



Montgomery County
Community College

Surgical Technology Program

* * * * *

STUDENT HANDBOOK **2026 - 2027**

* * * * *

Clinical Education Sites

ABINGTON-JEFFERSON HOSPITAL

CHILDREN'S HOSPITAL OF PHILADELPHIA

EINSTEIN MEDICAL CENTER-MONTGOMERY

LEHIGH VALLEY HEALTH NETWORK

NAZARETH HOSPITAL

PENNSYLVANIA HOSPITAL

PHOENIXVILLE HOSPITAL

PHYSICIANS CARE SURGICAL HOSPITAL

POTTSTOWN HOSPITAL

SURGICAL INSTITUTE OF READING

SAINT JOSEPH MEDICAL CENTER

SAINT MARY MEDICAL CENTER

THOMAS JEFFERSON UNIVERSITY HOSPITAL NETWORK

This Handbook has Undergone Legal Review
Table of Contents

I. Introduction	5
II. Program Mission and Goals	6
III. Contact Information	8
IV. Admission Guidelines/Program Requirements	8
V. Technical Standards	10
VI. Dress Code & Personal Hygiene	11
VII. Attendance Policy	
A. Classroom Attendance	12
B. Laboratory Attendance	12
C. Clinical Facility Attendance	12
VIII. Curriculum/Sequence of Coursework	13
IX. Academic Grading System	
A. Didactic Grading System	15
B. Clinical Grading System	15
X. Methods of Student Evaluation	
A. Didactic Student Evaluations	16
B. Clinical Student Evaluations	16
XI. Surgical Case Requirements/Scrub Roles	
A. Clinical Case Totals	17
B. Scrub Roles Defined	19
XII. Student Work Policy	20
XIII. Unsafe/Unprofessional Clinical Practices	21
XIV. Accidents/Incidents	21

XV. Probation Status	22
XVI. Certified Surgical Technologist (CST) Exam	22
XVII. Graduation Requirements	23
XVIII. Methods of Program Evaluation	23
XIX. College Policies	
A. Student Academic Code of Ethics	24
B. Student Code of Conduct	24
C. Impaired Student Policy	25
D. Social Media Policy	25
E. Emergency Closing/Class Cancellations	26
F. Withdrawal Policy	26
G. Grade Appeal Policy	26
H. Students With Disabilities Policy	26
I. Veteran Student Policy	27
XX. Student Success Resources	
A. Library Resources	27
B. Technology Statement	28
C. Early Alert	28
D. Academic Support/Tutorial Services	28
E. Student Support and Referral Team (SSRT)	28
F. Physical and Mental Health Resources	29
G. Basic Needs	29
XXI. Forms Requiring Signature	
A. O.R. Simulation Laboratory Rules & Regulations	30
B. O.R. Simulation Laboratory Responsibility Acknowledgement Form	31
C. Acknowledgement of Understanding Form	32
D. Technical Standards	33
E. Clinical Education Confidentiality Agreement	34

I. Introduction:

Information included in the College's Course Catalog will not be repeated. Only information or requirements specific for the Surgical Technology Program will be referenced within this handbook.

The College is committed to complying with all applicable laws regarding non-discrimination. Furthermore, it shall strive to build a diverse community in which opportunity is equal for all persons regardless of race, color, religion, sex (including pregnancy), ancestry, national origin, age (40 or older), sexual orientation, genetic information, veteran's status, marital status, or disability. The College is also committed to providing educational opportunities, developing definite operational plans, and acting as a responsible institution to reduce and or eliminate educational and job inequities among all people, and will take positive steps in its response to the needs for equitable distribution of education and job access among all people. The College is further committed to taking steps to increase the number of individuals in positions where they have not been traditionally employed.

Reasonable accommodation also will be provided to qualified persons with disabilities, veterans, and to accommodate religious practices provided that it does not pose an undue hardship. Moreover, MCCC takes seriously all allegations of discrimination or retaliation and will take appropriate action in response to any credible allegations.

MCCC is committed to providing equal educational opportunities to all qualified students with disabilities within the role of the surgical technologist. Surgical Technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of all surgical interventions and functions.

Montgomery County Community College (the College) accords all the rights under the Family Educational Rights and Privacy Act of 1974 (the Act) to its students. The College collects, maintains, secures, and destroys student records for the educational welfare and advancement of the students. No one outside the College shall have access to, nor will the College disclose any information from students' education records without the written consent of the students, except to personnel within the College, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health or safety of students or other persons, and to individuals and agencies permitted under the Act. The Act affords current and former attending and registered students at the College the right to access their education records.

The associate in applied science (AAS) Degree of Surgical Technology requires 62 credits and is a year-round, 16-month continuous program consisting of four sequential semesters. Students are admitted to the Program in the fall each year.

The Surgical Technology Program is offered exclusively at the Central Campus in Blue Bell. The state-of-the-art, on-campus Operating Room Simulation Laboratory allows hands-on student practice and preparation prior to clinical experience.

The Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th Street N, # 7709, Seminole, FL 33775, 727-210-2350.

As part of this degree program, students will acquire six core competencies in the areas of skills, knowledge and values that will enhance their ability to thrive in the global economy, the workplace, and the community. General education courses include Anatomy and Physiology I & II (BIO 131 and BIO 132), and Microbiology and Immunology (BIO 140). Additionally, English, Oral Communications, Aesthetic Sensibility Elective, Cultural Awareness Elective, and Sociology of Death and Dying (SOC244) are required. Discipline courses include Surgical Technology I, II, III, and IV and the clinical component is incorporated into each of the surgical technology courses. Students are competitive within the job market through completion of the National Certified Surgical Technologist (CST) Examination administered by the National Board of Surgical Technologist and Surgical Assisting prior to graduation.

Both General Education Courses and Discipline Specific courses must be successfully completed with a grade of “C” or better. The required courses, with course descriptions, may be found in the current Course Catalog for MCCC.

II. Program Mission and Goals

The mission of the Surgical Technology Program is congruent with the Mission and Philosophy statement of Montgomery County Community College. The Surgical Technology program is designed to prepare a competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Recognizing student varying educational and career goals, the Surgical Technology curriculum offers an Associate Degree in Applied Science through courses that are sequentially structured to provide a logical, progressive pedagogical approach to the didactic and clinical study of surgical technology.

The Surgical Technology AAS Program prepares competent Surgical Technologists to perform their role within the operative team, while delivering care to patients from the community given the following surgical environments: General, Obstetric/Gynecologic, Otorhinolaryngologic, Ophthalmic, Oral & Maxillofacial, Cosmetic and Reconstructive Plastic Surgery, Neurologic, Genitourinary, Cardiac, Thoracic, Peripheral Vascular, Orthopedic, and Trauma Surgery.

The Surgical Technology Program is designed to prepare graduates who function as a health care team member under the supervision of licensed physicians. Students learn to prepare the operating room, instruments, equipment, and the patient for surgical intervention as well as acquire surgical technology operating room skills essential to

maintain optimal sterile technique. Graduates seek employment in hospital operating rooms, physician office procedure rooms, freestanding ambulatory units, delivery rooms, sterile processing areas, and acute critical care facilities. Many surgical technologists are directly employed by surgeons and may choose to specialize in certain types of surgery. Others become sales representatives for companies and manufacturers of surgical equipