>	<p>The Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 1.727.210.2350 Fax 1.727.210.2354 www.caahep.org</p>
<p>The National Board of Surgical Technology and Surgical Assisting (NBSTSA) 3 W. Dry Creek Circle Littleton, CO 80120 1.800.707.0057 Fax 1.303.325.2536 www.nbstsa.org</p>	

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) is responsible for all decisions regarding certification for surgical technologists and surgical assistants. To be eligible for national certification, the student must be a high school graduate or equivalent, and be a graduate of an accredited school of surgical technology.

It is a requirement that all ST students take the NBSTSA certification Examination for Surgical Technologists on the West Virginia University at Parkersburg campus upon successful completion of the ST program. The fee for the certification exam is included in the lab fees. In order to receive certification exam results, the student must submit one of these three items to the NBSTSA:

- Official transcripts from WVUP including the college’s graduation date
- Unofficial transcripts from WVUP including the college’s graduation date
- Copy of the WVUP diploma including the college’s graduation date

Application

Applicants requesting admission to the A.A.S. Degree in Surgical Technology (ST) must first meet the requirements for general admission to the college and be admitted to the college. The highest ranked applicants meeting the ST program's admission requirements before the May 1st deadline will be admitted first; other qualified applicants will be placed on a waiting list. The first day of class, the waiting list is dissolved. Because of the competition for space, meeting the admission requirements does not guarantee admission to the ST program. Applicants who are not accepted and wish to be considered for the following year will need to update their application by contacting the Nursing & Health Sciences office.

Requirements for admission

1. Submit a completed Surgical Technology application to the Nursing & Health Sciences office.
 - a. <http://www.wvup.edu/academics/health-sciences/surgical-technology/>
2. Provide an official copy of High School transcript or a GED, and all prior college transcripts.
3. 2.0 grade point average (GPA) from high school or college courses.
4. Complete HESI A² exam with a composite (overall) score of 65 or higher.
5. Be of good moral character and have no history of felony conduct or convictions.
6. Complete this process before the May 1st deadline.
7. The applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others.
8. The applicant must complete a 6 hour shadowing day in the operating room.

HESI A² composite score must be within the last three (3) years to be valid. HESI A² exam may be taken one time per admission cycle for a maximum of three times for consideration for admission.

Physical standards

Important: The ability to perform under pressure in stressful and emergency situations is a required attribute for surgical team members. Manual dexterity and physical stamina are essential. Many of the responsibilities of the surgical technologist require standing, often for a number of hours; therefore, the applicant must demonstrate the ability to fulfill these job requirements. As a surgical technologist the student may be required to:

- Stand, bend, stoop and/or sit for long periods of time in one location with minimum breaks.
- Lift a minimum of 20 pounds.
- Refrain from nourishment or restroom breaks for periods up to 6 hours.
- Demonstrate sufficient visual ability to load fine suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses.
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- Hear and understand muffled communication without visualization of the communicator's lips/mouth and within 20 feet.
- Hear activation/ warning signals on equipment.
- Detect orders sufficient to maintain environmental safety and patient needs.

- Manipulate instrument, supplies, and equipment, with speed, dexterity, and good hand-eye coordination.
- Ambulate/ move around without assistive devices.
- Assist with and/or lift, move, position, and manipulate with or with assistive devices, the patient who is unconscious.
- Communicate and understand fluent English both verbally and in writing.
- Be free of reportable communicable diseases and chemical abuse.
- Possess short and long term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies, and performing anticipation skills intra-operatively.
- Make appropriate judgments and decisions.
- Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially under emergency situations.
- Exhibit positive interpersonal skills in patient, staff, and faculty interactions.

(Derived from: AST, Surgical Technology for the Surgical Technologist, 5th edition, 2018, Delmar Cengage Learning)

Working conditions

Students should expect the following working conditions while at the clinical sites:

- Exposure to anesthetic agents, radiation, and electrical energy may occur frequently.
- Exposure to extremes in humidity and temperature.
- Working around heavy, moving machinery.
- Exposure to solvents, grease, and oils.
- Working on uneven walking surfaces that may be slippery.
- Working with flames and burning items.
- Exposure to noise and vibrations.
- Exposure to blood and other potential infectious material.
- Wearing of safety glasses, face mask/shield, and protective clothing and gloves.
- Exposure to nudity and internal human anatomy.

Travel requirements

Students will be expected to attend surgical rotation off WVUP campus to maximize education opportunities. Students will be expected to provide their own transportation to the facility providing the opportunity for the student to complete surgical rotation. WVUP and the Surgical Technology department are not liable for any motor vehicle accidents during off campus surgical rotation. Location and duration of surgical rotations will be assigned at the discretion of the Program Director throughout the program.

Health status

Maintenance of personal health is the responsibility of each student for the protection of the student, the patients and West Virginia University at Parkersburg. Therefore, the following must take place:

1. The completed physical form supplied by the Nursing & Health Sciences Division must be submitted to this office by the deadline date specified in the admission letter. Failure to submit the form will result in the student being dropped from the program,
2. All students are expected to submit proof of vaccinations and/or immunity for all required immunizations as outlined in the clinical practice requirements,
3. Students who have not completed the Hepatitis B series prior to the first day of clinical will be required to sign the Hepatitis B vaccination waiver form. Failure to sign the form will prevent the student from attending clinical,
4. In the event that a student has a change in their health status, the Nursing & Health Sciences chairperson must be notified as soon as possible. The student will not be permitted in the clinical area until they submit a Nursing & Health Sciences Division Medical Release Form from their health care provider. This form must state that the student can participate without restrictions and can provide and can provide direct patient care safely with regard to themselves and their patients.
5. Failure to have the form submitted to the Nursing & Health Sciences office by 4pm the day before clinical will prevent the student from attending clinical.
6. West Virginia University at Parkersburg does not provide individual health and accident insurance. The student is responsible for any expense incurred as a result of illnesses or accidents including those that might occur in the clinical area.
7. Due to the exposure of certain chemicals and x-rays while in the clinical setting, the Surgical Technology Program Director/Instructor must be notified when pregnancy is confirmed. The health care provider must submit the Nursing & Health Sciences Medical Release Form stating the expected date of delivery. The student must submit the same form when returning to clinical post-partum.

Employment

Due to the academic and time requirements of the ST curriculum, students are encouraged to limit work while they are enrolled in the ST program.

Students will not be excused from scheduled classroom, campus lab, or clinical experiences to go to work. All activities required in the program must be educational and students must not be substituted for staff. The student shall not be paid by the clinical agency during the clinical component of the program. If a student is hired by a clinical agency, it is the student's responsibility to schedule work hours that do not interfere with assigned clinical experiences.

It is strongly recommended that hours worked are not night shift preceding a class, clinical, or laboratory day. Class, campus lab, or clinical assignments will not be adjusted due to a work schedule.

ACADEMIC MAP

Surgical Technology, A.A.S

Semester 1

COURSE	CR	COMMENTS
COLL 101 ORIENTATION TO COLLEGE	1	
BIOL 109 ANAT & PHYS FOR ALLIED HEALTH	4	
ST 100 INTRO TO SURGICAL TECHNOLOGY	6	
ST 102 SURG INSTRUMENT, EQUIP & SUPPL	3	
NURS 153 Medical Terminology for Healthcare Careers	3	
TOTAL:	17	



The **Associate of Applied Science in Surgical Technology**

prepares students to work under the supervision of a surgeon to assist the safe and efficient performance of invasive surgical procedures and ensure the operative procedure is performed under optimal conditions for patient safety

Semester 2

COURSE	CR	COMMENTS
MATH 120 Quantitative Literacy (or higher)	3	
ST 113 Pathophysiology of the Surgical Patient	4	
ENGL 101 ~COMPOSITION 1	3	
ST 110 PATIENT CARE CONCEPTS 1	6	
TOTAL:	16	



FIELD/CLINICAL COURSE: These

courses have a clinical component that require a background check on admission, drug testing, active CPR card, and current immunizations.



CAPSTONE COURSE:

The course includes a 360- hour preceptorship and a review for the NBSTSA Certification Exam.

Semester 3

COURSE	CR	COMMENTS
ST 211 PATIENT CARE CONCEPTS 2	8	
ST 114 PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST	3	
COMM 112 SMALL GROUP COMMUNICATION	3	
TOTAL:	14	

NBSTSA Surgical Technology Certification Exam is a course requirement of ST 212. Successful students earn the credential of a Certified Surgical Technologist (CST)

Semester 4

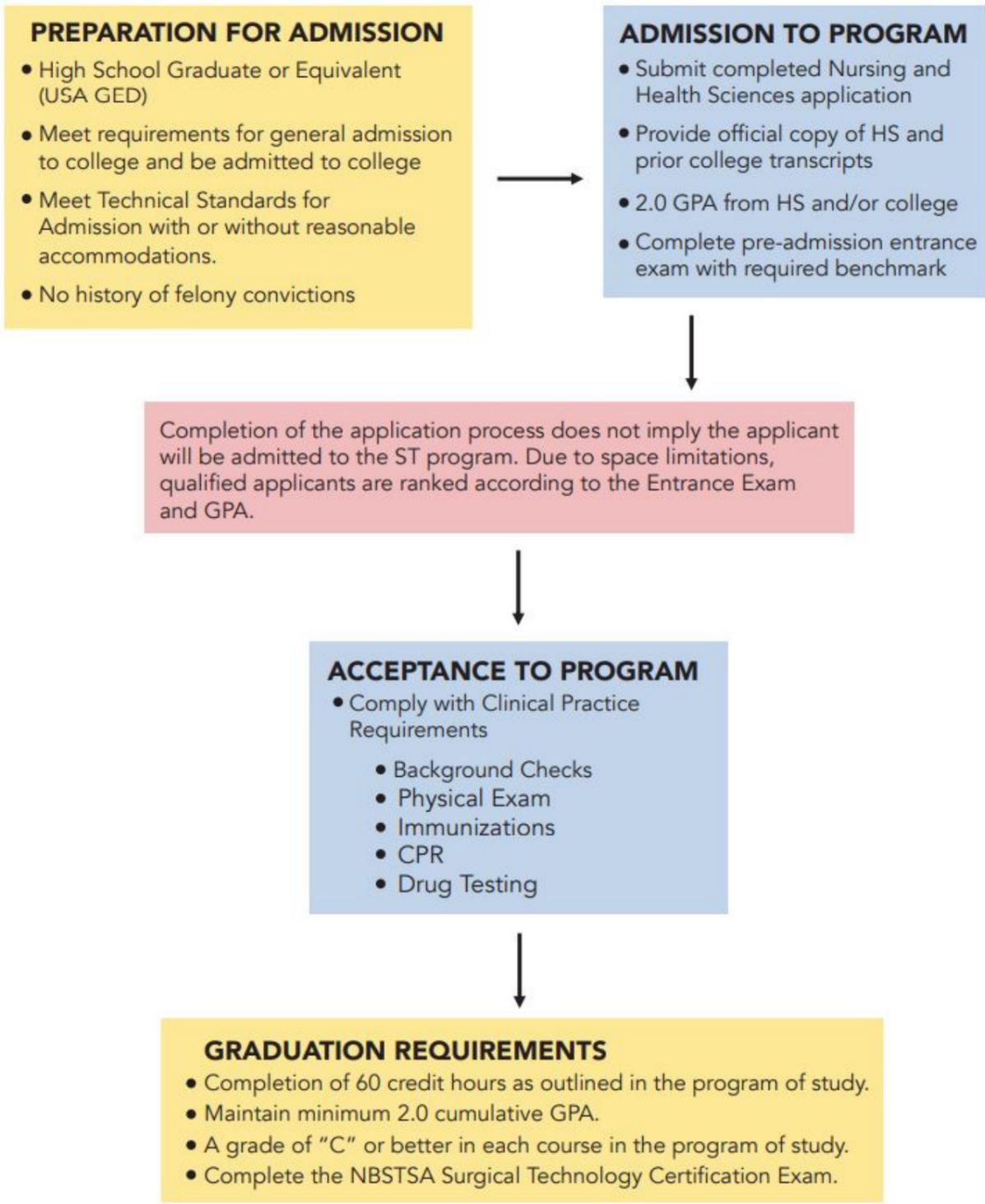
COURSE	CR	COMMENTS
ST 212 SURGICAL TECHNOLOGY CAPSTONE	10	 
SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3	
TOTAL:	13	



Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL DEGREE CREDITS:

60



Course Descriptions

ST 100 Introduction to Surgical Technology (6 hours)

This course is designed to introduce the student to the role, working environment, and required skills of the ST. Asepsis, sterile technique, and surgical case management are emphasized in structured campus laboratory and in the clinical setting. (Pre-requisites: Admission to the program; Co-requisites: ST 102; Pre/Co-requisites: BIOL 109/109L, MATH 120)

ST 102 Surgical Instrumentation, Equipment, and Supplies (3 hours)

This course is designed to introduce students to the different classifications of instrumentation, equipment, and supplies required to perform surgical procedures. Assembly of instrumentation will help refine students' manual dexterity and anticipatory skills. (Co-requisites: ST 100; Pre/Co-requisites: BIOL 109/109L)

ST 110 Patient Care Concepts I (6 hours)

Diagnostic and surgical procedures in various surgical specialties will be discussed. The clinical component will focus on developing skills in assisting team members and the organization of work by learning to use economy of time, motion, and materials. ST 110 will introduce incisions, diagnostic and surgical procedures, in various surgical specialties. (Pre-requisites: ST 100, ST 102, BIOL 109/109L. Co-requisites: ST 113. Pre/Co-requisites: MATH 120)

ST 113 Pathophysiology of the Surgical Patient (4 hours)

This course will enable students to effectively communicate as a surgical team member utilizing medical terminology. Introduction of disease and tumors will be discussed. Surgically treatable diseases and disorders are emphasized. (Pre-requisites: ST 100, ST 102, BIOL 109/109L. Co-requisites: ST 110. Pre/Co-requisites: MATH 120)

ST 114 Pharmacology for the Surgical Technologist (3 hours)

This course is designed to introduce the surgical technology student to their role in handling of medications and solutions in the surgical setting. A discussion of medication use during the peri-operative period will assist the learner in understanding patient response to various medications. (Pre-requisites: ST 110, ST 113, MATH 120, ENGL101)

ST 211 Patient Care Concepts II (8 hours)

This course is a continuation of ST 110. The ST 211 clinical component provides solo scrub experiences that promote anticipating needs and minimizing the patient's exposure to trauma. (Pre-requisites: ST 110, ST 113, MATH 120, ENGL 101. Co-requisite: ST 114)

ST 212 Surgical Technology Capstone (10 hours)

Independent first scrub roles and medication preparation in the clinical setting are emphasized. Students will display the manual dexterity and physical stamina required in the employment setting. Concentration will be directed toward anticipatory socialization and adaptation to aid role transition from student to graduate. (Pre-requisites: ST 211, ST 114, COMM 202. Certification Exam)

Progress and Performance

Students may not withdraw from BIOL 109 or ST 102 and remain in ST 100. If a student withdraws from any one of these courses, the student must withdraw from the other 2 courses. The student must earn a minimum grade of “C” in BIOL 109, ST 100 and ST 102 before progressing to ST 110 and ST 113.

Students may not withdraw from ST 113 and remain in ST 110. If a student withdraws from any one of these courses, the student must withdraw from the other course. The student must earn a minimum grade of “C” in ST 110 and ST 113 before progressing to ST 114 and ST 211.

Students may not withdraw from ST 114 and remain in ST 211. Students must earn a minimum grade of “C” in ST 114 and 211 before progressing to ST 212.

Students enrolled in WVU Parkersburg’s Associate Applied Science Degree Surgical Technology Program must earn at least 78% of the total points possible for each of the surgical technology courses in order to pass the course. Failure to achieve a 78% will result in a surgical technology course failure.

Grade	Scale
A	92-100
B	85-91.99
C	78-84.99
D	70-77.99
F	0-69.99

Dress Code

Definition: The West Virginia University at Parkersburg expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. While in uniform, the student must be clean, neat, pleasant, and reflect good health. Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical and will receive an unsatisfactory clinical day for each incident.

Procedure:

- A navy blue scrub top and navy blue scrub pants are worn while in attendance at select clinical and campus labs and scheduled activities.
- All students are required to maintain high standards of personal cleanliness. The student must report to clinical well - groomed with clean hair, clean teeth and fresh breath and absent of bodily odors. Deodorant/antiperspirant is a must. Students are not permitted to wear perfume, colognes or body sprays in the clinical area. Makeup should conform to general body tones avoiding extreme colors. Severe skin problems must receive medical treatment.
- Students are expected to come to the clinical area in full uniform. Full uniform includes:
 - A pressed and freshly - cleaned uniform
 - Hems of uniform bottoms must clear the floor
 - Neutral colored undergarments
 - White hose or socks (full length white hose will be worn with a dress or skirt uniform)
 - Student college ID name tag are to be worn at all clinical sites
 - Uniform shoes must be worn during the clinical experience. They are to be dark brown, dark blue, black or white. The shoes must be clean and free of damage. Choose shoes that are comfortable to stand in for long periods of time. The shoes must be leather; no canvas, mesh or suede-like material is permitted. The shoe must be closed toe and closed heel. "Crocs are not permitted. Shoes are to be carried into the clinical site.
- Jewelry is not permitted in the OR suite or campus lab. The student is advised to not wear any jewelry as most facilities do not provide a safe place to lock up belongings.
- Fingernails must be clean and not extend beyond the tips of the fingers. Nail polish and artificial fingernails are not permitted.
- Moustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment.
- Hair must be kept neat and clean. Hair should be tucked behind the ear to avoid contaminating the work environment. If hair is shoulder length or longer, it must be restrained off of the collar. Hair should conform to natural hair colors and avoid extreme styles. Hair restraints must be of a neutral color and plain in design. Bows, ribbons, yarn or bandanas are not permitted.
- Students should refrain from getting a new tattoo on the areas of the hands and arms that would be scrubbed. This open wound would be an infection control issue that would prevent the student from scrubbing in during the campus lab or clinical setting, resulting in an unsatisfactory for the days missed.
- Once in the OR suite, the student is to don hospital issued scrubs, jacket, shoes, and name badge. The college uniform is not to be worn in the OR suite. Hair and shoe covers are to be worn while in the OR suite.

- Hospital issued scrubs are to be worn only in the hospital and not permitted outside of the clinical facility. STS are not permitted to take home hospital issued scrubs.
- The STS is required to wear a hospital issued jacket, eye protection, and shoe and hair covers while in the OR suite.
- Any student who does not follow these guidelines will not be permitted in the clinical area and will receive an “Unsatisfactory” for that day.
- Personal Protective Equipment (PPE) must be worn and used appropriately. Any safety violation is an “Unsatisfactory” for that day, and may be grounds for immediate dismissal from the program.

Student Attendance for classroom, clinical and campus labs

Faculty must report class attendance in order for students to receive financial aid for the specific classes of enrollment for the current semester. If students do not attend per class attendance policies, they risk losing financial aid for this specific course. The Nursing & Health Sciences division subscribed to the same attendance policies, as defined in the Handbook for West Virginia University at Parkersburg. As noted in the Handbook, students are required to attend all classes.

Classroom and Clinical

Classroom attendance is expected. As stated in the West Virginia University at Parkersburg’s Student Handbook, “Students must understand that final course grades can be adversely affected by a record of excessive absences on the part of the student. Such a record of absence from class may result in a student receiving a course grade of F.” The student is responsible for all content that they missed during their absence. Classroom attendance will be taken weekly. All students will be graded on attendance (5 points per class session)

- **Students are required to fax a weekly clinical time sheet from their assigned clinical site to the Nursing and Health Sciences Division included in the Student Handbook by Friday of that week.**
- Excessive absences from clinical, defined as absences that exceed 6 hours for ST 100, 8 hours for ST 110, 15 hours for ST 211 and 24 hours for ST 212 will result in the student repeating the course.
- If clinical absences occur, the student will be administratively withdrawn.
- If a student is unable to attend a clinical experience, the Program Director/Instructor and clinical site must be notified 1 hour prior to the start of clinical. The student will get the name of the person to whom they reported their absence to at the facility. If the student does not call off to report the absence, the student will receive an “Unsatisfactory” clinical day.
- Clinical make-ups will be scheduled at the discretion of the Program Director. The type of clinical experience for the make-up will be determined by the Program Director. The student will be required to submit a form signed by the preceptor at that facility to verify that the

student attended the make-up day. If it is possible that the Program Director will visit the site to check on the students' attendance.

- Faculty may deny a student attendance for the following reasons:
 - Student is unprepared for patient care.
 - Student appears either physically and/or psychologically ill.
 - Student appears to be under the influence of drugs and/or alcohol.
 - Student is unaware of his/her own limitations or fails to seek help when he/she recognizes his/her limitations.
 - Student exhibits illegal, unethical, or unprofessional behaviors.
 - Student exhibits behaviors that jeopardizes safety towards themselves, patients or others.

In the event that the college cancels classes due to issues affecting the campus facilities/buildings, such as a bomb threat, water line break, all Nursing & Health Sciences clinical scheduled off campus will continue as scheduled. The student will be expected to attend and failure to do so will result in an absence.

In the event that the college closes the campus due to severe weather, all classes, clinical and campus labs will also be cancelled and will not count toward the student's absences and will not be required to be made up. If the instructor and students arrive to the off-campus clinical site after the college has announced that the campus is closed, the instructor will decide if the experience will continue as scheduled or if the experience will be cancelled. This decision will be made in consultation with the Program Director and the Division Chairperson.

Campus lab

- Attendance is expected at all assigned campus labs. Any missed competency check off will be rescheduled at the discretion of the instructor.
- It is the expectation that the student attends the assigned scheduled campus lab. Failure to do so will result in an absence.
- A student who is absent from a campus lab needs to notify the Program Director/Instructor prior to the start of the campus lab. The student is responsible for all information and skills when absent from the campus lab. All campus labs will be made up at the convenience of the Program Director/Instructor. Excessive absences from campus lab is 3 or more hours.
- Any test given in lab will be made up at the discretion of the instructor.
- After 3 unsatisfactory campus lab absences the student will be administratively withdrawn.

Tardiness

It is the expectation that the student will be on time for classroom, campus labs, and clinical. Any student who is not in the OR suite, dressed and ready at the start of the shift designated by the clinical facility will be considered late. This time will be counted toward the number of hours allotted to be missed as described for each course.

Testing Policy

It is the expectation that scheduled exams be taken on the scheduled day and time. Students unable to take the exam are expected to notify the Program Director/Instructor by phone or email prior to the scheduled start time of the exam. If the student fails to follow the testing procedure, the student's exam score will be reduced by 10% of the total exam points. Three or more missed exams will result in a grade of "0" for those exams. The exception to this testing policy is ST 102 – Surgical Instrumentation, Equipment, and Supplies. Any instrument test missed during ST 102 will not be available for a retake exam and will result in a "0" for that exam. Students who earn less than 78% on an exam must complete remediation which may include, but is not limited to, mandatory review of the exam immediately after submission, study guides, case studies, tutoring sessions, and/or recommendation to make an appointment with the Student Counseling Center.

If it is determined that a student has violated test security, program dismissal may be a consequence. Evaluations and assessments will be based on the required resources approved by the Nursing & Health Sciences division. If a student discovers a discrepancy between content presented in the classroom and content within the required resources, it is the expectation that the student will report the discrepancy to the Program Director/Instructor in writing for clarification. See the Testing Procedure in the appendix.

Clinical Documentation

According to the current ARC-STSA Standards Interpretive Guide (SIG) Section III: Resources; Standard III. C. Curriculum- Clinical Case Requirements, "Student clinical case logs must clearly indicate the number and type of cases completed, the role of the student in each case, as defined in the *CCST6e*, and the ability to verify each case (student, preceptor, [if applicable] and faculty signatures [or other mechanism(s)/methods to ensure validity of log documentation] and dates)."

Surgical rotation case requirements for satisfactory completion of the surgical technology program at West Virginia University at Parkersburg include:

Participation in a minimum of 120 surgical procedures

- 30 cases are required in general surgery, of which 20 cases must be in the first scrub role.
- 90 cases are required in surgical specialties, of which 60 cases must be in the first scrub role and evenly distributed between a minimum of four surgical specialties. The maximum number of cases that can be counted in any one surgical specialty is 15.
- Of the 90 cases required in the first scrub role, 60 are to be performed solo.
- The maximum number of second scrub cases that can be applied towards the 120 required cases is 10 general surgery cases and 30 surgical specialty cases.
- The maximum number of 10 diagnostic endoscopy cases and 5 vaginal delivery cases can be applied toward the second scrub role.
- Observation roles are to be documented on the Clinical Case Log but are **NOT** counted towards the 120 required cases.

It is the student's responsibility to ensure that the clinical preceptor accurately records all clinical case experiences in the Surgical Technology Clinical Case Log. **Failure to comply with the established clinical case requirements for the successful completion of this program will result in a clinical failure as the final outcome for capstone course ST 212.** The student is required to come to clinical prepared with all of the appropriate materials (ID badges, attire, evaluations, case logs, etc.) necessary for clinical assignments. Failure to come to clinical prepared can result in an 'unsatisfactory' on the Clinical Performance Evaluation. In order to complete the ST program and be eligible to sit for certification exam, the student must fulfill the prescribed number and type of cases.

Clinical evaluations

- Students will be evaluated periodically by the instructors on their performance of clinical behaviors that reflect progress toward the achievement of the program and course outcomes. Each program outcome is listed on the Clinical Performance Evaluation with expected behaviors to be practiced by students and observed by instructors. Students will receive a formal graded Clinical Performance Evaluation at mid-term and end-of-term for each semester of the program. Students will be graded with a "5" for meets objective with no assistance, "4" for meets objectives with assistance, a "3" for meets objectives with occasional assistance, or a "1" for meets clinical objectives with repeated assistance. A student may receive a "2" at midterm which indicates needed improvement for a satisfactory completion of the clinical components. A "0" on the end-of-term evaluation indicates a clinical failure.
- A Daily Preceptor Evaluation on attainment of behavioral objectives will be initiated by the student and completed by the clinical preceptor daily. These will be for a completion grade.
 - All preceptor evaluations need to be returned to the ballot boxes provided to each clinical facility by the college.
 - The student will receive an average of the preceptor evaluations periodically throughout each semester.
 - An unsatisfactory clinical day indicated by the preceptor may result in an unsatisfactory progression of clinical objectives on the Clinical Performance Evaluation.
 - Any student who receives three (3) unsatisfactory clinical days on preceptor evaluations within a course will receive a clinical failure for that course and will be required to repeat the course the following academic year.

Accident/injury during clinical/campus lab

The student must follow this policy and procedure if they acquire a sharps injury, such as a needle stick or cut by the surgical knife blade, during the surgical rotation. This does not pertain to an injury acquired in the campus laboratory.

- Student is to immediately notify the preceptor and circulating nurse, wash the area of the injury, and then report to the charge nurse.
- The student may be required to fill out the clinical facility's incident report and go to the ER for blood testing. It is the student's responsibility to follow the facility's policy on this matter.

- The student must report to the WVUP Surgical Technology Program Director and complete an Accident/ Injured Person Report on the day of the injury.
- The student is to give the program director a typed description of the occurrence which needs to include the date and approximate time of the incident, clinical facility name, witnesses (if any), brief description of the incident. A copy of the report will be kept in the student's file with the surgical technology program and in the Health Sciences Division Office.
- Any medical fees accrued from health care treatment provided to the student in response to the incident are the student's responsibility.
- Test will be graded with an 10% grade reduction from the earned score and the student has 3 class days to make up the exam. No student will be able to make up a third or fourth missed test and will receive a score of zero for the missed test score.
- Students will be assigned seating for examinations.

Electronics

Cellphones

- Cell phones are not permitted in an OR setting. Cell phones should be left in a secured locker or in the student's vehicle. The University and/or clinical facilities will not be held responsible for any lost, stolen, or damaged cell phones and/or other personal items.
- Cell phones, PDAs, or any other smart phone device are not permissible during tests and quizzes. Any student caught using one of the previously mentioned devices during a test or quiz will be subjected to the disciplinary actions mentioned for cheating in the Academic Integrity policy of the Surgical Technology Student Handbook.
- Cell phones are not permitted to be out and used during class. Failure to do so will result in the reduction of class attendance points for that day.

Withdrawal

Once a student is admitted to the Surgical Technology Program at West Virginia University at Parkersburg, it is expected that the program be completed in the prescribed 16 months. The maximum length of time to complete the program can be no longer than two calendar years from the date of initial admission to the program.

Any student who wishes to withdraw from the Surgical Technology Program must meet with the Program Director/Instructor for guidance. Student's failure to comply may result in the denial of future re-admission requests to the program. If a student withdraws from the Surgical Technology Program, they may apply for re-admission.



West Virginia University at Parkersburg
Nursing and Health Sciences Division
Surgical Technology Program

Withdrawal Form

Student Name _____ Student ID Number _____

Address _____

Phone Number _____

Reason for Failure to Progress:

Personal Reasons:

- Career Change
Health
Family
Stress
Financial
Job

Academic Reasons:

- Theory Failure
Class Absence
Clinical Failure
Clinical Absence
Transfer
Other

Failure to progress from Course (s): (Circle) ST 100, ST 102, ST 110, ST 113, ST 114, ST 211, ST 212

Date _____

Eligible to Return? _____YES _____NO

Do you plan on returning to the program? _____YES _____NO

Action plan for return to program:

Please note you must notify the program in writing prior to intended date of return.

Date of notification of intent to re-enter program _____

I understand that I must apply for readmission to the program by the required date and that readmission to the surgical technology program is based on availability of space and a review of my records.

Signatures:

Student _____

Director _____

Date _____

Re-admission to the Surgical Technology Program

Readmission to the ST program is based on availability of space, a review of past records, and evidence that the student difficulty has been resolved. The student must submit a written request with an action plan stating how they will be successful via an email to the chairperson of the Admission, Progression and Graduation (APG) committee with 5 days of release of final grades in OLSIS.

A student who is readmitted to the ST program will be held to the current college catalog and the ST Handbook in effect at the time of readmission.

A student may be granted readmission once as long as the program can be completed in the required two (2) calendar years. A student unable to progress to the next semester, regardless of the reason (withdrawal or course failure), for a second time, or exceeds the two calendar year limit for completion, will be dismissed from the ST program. A ST course may only be repeated once. A student who withdraws or earns less than the passing grade of "C" or 78% in the same ST course twice will be dismissed from the ST program. Dismissal from the ST program renders the student ineligible for readmission or return to the program. A student who is dismissed has the right to appeal. A grade of "C" or better in all ST and required general education courses is required to qualify for graduation.

Students who have withdrawn from the ST program for more than once year must demonstrate proficiency in order to return. The student is required to schedule time with the Program Director/Instructor in order to determine the level of retention of information from the most recent program course successfully completed by the student. The student is required to:

1. Take the final exam of the last semester the student successfully completed
 - a) The student will have two hours to complete the proctored, computerized exam
 - b) The student must pass the exam with a minimum score of 78%
2. Take a 100 point instrumentation exam in which the student will have to identify the instruments, indicate the functions and specify the surgical specialties in which they are used.
 - a) The student will have two hours to complete the exam
 - b) The student must pass the exam with a minimum score of 78%
3. The student will have to demonstrate competencies in lab skills required for the last course they successfully completed or as directed by the Program Director.
 - a) The student will have the opportunity to repeat each skill once if they did not successfully demonstrate proficiency on the first attempt
 - b) The student must perform each skill with a 95% accuracy by the second attempt
 - c) The student will have two hours to complete the assigned proficiency testing
4. Upon completion of all of the aforementioned requirements, the student's retention Scores and files from previous program enrollment will be submitted to the APG committee for recommendation of readmission to the ST program.

Social Justice Policy

West Virginia University at Parkersburg is committed to social justice as an Equal Opportunity/Affirmative Action Institution. The Surgical Technology program concurs with that commitment and expects to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints assisting in an investigation under the WVU at Parkersburg Equal Opportunity Policy/Affirmative Action Plan.

Graduation Checklist

When you reach your final semester of coursework, there are a number of important tasks you will need to be responsible to complete. For your convenience the following checklist was created. ***It is your responsibility to insure you complete each step.***

1. **APPLY FOR GRADUATION**

\$25.00 Graduation Fee (non-refundable)

Complete an online graduation application by logging into your OLSIS account.

Deadline for December graduation: (See Center for Student Services).

Deadline for May graduation: (See Center for Student Services).

Failure to apply for graduation by the deadline date will result in a delay of graduation by one semester or more.

Don't forget to order your graduation regalia through the bookstore. Deadlines will be posted throughout the college.

2. **GRADUATION PICTURES**

Price to be determined. At least \$40.00

Class pictures are taken early in the last semester of the program - arrangements will be made by the Nursing and Health Sciences Division Office. You will receive an 8 X 10 copy of the composite and your three wallet size proof photos. Other packages will be available for you to order. Your picture will become a part of the composite **AFTER** you graduate.

3. **COMMENCEMENT**

Commencement ceremony is held at the completion of finals week in December and May. You may participate in commencement after completion of the course of study. The total college family participates, so seating is typically limited to a small number of guests for each graduate.

Graduation regalia is available through the bookstore. You must place your order by the posted deadline prior to graduation.

9. **CELEBRATE!!**

****All prices are subject to change.**

Graduation Requirements

1. Complete 60 credit hours as outlined in the Course of Study.
2. Maintain an overall grade-point of C (2.0) or higher in all courses required for the associate applied science degree in surgical technology.
3. Complete the following courses in the curriculum with a grade of “C” or better. (ST 100, 102, 110, 113, 114, 211, 212; BIOL 109, ENGL 101; COLL 101, COMM 112, MATH 120, Society, Diversity, and Connections Gen Ed Elective).
4. Complete a minimum of 15 credit hours with a minimum 2.00 grade point average at WVU Parkersburg.
5. Complete an online graduation application by logging into your OLSIS account.

Student Procedures

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Academic Honesty	
Department: Surgical Technology	Section: Student Procedures

Definition: Health Care professionals are to be open and honest, act with integrity and uphold the reputation of the profession. The people receiving health care must be able to trust the Health Care Provider with their health and wellbeing. Dishonesty is never justified.

Procedure:

1. The student will maintain academic honesty when completing all learning activities.
2. The student is expected to demonstrate honesty and integrity in all aspects of interaction with patients and their families; nurses, physicians, and other members of the health care team; instructors and college personnel; and colleagues.
3. The student will admit to all errors involving patient care immediately to the clinical instructor.
4. Violations of academic honesty include:

Plagiarism:

- a. Representing the work of others as their personal work,
- b. Failure to use quotation marks when directly quoting from the work of others,
- c. Failure to document the ideas of others if paraphrasing a citation,
- d. Inventing or providing false documentation of sources,
- e. Use of a paper/assignment completed in one course as a paper/assignment in another course without disclosing to the faculty,
- f. Purchasing a paper online or from another student and submitting as your own.

Cheating:

- g. Use of any unauthorized assistance in taking quizzes or examinations,
- h. Use of any unauthorized sources in written assignments or carrying out assignments
- i. Sharing test content with other students who are to take the test,
- j. Unauthorized possession of a test or portion of a test prior to, during, or after completion of an examination or quiz,
- k. Falsifying or altering attendance records, grades, and/or other official documents,
- l. Falsifying all or part of any clinical record,

- m. Giving assistance to others who are participating in dishonest behaviors,
- n. Failure to report known or suspected academic dishonesty.

Other:

- o. Stealing, modifying or destroying materials which other students may need access to such as computer discs or library material,
- p. Failure to report patient-care errors to the instructor in the clinical setting,
- q. Copying and removing client records from the clinical setting,
- r. Failure to maintain client confidentiality, and
- s. Stealing drugs or clinical agency supplies.

This list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.

- 5. **A violation of this policy will result in the initiation of the Academic Dishonesty Policy found in the WVU Parkersburg College Catalog.**
- 6. WVU Parkersburg has zero tolerance regarding academic dishonesty. Students in violation of this policy will be dismissed from the WVU Parkersburg's Nursing Program and receive the grade of an "F" for the course.
- 7. Students dismissed from the surgical technology program are not eligible to reapply for readmission.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Chain of Command	
Department: Surgical Technology	Section: Student Procedures

Definition: Students may have concerns during their educational experiences within the surgical technology experience. Any student enrolled in the surgical technology program who believes he/she has been treated unfairly or has encountered an injustice has the right to address the situation. Dealing with issues and concerns is a vital component of the surgical technology profession and is an important part of a student's professional development. Any surgical technology student enrolled in a course that develops any issues or concern is encouraged to resolve their issue/concerns in a timely manner following their chain of command.

Procedure: Steps to follow within the Chain of Command for unresolved issues:

Step 1: Unresolved issues should first be discussed with the person or instructor with whom you have the issue. Concerns and issues need to be presented with objective data in a constructive manner.

Step 2: If the issue remains unresolved, the student will request a meeting with the Surgical Technology Program Director.

Step 3: If the issue remains unresolved, the teaching team will facilitate a meeting between the Nursing and Health Science Division Chair, teaching team and student.

Step 4: If the issue remains unresolved, the student will consult the West Virginia University at Parkersburg's Student Handbook for Answer Book Policy #VI-3 Student Concerns and Answer Book Policy #V-13 Student Academic Rights and Responsibilities.

Only the student involved in the unresolved issue will be permitted to be present during Steps 1-3 above

When students seek assistance from someone outside the procedure as outlined, the individual contacted should listen to the student(s) concerns, inform them of the appropriate mechanism for dealing with the concern, and identify with the student the appropriate person(s) to contact and process to follow.

Under no circumstance should an issue be shared with students or faculty not involved in the situation.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Clinical Readiness	
Department: Surgical Technology	Section: Student Procedures

Definition: Each student admitted and/or progressing in the surgical technology program must meet the requirements for participation in clinical experiences. The requirements for participation in clinical experiences can be found online at <http://www.wvup.edu/wp-content/uploads/downloads/2013/12/CLINICAL-PRACTICE-REQUIREMENTS.pdf>. It is the responsibility of the student to ensure that all established clinical practice requirements are met to ensure the health and safety of both the student and public. All requirements must be completed and remain current by the published due dates and prior to attendance in clinical experiences.

Procedure: The Program Assistant III is responsible for collecting the required documentation, entering the data into the Nursing and Health Sciences Database, checking the data base monthly for expired requirements, and communicating to the student and course coordinator requirements that need renewed and/or are not met.

1. After formal acceptance into the surgical technology program, the student must have a physical examination (using the approved Nursing and Health Science form) complete with immunizations and/or titers. Hard copies of the results must be submitted to and on file in the Nursing and Health Sciences Division by the published date in the acceptance letter. **NO EXCEPTIONS.** If a student fails to submit these documents by the published dates, the student's admission will be rescinded and the student will not be permitted to start the program. To be granted admission, the student must reapply in the next cycle. Required immunizations and/or titers include:
 - Initiation of the Hepatitis B vaccination series to have at least two doses completed by the start of the first semester, Hepatitis titer verifying immunity, or a signed waiver declining the vaccination. The series with titer must be completed prior to the start of the second semester. Documentation verifying completion of the series must be on file in the Nursing and Health Sciences Division by 4:00 p.m. prior to the first day of clinical. Failure to do so will prevent the student from attending the clinical experiences until the documentation is on file. The student will earn a clinical unsatisfactory for all missed clinical days due to noncompliance.
 - Two step Mantoux tuberculosis upon admission and annual TB testing.
 - Tdap vaccination within the last ten years.
 - Varicella vaccination, titer, or documentation by a health care provider indicating he/she has had the chicken pox.

- MMR vaccinations (2), titer, or documentation by a health care provider indicating he/she has had the measles and mumps.
 - A seasonal flu vaccination is required prior to the published date of all students attending clinical experiences at any facility that requires the seasonal flu vaccination.
2. Criminal background check is required for all students entering surgical technology. Directions for completing the process are included in the admission letter. Fingerprint card, Applicant Information Form, and Payment must be submitted to the Nursing and Health Sciences office by the published date. **NO EXCEPTIONS.** If a student fails to submit these documents by the published dates, the student's admission will be rescinded and the student will not be permitted to start the program.
 3. Each student admitted to the surgical technology program is required to complete CPR Certification, **BLS – Basic Life Support from American Heart Association**, with the required documentation submitted to the Nursing and Health Sciences Division by the published date. Directions for completing the CPR requirement are included in the admission letter.
 - It is the student's responsibility to ensure that CPR certification remains current and valid while enrolled as a student in the nursing program. Documentation to verify current status must be maintained in the Nursing and Health Sciences Division. Documentation verifying current and valid CPR certification for expired cards must be submitted and on file in the Nursing and Health Sciences Division by 4:00 p.m. the day prior to clinical experiences. Failure to submit the required documentation by 4:00 p.m. will render the student ineligible to attend clinical laboratories. The student will earn a clinical unsatisfactory for each clinical day missed. Clinical absence prevents the completion of clinical objectives and can result in a clinical failure. The student is encouraged to review the Clinical Absence Procedure outlined in West Virginia University at Parkersburg's Surgical Technology Student Handbook.
 4. Completion of all clinical agency training requirements by the published dates.
 - Student will sign a HIPAA confidentiality statement at the start of each semester.
 - Student will complete required annual Carelearning modules prior to the published date. Failure to comply with completion of all modules will prevent the student from attending clinical experiences and result in a clinical unsatisfactory for each clinical day missed.
 - Student will complete all required training required by the clinical agency, including but not limited to computer access.
 5. All students admitted to and enrolled in surgical technology are required to submit to randomized, annual drug testing. Failure to cooperate will result in administrative dismissal from the program. Positive results will result in immediate dismissal from the program and the student will not be eligible for readmission to any health science program. The Drug and

Alcohol Procedure can be found in the WVU Parkersburg's Surgical Technology Student Handbook.

6. If at any time there is a change in the student's health status (injury, surgery, pregnancy, etc.) a written release from the student's health care provider, stating the student is able to participate completely in clinical experiences, must be submitted to the Nursing and Health Sciences Division by 4:00 p.m. prior to the next clinical experience. The Change in Health Status with the approved release form is found in the WVU Parkersburg's Student Nurse Handbook. Failure to submit the release on the approved form prior to 4:00 p.m. will prevent the student from attending clinical experiences and result in a clinical unsatisfactory for each clinical day missed.
7. The student must adhere to the Professional Standards/Safe Clinical Practice Standards of the surgical technology program at all times. Failure to adhere to the Standards may result in dismissal from the program.
8. The Admission, Progression, and Graduation committee is responsible for reviewing and verifying immunizations and titers and communicating their findings to the Program Assistant III.
9. The Division Chair is responsible for reviewing physicals, background checks, and drug screen results and taking appropriate action for positive findings.
10. The Program Assistant III is responsible for maintaining the Nursing and Health Sciences database and storing the Health Records with the written documentation verifying compliance with the clinical practice requirements in a secure file in the Nursing and Health Sciences Division.
11. Monthly reviews of the database will be completed by the Program Assistant III. Requirements due to expire or incomplete requirements will be communicated to the student and course coordinator via emails with a deadline date for submission.
12. It is the student's responsibility to submit a hard copy of the clinical practice requirement(s) to the Nursing and Health Sciences Division by the published deadline. Failure to submit the documentation will prevent the student from attending clinical experiences and result in a clinical unsatisfactory for each clinical day missed.
- 13.** The program director is responsible for communication with the Program Assistant III to ensure all students are in compliance with the Clinical Practice Requirements prior to the start of the semester and as notified of expired requirements. The program director is responsible to ensure that students, who are not current with the required requirements, do not attend clinical experiences and are given an "unsatisfactory clinical day."
- 14.** Students are provided liability insurance coverage under the State of West Virginia's professional liability insurance program while actively enrolled in surgical technology courses within the program. This policy covers students regardless of setting, so long as the student is functioning within the student's role.

- 15.** If a student is employed outside the college setting, the student is not covered by the State of WV liability insurance while performing the duties of employment and is encouraged to purchase their own liability insurance.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Clinical Unsatisfactory Performance	
Department: Surgical Technology	Section: Student Procedures

Definition: Faculty is responsible for ensuring students practice safely within the ethical, professional and legal boundaries of a surgical technology student.

Procedure:

1. The Program Director/Instructor will determine if a student's action or behavior constitutes an unsatisfactory clinical performance. Examples of such actions/behaviors include, but are not limited to, violations of Professional Standards and Safe Clinical Practice Standards. If the action/behavior is questionable the faculty may consult with the teaching team.
2. A Special Progress Report may be given as a warning at the discretion of the faculty for violations of Professional Standards and Safe Clinical Practice Standards. The program director will be notified of the warning with a copy placed in the student's file.
3. Each unsatisfactory clinical performance requires the completion of a SPR. A Special Progress Report (SPR) will be completed by the faculty member within two business days of becoming aware of the violation and schedule a time to meet with the student. The program director will be notified of the satisfactory clinical day with a copy in the student's file.
4. A meeting with the student and the Program Director/Instructor to discuss the unsatisfactory clinical performance will be conducted prior to the next scheduled clinical day when possible.
5. The Program Director/Instructor will provide the Admission, Progression, and Graduation (APG) Committee, and the student with a copy of the SPR. An additional copy of the SPR will be placed in the student's file in the Nursing and Health Sciences Division.
6. The Program Director/Instructor will document the meeting with the student regarding the unsatisfactory clinical performance on the advising form in the student's record kept on file in the Nursing department.
7. The student will be referred to the APG committee for an additional meeting to discuss clinical performance if:
 - a. the student has received 2 clinical unsatisfactory performances for the same or similar actions/behaviors
 - b. the action/behavior was egregious
 - c. the student's unsatisfactory actions/behaviors have continued from a previous semester
 - d. The program director/instructor deems referral appropriate.
8. A student who receives a third unsatisfactory clinical day in the course will receive a course failure and will not be permitted to return to the clinical area. The student will

need to repeat the entire course and earn a grade of “C” or better in order to successfully progress in the surgical technology program.

9. Students in the surgical technology program at WVU Parkersburg are held accountable to uphold the Professional Standards and Safe Clinical Practice Standards. The student has the right to appeal an unsatisfactory clinical day. The student will first appeal to their instructor. If the student is not satisfied, the second step is to appeal the grievance to the Program Director or the Chairperson of the Nursing and Health Sciences Division. It is recommended that the student continue to attend classroom, campus laboratories and simulation during the appeal process. Referral to the Admission, Progression, and Graduation Committee may occur at any time, at the discretion of the faculty, for any action on the part of the student that is unethical, illegal, dishonest, or poses imminent danger to the safety of a patient, health care member or a visitor. The APG Committee may recommend to the Division Chair disciplinary action, including but not limited to, course failure, and/or dismissal from the surgical technology program.
10. The APG Committee reserves the right to recommend dismissal of a student from the surgical technology program if individual or aggregate actions/behaviors violate(s) Professional Standards or Safe Clinical Practice Standards.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Communicable Disease Prevention	
Department: Surgical Technology	Section: Student Procedures

Definition: Communicable Diseases are spread through a variety of modalities from one person to another. If exposure to communicable disease occurs, it is important for the students to be tested to determine if infection has occurred.

Procedure:

1. It is the student's responsibility to remain up to date with required immunizations and physicals.
2. It is also the student's responsibility to maintain their well-being by, but not limited to, getting adequate hours of sleep, eating healthy foods, exercise, and managing stress.
3. Any student who comes into contact with a known communicable disease will alert the program director. The program director will alert the chairperson of the Nursing and Health Sciences Division.
4. The instructor will:
 - a. Notify the Chairperson of the Nursing and Health Sciences Division.
 - b. Complete a West Virginia University Parkersburg Accident/Injury Report found at <http://www.wvup.edu/about/safety-security/forms-and-documents/>.
 - c. Notify Employee Health to initiate any screening/follow up treatment.
5. If the Exposure occurs in the Clinical Institution, the institutions policy/procedures in which the exposure occurred shall be followed.
6. Upon exposure, a WVU-Parkersburg incident report will be filled out.
7. It is the student's responsibility to pay for recommended follow-up testing.

Dismissal from Surgical Technology Program

Reasons for dismissal from the Surgical Technology Program include but are not limited to the following:

1. Academic or clinical dishonesty (e.g. plagiarism, cheating, falsifying records, etc.)
2. Infractions of academic standards, rules, and regulations (e.g. behavioral expectations, required grade point average, etc., as stated in Student Handbook and school catalog.)
3. Failure to meet clinical objectives by conducting oneself in a manner considered harmful and/or unsafe in regard to patient safety.
4. Violation of the **Professional Standards** and **Safe Clinical Practice Standards**.

Procedures

Recommendation to dismiss a student from the Surgical Technology Program may be made by a faculty member or members. This recommendation should be forwarded to the Admission, Progression, and Graduation Committee for review. The Admission, Progression, and Graduation Committee shall then forward a recommendation in writing to the Chairperson of the Nursing and Health Sciences Division, with a copy to the student. Final decision for program dismissal shall be made by the Chairperson. Written notice shall be sent to the student, to the faculty making the initial recommendation, and to the Vice President, Academic Affairs. Dismissal from the surgical technology program renders the student ineligible for readmission to the program.

When the decision to dismiss a student from the Surgical Technology Program has been made, the student may choose to institute an academic appeal. The appeal is begun in the office of Academic Affairs. The procedure for an academic appeal is outlined in the West Virginia University at Parkersburg Board of Governors Policy D-47, "Student Academic Rights and Responsibilities," which may be found on the Board of Governors web page at www.wvup.edu/Board_of_Governors/policies.htm.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Drug and Alcohol Testing	
Department: Surgical Technology	Section: Student Procedures

Definition: “WVU Parkersburg is a drug free community.” Therefore, all students admitted to and enrolled in any program within the Nursing and Health Science Division is subject to the Nursing and Health Science Division’s Drug and Alcohol Testing Policy which is found on the Nursing and Health Sciences Division’s website.

Procedure:

1. The West Virginia University at Parkersburg Nursing and Health Sciences Division has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any Student under the influence of drugs or alcohol may pose serious safety and health risks, not only to themselves, but to all who work with them and to patients for whom they provide care. Students are strictly prohibited from the use, abuse, presence in the body or reporting to school or clinical experience under the influence of illegal drugs and/or reporting to the same under the influence of alcohol. Also prohibited is the manufacture, distribution, possession, transfer, storage, concealment, transportation, promotion or sale of controlled substances, or drug related paraphernalia and/or consumption or use of alcoholic beverages, and/or the use of prescription or over the counter medications in manner inconsistent with the recognized medical procedure at any time while performing work related duties on or off school’s premises and/or traveling to and from school or clinical setting. Students who engage in criminal conduct by using, distributing selling, or possessing controlled substances on their own time away from school will be subject to disciplinary action, including but not limited to dismissal from the program.
2. To that end, students in all health science programs will be required to submit to randomized, mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the program. Students who test positive for alcohol equal to or greater than 0.02 blood alcohol content, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to any health science program.
3. Noncompliance with requests for drug and alcohol testing will be viewed as a violation of the Nursing and Health Sciences Drug and Alcohol Testing Policy. The student will be subject to immediate dismissal from the Nursing and Health Sciences Program.
4. If it has been determined that a student has adulterated or substituted, or attempted to adulterate or substitute their sample in an effort to “beat” the test the student shall be determined to have a positive result for the purpose of this policy.
5. Drug Testing may be required for any student who demonstrates behaviors of reasonable suspicion (6a 1-17) in the scheduled course experience.
 - a. Reasonable suspicion is considered when any student demonstrates unusual, unexplained behavior during scheduled course experiences. Observable signs might include, but are not limited to:
 1. Slurred speech
 2. Odor of alcohol on breath of person
 3. Unsteady gait
 4. Disoriented or confused behavior
 5. Significant changes in work habits
 6. Observed behaviors indicative of hallucinations

7. Unexplained accident or injury
8. Sloppy, inappropriate clothing and/or appearance
9. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
10. Excessive sick days, excessive tardiness when reporting for clinical or class
11. Missed deadlines, careless mistakes, taking longer than customary to complete work
12. Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
13. Performance (unsafe practices, unsatisfactory work)
14. Alertness (change in alertness, sleepy, confused)
15. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
16. Eyes (bloodshot, dilated)
17. Other clinical observations consistent with impairment

- b. In addition, drug testing may be required for any student who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. The agency manager or administrator and the Chairperson of the Nursing and Health Sciences Division will make the determination on a case-by-case basis, or the Chairperson's representative.
 1. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.
 2. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.
 3. The student will be escorted to the collection site with the appropriate faculty member or designated individual. All will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.
 4. Following a positive drug or alcohol testing, the student will be sent home by cab or responsible individual. **Under no circumstance will the student be allowed to drive home.**
6. The student's confidentiality will be strictly maintained with all drug testing. The test results will be communicated only to the student, Nursing and Health Sciences Division Chairperson, Administrative Assistant, WVUP Vice President of Student Affairs, Senior Vice President of Academic Affairs, the physician viewing the result with the student, and the West Virginia Board of Examiners for Registered Professional Nurses.
7. All students who have tested positive may have the option to challenge the test results within 24 hours of notification of the initial test results. All challenges shall be at the expense of the student. If challenged, the original sample will be sent to a difference lab and reanalyzed. In the event an initial positive result is overturned, the school will reinstate the student into the program. At no time will an additional or "fresh" sample be collected in an effort to challenge the original findings.
8. For situations in which a student does not provide a sufficient amount of urine to permit a drug test (i.e. 45 mL of urine), the insufficient specimen will be discarded. The student will be permitted to drink up to 40 ounces of fluid, distributed reasonable through a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. If the student refuses to make the attempt to provide a new urine specimen or leaves the collection site before the collection process is complete, it will be considered a refusal to test and will be viewed as a violation of the Nursing and Health Sciences Drug and Alcohol Testing Policy. The student will be subject to immediate dismissal from the Nursing and Health Sciences Program.
9. If the student has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection process will be discontinued. The student will be required to obtain, within five days, an evaluation from a licensed physician, acceptable to the Medical Review Officer (MRO), who has expertise in the medical issues raised by the student's failure to provide a sufficient specimen. If it has been determined that the student has a medical condition, or with a high degree of probability could have, that

precluded the student from providing a sufficient amount of urine; the test will be recorded as cancelled. If there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the student from providing a sufficient amount of urine, a refusal to test will be recorded. For the purpose of this paragraph, a medical condition includes an ascertainable physiological condition (e.g., a urinary system dysfunction) or a medically documented pre-existing psychological disorder, but does not include unsupported assertions of “situational anxiety” or dehydration.

10. Records will be maintained in a secure file in the Nursing and Health Sciences Division Office. Requests for information will require a court order or may be released by the student’s signed written consent and liability waiver.

Infection Control Measures in Campus Laboratory

Procedure: Infection Control Measures in the Campus Laboratory	
Department: Surgical Technology	Section: Student Procedures

Definition: The Surgical Technology Skills Lab provide an environment for the students to learn, practice and demonstrate skills and procedures utilized in surgical technology practice. Infection control in the nursing campus laboratory aims to prevent pathogens being passed from one person to another.

Procedure:

1. Students will wash or sanitize hands upon entering and exiting the surgical technology laboratory.
2. No food or drink is permitted in the campus laboratory.
3. Students will store all personal belongings: purses, backpacks, coats, etc. in the surgical technology classroom.
4. Students are expected to act in a professional manner during all on-campus laboratory experiences.
5. All equipment should be handled safely and respectfully. Equipment should not be removed from the premises of the surgical technology lab.
6. After the on-campus laboratory experience, the student will leave the clinical work site neat, clean, and restored to previous condition unless otherwise instructed.
7. Soiled laundry will be placed into designated bins. Soiled laundry will be washed routinely as needed.
8. IV pumps, medication carts, keyboard surfaces, and any clinical equipment used will be cleaned with disinfectant wipes every semester and as needed.
9. It is the student's responsibility to activate safety mechanisms on all sharps used during simulation to prevent injury. All sharps will be placed into the designated biohazard sharps bins. Sharps bins will be emptied by the program director, as needed, into buckets for disposal by maintenance.

10. Regular trash will be removed daily by maintenance.
11. All open needles will be discarded appropriately at the end of each semester.
12. MSDS sheets will be kept in the lab for hazardous materials used.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Latex Allergy	
Department: Surgical Technology	Section: Student Procedures

Definition: When working in the clinical setting or skills lab, students may be exposed to latex. Because WVU at Parkersburg labs are not latex free, students will be oriented to the risk factors for latex allergy and signs and symptoms of latex sensitivity during new student orientation.

Procedure:

1. The student will identify any allergies on their medical history form.
2. All students will be provided information regarding the health risk associated with latex including the prevalence of latex sensitization, risk factors for sensitization, mechanism to report potential problems with latex and basic management for latex sensitive students. This education will be provided to all students at orientation.
3. A Latex Allergy Self-Assessment will be completed by all incoming students during orientation to determine the risk or presence of latex-related allergies. This self-assessment will be maintained with the student health records in the Nursing and Health Sciences Division.
4. All students with evidence of latex sensitivity by questionnaire, medical history, or physical examination will be directed to seek out their health care provider for care and instructions.
5. Latex- sensitive students will use only non-latex gloves. Latex-free gloves will be available to latex-sensitive students. Students will be cautioned to wear latex-free gloves when handling latex supplies, equipment and manikins.
6. In case of a life-threatening reaction, (anaphylaxis) in a lab, first aid should be provided within the scope of knowledge and skills by anyone who is readily accessible. The initial respondent should administer first aid, **ONLY IF TRAINED TO DO SO**, and contact the switchboard or activate the paging system for assistance. An accident report will be completed by the college administrator or supervisor and submitted to the Campus Safety Officer. If treatment or transport is refused by the injured person, a Refusal to Treat or Transport will be filed with the accident report. The signature of the injured party is required on the completed accident/injured person report. Campus Police and security will complete an Incident Report filing a copy with the Safety Director.

LATEX ALLERGY SELF-ASSESSMENT

Student Name: _____ Date _____

This screening tool is intended to assist the student in identifying potential problems with latex sensitivity. It is not intended to be all-inclusive. If you have concerns are uncertain should consult their physician.

Directions: Please answer yes or no to the question below.

1. Do you know or have you ever been told by your doctor or dentist that you have an allergy to any latex or natural rubber product? Yes No
2. Have you had itching, swelling, hives, or trouble breathing when you used any of the following personal sources of latex?

- | | | |
|---------------------------------|------------------------------|-----------------------------|
| Balloons | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rubber Gloves | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hot water bottles | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rubber bands, balls | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adhesive Tape | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ace Bandages | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Belts, bras, suspenders | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dental Bite Block, dams | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Carpet backing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Teething Rings, pacifiers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Baby bottle nipples | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Condoms & birth control devices | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Erasers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Foam Pillows | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garden Hose | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Face Masks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ostomy Bags Grip | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| IV Tubing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Elastic Undergarments | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Urinary catheters | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rubber Cement | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Do you have any food allergies to the following food?

- Bananas Yes No
- Avocado Yes No
- Chestnuts Yes No
- Papaya Yes No
- Kiwi Yes No

4. Do you have a health history of the following (Circle if yes)?

- | | | | |
|--------------------|--|-----------------------|--|
| Eczema | <input type="checkbox"/> Yes <input type="checkbox"/> No | Autoimmune Disorder | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Asthma | <input type="checkbox"/> Yes <input type="checkbox"/> No | Childhood Surgeries | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Seasonal allergies | <input type="checkbox"/> Yes <input type="checkbox"/> No | Allergic Reactions | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Poinsettia Allergy | <input type="checkbox"/> Yes <input type="checkbox"/> No | Extensive Dental Work | <input type="checkbox"/> Yes <input type="checkbox"/> No |

LATEX ALLERGY SELF-ASSESSMENT

5. When you are wearing or around others wearing latex products, have you noticed presence of:

- | | | |
|--|-----|----|
| A rash of itching/cracking of your hands | YES | NO |
| Hives or redness | YES | NO |
| Itchy, watery, or red eyes | YES | NO |
| Runny nose or nasal congestion | YES | NO |
| Fits of sneezing | YES | NO |
| Difficulty breathing or wheezing | YES | NO |
| Chest tightness | YES | NO |
| Low blood pressure or fainting | YES | NO |
| An allergic reaction that required treatment | YES | NO |
| Shock or anaphylaxis | YES | NO |

If yes to any answer, please explain:

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Needlesticks

Procedure: Needlesticks	
Department: Surgical Technology	Section: Student Procedures

Definition: Safety in using sharps is a responsibility of both the student and faculty. Proper disposal of all sharps is required to ensure the safety of students, faculty, and community from transmission of blood-borne pathogens.

Procedure: In the event a student incurs a needle stick, break in the skin integrity, or body fluid exposure during Clinical or Campus experience, the following procedure will be followed:

1. The Exposed student will initiate treatment by:
 - A. Notifying the Instructor of the Exposure.
 - B. Completing an Incident Report at the clinical facility.
 - C. Following the clinical agency policy of where the needle stick occurred.

2. The instructor will:
 - A. Notify the Chairperson of the Nursing and Health Science Division.
 - B. Complete a West Virginia University Parkersburg Accident/Injured Person Report found <http://www.wvup.edu/about/safety-security/forms-and-documents/>.
 - C. Provide student with resources for serological testing.
 - D. Place a copy of the report with the student file in the Nursing and Health Sciences Division.

3. If the Exposure occurs in the Clinical Institution:

CCMC Submit an Incident report and student to go to the Employee Health Nurses ASAP. Check immunization status of the student, including Tetanus. Blood will be drawn and HIV/HBV/HCV testing will be done. Patient's blood will be tested. The student will be responsible to pay for own blood testing. Student will be notified for retest in 6 months by the Employee Health Nurse.

MMH Give incident report to Employee Health Nurse. Check immunization status of the student, including Tetanus. Student will go the Emergency Room to have blood drawn. Charge Nurse and/or Supervisor will see that the patient's blood test is drawn. A 6-month follow-up of blood test will be done by the student. The student will be responsible to pay for his/her own blood testing.

4. If the incident occurs in the Campus Lab setting:
 - A. Immediately wash or flush the area with soap and water.
 - B. Notify the Instructor immediately.
 - C. Properly dispose of needle in sharps receptacle.

D. Report to the Program Director.

E. The Program Director will:

1. File a West Virginia University Parkersburg Accident/Injured Person Report.
 2. Notify the Chairperson of the Nursing and Health Sciences Division.
 3. Provide student with resources for serological testing.
 4. Place a copy of the report with the student health file in the Nursing and Health Sciences Division.
5. A yearly report of all needlestick injuries will be submitted to the Outcomes Committee for evaluation and recommendation by the Chairperson, Nursing and Health Sciences Division.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Professional Standards and Safe Clinical Practice Standards	
Department: Surgical Technology	Section: Student Procedures

1. PROFESSIONAL STANDARDS

- a. Interact with others with respect.
- b. Provide care with respect and compassion for human dignity and the uniqueness of the individual without discrimination to “age, race, religion, gender, sexual preference, socio-economic status, national origin, handicap, or disease”.
- c. Respect the client’s right to privacy and maintains patient confidentiality.
- d. Report immediately to instructor incompetent, unethical or illegal behaviors.
- e. Accept responsibility for professional actions and competence:
 - i. Arrive on time for scheduled classes/activities.
 - ii. Arrive prepared for all scheduled classes/activities with required assignments completed.
 - iii. Complete written assignments and submit on time.
 - iv. Participate in and be attentive to group discussions.
 - v. Refrain from activities that are disruptive and interfere with the learning of others.
 - vi. Comply with established departmental absence policy, notifying faculty **prior to** absences or tardiness.
 - vii. Utilize learning enhancement opportunities as they arise.
- f. Adhere to the dress code as stated in the WVUP Student Handbook.
- g. Adhere to the College and Division's Academic Standards of Honesty.
- h. Adhere to the Policies and Procedures of the Nursing and Health Sciences Division as outlined in the college catalog and The Surgical Technology Student Handbook.

2. Procedure: SAFE CLINICAL PRACTICE STANDARDS

- a. Serve as a patient advocate
- b. Collaborate with other health care team members
- c. Accept responsibility and accountability for own decisions and actions.
 - i. Accept responsibility for maintaining and applying knowledge previously learned.
 - ii. Adhere to the standards of care when administering treatments.
 - iii. Acknowledge limitations and seek instructor assistance when having difficulty or unsure of a task assigned.
 - iv. Accept and use constructive criticism to improve clinical practice.
- d. Communicate truthfully verbally and in writing at all times.
- e. Adhere to the policies and procedures of the clinical agencies and the surgical technology program.

3. Any violation of the Professional Standards and Safe Clinical Practice Standards may result in the student receiving an unsatisfactory clinical day.
4. A student who receives a third unsatisfactory clinical day will receive a grade of F for the course and will not be permitted to return to the clinical area.
5. The student has the right to appeal an unsatisfactory clinical day. The student will first appeal to their clinical instructor. If the student is not satisfied, the second step is to appeal the grievance to the Program Director or the Chairperson of the Nursing and Health Sciences Division.
 - a. It is recommended that the student continue to attend classroom and campus laboratories during the appeal process.
6. Referral to the APG Committee may occur at any time, at the discretion of the faculty, for any action on the part of the student that is unethical, illegal, dishonest, or poses imminent danger to the safety of a patient, health care member or a visitor.
7. The APG committee may recommend to the division chair disciplinary action, including but not limited to, course failure, and/or dismissal from the Surgical Technology Program.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Remediation Referral	
Department: Surgical Technology	Section: Student Procedures

Definition:

Remediation is intended to improve one's skills in a specific field and master material from a specific unit before proceeding to next unit.

Procedure:

After test submission, the student must review the exam.

1. Mandatory independent test review will occur immediately after submission of the exam
2. Complete the Student Test Review Self-Assessment for each question missed
 - Lack of content
 - Misread question
 - Vocabulary
 - Changed answer
 - Lab values
 - Math
 - Other _____
3. For those students who earn less than a "C" on the unit exam may be required to schedule an appointment within 24 hours after the exam, through the division secretaries, with the instructor responsible for the test content to review and discuss their Self-Assessment. Consult the course syllabus for details.
 - a. Complete remediation assigned by the instructor, which may include but is not limited to:
 - Tutoring sessions (individual or group)
 - Test taking strategies workshop
 - Self-paced modules/study guides/ case studies/practice questions
 - Appointments with school counselor/Student Success Center

4. If a student is unable to attend the individual appointment, the student will notify their instructor by phone or email prior to the scheduled meeting and make arrangements with the instructor within 24 hours to reschedule.
5. The instructor will verify the remediation for completeness. If the student fails to complete the assigned remediation satisfactorily by the due date, the student's exam score will be reduced by 10%. Failure to complete the assigned remediation satisfactorily by the due date a second time will result in a grade of zero on the unit exam.
6. If the student fails to follow the remediation policy and/or a second mandatory test review/appointment is missed, that student's unit exam score will be reduced to zero.

Service Learning Requirements
West Virginia University at Parkersburg
Nursing and Health Sciences Division

It is the student's responsibility to complete 6 hours of service learning per semester in conjunction with ST 100, ST 110, and ST 211. Each 6 hours must be completed before the next semester. The service must be completed, documented and verified before progression to the next course. Failure to complete the required service learning hours by the due date assigned in each course will result in an incomplete grade for the course. The student may not progress into the next course or graduate until all service learning hours have been completed.

Description of Service Learning Requirement

The students may satisfy this graduation requirement by (1) selecting volunteer opportunities that are posted or that they find in the community or (2) scheduled course service learning projects or (3) service to the department or (4) a combination of the above.

The goal of the service learning is to make the student more aware of their role as a health care professional in the community. Each student will explain how the service learning activity supports their role as a professional nurse in the community.

Guideline:

1. Do a quick survey. Find out what types of service activities are available or needed in the community.
2. Look into the community resources.
3. Make a plan.
4. The student must have the service learning activity pre-approved by the full-time faculty of each course.

Service learning opportunities in the area will be posted in the Learning Management System.

Documentation Form – available in the Nursing and Health Sciences Division Office.

What counts as off campus service:

- Volunteer Activity – not earning money, is not doing service as part of a regular job, not earning credit (taking a course)
- Serving people in most need – Goal is to serve and learn from people themselves, particularly people who are homeless, poor, or hungry.
- Working with recognized non-profit community agencies - the objective is to move beyond the activities which benefit one's own immediate environment and serve the needs of people in the broader community.
- Service to the Nursing and Health Sciences Division – committees, tutoring, assisting in lab
- Service learning projects assigned by course instructors.

Some recommended options are: United Way, Eve, Inc., Salvation Army, Easter Seal Society, American Heart Association, Health Fairs, Blood Pressure Screenings, and Relay for Life.

West Virginia University at Parkersburg
Service Learning Documentation Form
(please print in ink)

I. Student Information:

Full Name _____ ID _____
Course _____

II. Service Information:

Name of Agency/Service Provided _____

Population Served _____
Date of Service _____ Total Hours of service _____

How does this volunteer activity support your role as a health care professional
in the community? _____

Faculty Approval: _____ Date: _____

III. Program Student Learning Outcomes:

Describe four things you learned from your activity that you will be able to incorporate
into your surgical technology practice related to the program student learning outcomes
of the program.

IV. Service Learning Verification:

Supervisor Name (Please Print) _____
Title _____ Phone # _____
Organization/Agency _____
Street Address _____
City _____ State _____ Zip _____

I acknowledge that to the best of my knowledge the above information is correct.

Supervisor Signature _____ Date _____

.....

*****To student: Return this form, completed to the Nursing and Health Sciences Division Office. Make a copy for your records. This form must be submitted by the end of each semester to recognize these service hours as part of the requirements for graduation. Documentation must be on file when the student applies for graduation.

Nursing and Health Sciences Office Use Only

Date Received _____ Received By _____

**West Virginia University at Parkersburg
Nursing and Health Sciences Division**

Procedure: Social Media and Social Networking	
Department: Surgical Technology	Section: Faculty Procedures

Scope/Coverage:

This policy applies to all currently enrolled surgical technology students, full-time and adjunct faculty members of WVU at Parkersburg. It applies to all types of social media. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, the surgical technology student, full-time or adjunct faculty should use their professional judgment and take the most prudent action possible. All questions will be directed to the Chairperson of the Nursing and Health Sciences Division.

Definitions:

Social media: includes, but are not limited to, blogs, discussion forums, on-line collaborative information that are accessible to internal and external audiences (i.e., Wikis), RSS or syndication feeds, electronic media, video sharing, photo and audio sharing, and social networks like Facebook, Twitter, and MySpace.

Blog: short for “web log”, a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences.

Electronic media: Non-computing devices, e.g. floppy diskettes, flash memory drives, CDs, DVDs, tapes, hard disks, internal memory and any other electronic storage media.

RSS (Really Simple Syndication) feeds or Syndication feeds: A family of different formats used to publish updated content such as blog entries, news headlines or podcasts and “feed” this information to subscribers via email or by an RSS reader. This enables users to keep up with their favorite web sites in an automated manner that’s easier than checking them manually.

Wiki: allows users to create, edit, and link web pages easily; often used to create collaborative web sites called “wikis” and to power community web sites.

Procedure:

Current surgical technology students may not participate in any form of social media with the full-time and adjunct faculty during the time they are in the surgical technology program.

Current surgical technology students, full-time faculty and adjunct faculty may not use or disclose any confidential or proprietary information of or about WVU AT PARKERSBURG or any clinical agency used by the surgical technology program.

Students or faculty may not use or disclose any patient identifiable information of any kind on any social media. Even if an individual is not identified by name within the information the student and/or faculty wishes to use or disclose, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA).

Students and/or faculty may not say or suggest that the views and opinions they express related to WVU AT PARKERSBURG or any clinical agency are communicated on behalf of or as a representative of WVU AT PARKERSBURG or the clinical agency.

If a student and/or faculty publishes content to any social media that has anything to do with WVU AT PARKERSBURG or a clinical agency including but not limited to activities while in the role of surgical technology student or faculty, policies and procedures, performance or financial information, photos or videos taken on the premises, patients, management, employees, physicians or other members of the health care team, the student and/or faculty must adhere to the guidelines below:

- a. Do not disclose any proprietary or confidential information.
- b. Do not make statements on behalf of or as a representative of WVU AT PARKERSBURG or a clinical agency.
- c. Do not use WVU AT PARKERSBURG logos or trademarks without written consent.
- d. Be respectful to the college, employees of all clinical agencies, customers, patients and members of the health care team.
- e. Do not post derogatory/negative statements about WVU AT PARKERSBURG, its faculty or any clinical agency, customers, patients, or any members of the health care team.
- f. Use a personal email address on social media for your contact information and not your WVU AT PARKERSBURG email address.
- g. Remember that "online" conversations are never private.
- h. Remember that what is published may be public for a long time.

Consequences for noncompliance:

Any student found to be non-compliant with this procedure shall be referred to the Admission, Progression, and Graduation committee. Disciplinary action will be taken up to and including dismissal from the surgical technology program.

Any faculty member found to be non-compliant with this procedure shall be referred to the Chairperson of the Nursing and Health Sciences Division.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Student Code of Conduct	
Department: Surgical Technology	Section: Student Procedures

Definition: Professional behavior plays an important role in the ethical development of healthcare professionals. It is imperative that students demonstrate professional behavior at all times while enrolled in the surgical technology program at West Virginia University at Parkersburg. Students will demonstrate respect to themselves, their instructors, classmates, and patients.

Procedure: The student will:

1. Silence all phones and electronic devices before lectures, campus labs, simulation, and clinical begin.
2. Raise their hands when appropriate during lecture and wait to be called on before speaking.
3. Contribute personal comments and experience only when these pertain to the topic at hand.
4. Refrain from personal conversations during lectures.
5. Not use laptops for purposes that do not pertain to class.
6. Wait until it is declared appropriate by the instructor to gather their things for breaks and at the end of class.
7. Avoid leaving the room in the middle of a lecture or exam
8. Refrain from activities that are disruptive to the learning of others
9. Not eat or drink in the classroom and computer labs. Bottled water is permissible in the classroom.
10. Other classroom rules will be determined jointly by the students and faculty during the first class meeting and posted on eCampus and in the classroom.

Students will assume responsibility for their own actions and will be committed to personal professional growth. The student will:

1. Conduct oneself in a manner that fosters trust among peers, faculty, staff, and the wider community.
2. Seek accuracy in stating facts, practices, conclusions, and laws.
3. Offer only constructive feedback to faculty, staff, and other students.
4. Examine and discuss questions of interest and freely express opinions without judging others.
5. Document and seek guidance from clinical faculty about incidents in the clinical setting that provide opportunity for further reflection and personal growth.
6. Utilize opportunities to enhance their communication and critical thinking skills.
7. Avoid all acts of discrimination.
8. Contribute to the development of the surgical technology curriculum.

The student will be committed to strictly upholding the West Virginia University at Parkersburg's Honor Code and recognize its importance to the institution and to one's professional growth. The student will:

1. Seek to display the ideals of integrity, honesty, civility, inclusiveness, and respect.
2. Provide assistance and guidance to uphold the WVU Parkersburg's Honor Code.

The student will be committed to enhancing and preserving the health of the community through education and awareness. The student will:

1. Strive to secure and maintain one's personal health.
2. Advocate for the rights of patients while maintaining patient confidentiality.
3. Support access to health resources for each other and for all members of the community.
4. Have the right to belong or decline to be a part of any group or organization.
5. Promote and develop a learning environment that respects human rights, values and choices, including cultural and spiritual beliefs
6. Advocate for the surgical technology profession in the community.

West Virginia University at Parkersburg
Nursing and Health Sciences Division

Procedure: Testing	
Department: Surgical Technology	Section: Student Procedures

Definition: It is expected that students will uphold academic standards of honesty and professionalism during testing. If it is determined that cheating has occurring in any way before, during, or after testing situations the student's test will not be scored or recorded.

Procedure:

- a. It is the expectation that scheduled exams be taken on the scheduled day and time.
- b. Students unable to take the exam are expected to notify their instructor by phone or email prior to the scheduled start time of the exam.
- c. Students will make arrangements with the instructor within 24 hours to take the exam. The exam must be taken at the time designated by the instructor.
- d. Makeup exams may not be the same exam as the original exam.
- e. All personal items will be placed in the front of the computer lab. Supplies will be provided for each exam.
- f. No hoods, hats, sweatshirts with pockets, or outerwear may be worn during the exam.
- g. No cell phones, personal digital assistants (PDAs), MP3 players, USB flash drive, or any other electronic devices will be permitted to be used during the exam.
- h. Students may be randomly seated for each exam.
- i. Faculty cannot control for noise occurring during an exam. Disposable, sponge earplugs (supplied by the student) may be used during the exam.
- j. All students are required to review the exam immediately after submission. A score of less than 78% on any exam will mandate remediation. No further review of the exam will be conducted after the exam has been given.
- k. Students will not be permitted to ask questions during the administration or review of the exam.

- l. If the student fails to follow the testing procedure, the student's exam score will be reduced by 10% of the total exam points; if a second exam is missed, the student's exam score will be reduced by 10% of the total exam points. Three or more missed exams will result in a grade of "0".
- m. If it is determined that a student has violated test security, program dismissal may be a consequence.
- n. Evaluations and assessments will be based on the required resources approved by the nursing division. If a student discovers a discrepancy between content presented in the classroom and content within the required resources, **it is the expectation that the student will report the discrepancy to the content instructor in writing for clarification.**

Student Forms

Admission Waiver of Risk Form

The applicant must be aware of the inherent risk associated with working in the health-care field. It is also important to communicate the demands of the surgical technology career. The applicant must read and understand these risks and demonstrate the appropriate job demands prior to entering the surgical technology program.

Risk to self, concerning health, associated with the Surgical Technology position, including (but not limited to):

- *Physical hazards*- Noise, ionizing radiation, electricity, fire, injury to the body, and injuries from sharps
- *Biological hazards*- Latex sensitivity, Laser and electrosurgical smoke plume containing pathogens found in body tissue and fluids that can cause many different infectious diseases including, but not limited to:
 - Hepatitis B, C and D viruses, HIV, tuberculosis, influenza
 - Individuals with immunodeficiency are at a higher risk of contracting infectious diseases. If you have an immunodeficiency disease or are taking medicine that results in immunodeficiency, a separate waiver form must be signed.
- *Chemical hazards*- Disinfecting agents, waste anesthetic gases, and fumes from chemical agents

Physical requirements of the Surgical Technologist:

- Full range of motion of body joints
- The ability to stand, bend, stoop, and/or sit for extended periods of time with few or no breaks
- Possess fine motor abilities and visual acuity to accurately manipulate needles and sutures finer than a human hair
- Good peripheral vision
- The ability to hear and understand muffled sounds without visualizing the communicator's mouth as well as the ability to hear
- The ability to move objects weighing up to 60 pounds on a daily basis
- The ability to maintain composure and adapt under high stress situations
- Adequate skin integrity, without the presence of open, weeping lesions of the skin
- Demonstrate immunity to measles, mumps, rubella, tuberculosis, hepatitis B, varicella, and T-dap, or be vaccinated against these diseases. A declination form can only be signed for the Hepatitis B series. Upon acceptance into the Surgical Technology Program, proof of immunizations will be needed within the first quarter.
- Free of communicable diseases and chemical abuse
- The program must be aware of any latex allergy.

I have read the Admission Waiver of Risk Form. I understand the risks associated with the Surgical Technology profession prior to entering the Operating Room and Surgical Technology Program. I also verify that I can perform the daily job tasks that are required of a Surgical Technologist. Failure to disclose any information pertaining to the inability to perform these tasks is reason for dismissal from the Surgical Technology Program.

Print Name: _____ Signature: _____ Date: _____

Witness Name: _____ Signature: _____ Date: _____



Nursing and Health Sciences Division

Authorization to Release Information to Clinical Agencies

I, _____, hereby authorize West Virginia University at Parkersburg to release my comprehensive physical examination, any felony/misdemeanor conviction, background check, or drug screen results to any clinical agency upon request. I understand that this information will be utilized to determine if I meet the requirements set forth by these institutions in relation to being eligible to participate in clinical training activities in these clinical agencies.

I understand I may consult an attorney at my own expense prior to signing this document.

Printed Student Name

Student Signature

Date

Faculty Signature



Nursing and Health Sciences Division
Change of Contact Information

Student Information		
Name:		
Date of Birth:	Student ID #	County of Residence:
Current Address:		
City:	State:	Zip Code:
Ethnicity: Circle One African American Asian Caucasian Mexican Other:		
Gender: Male Female	Home Phone:	Cell Phone:
Email Address:		
Emergency Contact		
Notify in case of emergency:		
Phone:		
Relationship:		

_____ No Change

_____ Date

_____ Signature



Nursing and Health Sciences Division

Confidentiality Statement, Professional Conduct and WV Code and Standard of Professional Nursing Practice Statement

Please initial each statement and sign and date bottom of the form.

Confidentiality Statement

_____ It is the obligation of WVU at Parkersburg’s Nursing and Health Sciences Division to maintain the confidentiality of all patient’s medical record information and to protect the patient’s right to privacy. As a student of the Nursing and Health Sciences Division, I understand that I am never to discuss or review, for personal purposes, any information from a patient’s medical record or information relating to the care and treatment of any and all patient’s in the clinical setting.

_____ I understand that any violation of any portion of the policies and procedures of the Nursing and Health Sciences Division or the state and federal regulation governing the patient’s right to privacy will result in cause for immediate termination as a student in the Nursing and Health Sciences Division.

Professional Conduct

_____ WVU at Parkersburg’s Nursing and Health Sciences Division strongly supports the standards of the healthcare profession regarding the need for healthcare students to be persons of good moral character who demonstrate responsible behaviors.

Applicants are advised that their conduct before and after submitting their application to a Nursing and Health Sciences Program will be considered in the admission process. Conduct derogatory to the morals or standing of the Nursing and Health Sciences Division may be reason for denial of admission or dismissal from the program. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:

- Criminal activities – e.g. DUI, misdemeanors, or felonies
- Cheating/dishonesty
- Domestic violence
- Breach of confidentiality
- Substance abuse – e.g. manufacture, use, distribution, or positive drug screen
- Harassment
- Discrimination
- Social Networking

Students are advised that their conduct while students both on campus and off campus could result in dismissal from the program.

NOTE: Disclosure of a criminal record does not automatically disqualify you from admission consideration. IMPORTANT NOTICE: The State licensing/certification boards may deny eligibility to take licensing/certification examination to individuals who have been convicted of a felony/misdemeanor and persons with drug/chemical dependency.

Printed Student Name

Student Signature

Date

Faculty Signature

**West Virginia University at Parkersburg
Nursing and Health Sciences Division**

Hepatitis B Vaccination Waiver

I, _____, understand that as a student in the Health Sciences Division at West Virginia University Parkersburg I will be required to care for patients in a variety of healthcare settings and may be exposed to blood or body fluids that potentially transmit infectious diseases, including Hepatitis B.

I am currently in the process of obtaining the Hepatitis B vaccination series. However, I would prefer to begin clinicals before the vaccination series is complete. I understand that until the vaccination series is complete I am not fully protected, and I am still at risk of acquiring Hepatitis B. I do agree to complete the recommended immunization series and titer to demonstrate immunity and provide a copy to the Health Sciences Division as I progress and after I complete the titer. The titer must be submitted within 90 days of 3rd injection.

I have completed the Hepatitis B series and titer; at this time the titer shows that I have not developed immunity to Hepatitis B. I understand that I am still at risk of acquiring Hepatitis B.

I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

I also agree to inform my program director and the division chairperson should any exposure to blood or body fluids occur, so that appropriate testing and treatment can be initiated.

Signature

Date

Received in Health Sciences Office

Date

Signature

**West Virginia University at Parkersburg
Health Sciences Division
Medical Release Form**

Date: _____

_____ has been under my care and is able to
(name of student nurse)
participate without restrictions and can provide direct patient care
safely with regard to themselves and to their patients in the clinical
setting as a West Virginia University at Parkersburg nursing student.

Health Care Provider's Printed Name

Health Care Provider's Signature

****You must submit this form to the Health Sciences Division Office no later than 4:00 pm the day prior to your scheduled clinical day. It may be submitted in person or faxed to 304-424-8211**

West Virginia University at Parkersburg Surgical Technology Program

STATEMENT OF AGREEMENT

I have read the Surgical Technology Program Student Handbook and a syllabus for each course in the curriculum in their entirety and I am familiar with their contents. I agree to adhere to the policies contained within and expect any violation to result in appropriate action.

I understand that I am responsible for maintaining appropriate records for both clinical experience (sign off sheets) and case documentation.

I understand that all information regarding a patient or former patient is confidential and is to be used only for educational purposes in the instructional setting.

I understand that I will be a guest in the Clinical Sites and will conduct myself accordingly. All known rules and regulations will be followed.

I understand that the Clinical Sites may vary in location and all students are expected to meet the same requirements: therefore, distance and weather do not change the program schedule unless classes are cancelled.

I understand that I may not function unsupervised as a Surgical Technologist, and that the Clinical Instructor/Clinical Preceptor will determine appropriate supervision.

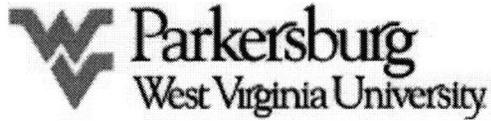
I understand, as a student in the West Virginia University at Parkersburg Surgical Technology Program, I represent not only the College but the Clinical Sites in my contact with patients, visitors and members of the community. The impression I leave is very important to the College, the Clinical Site and staff, as well as my fellow students. I understand the clinical affiliation reserves the right to refuse admission to any Surgical Technology student who is involved in any activity not considered professional or conducive to proper patient care.

Student Signature

Date

Instructor Signature

Date



Student Consent for Release of Birthdate & Social Security Numbers to Clinical Agencies

I, _____, give consent to West Virginia University Parkersburg Nursing and Health Sciences Division to release my full social security number, birthdate and email address to clinical agencies as deemed necessary to complete clinical practice requirements. By signing this form, I verify that this has been explained to me and I understand that this consent will serve as permission for such release throughout my enrollment in a Nursing and Health Sciences Program.

Social Security Number

Birthdate

Student Name Printed

Email Address

Student Signature

Date

Witness

Date

West Virginia University at Parkersburg
Surgical Technology Program
Clinical Hours
Time Sheet
Fax- 304-424-8211

Clinical Site: _____

Student Name: _____

Preceptor Name: _____

 FILL IN DATES ATTENDED:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Time In							
Time Out							
Total Hours For Each Day							
 Preceptor Initial For Each Day Attended Below 							

Total Hours Earned For The Week:

WVUP Office Use Only:

Received By: _____

Date: _____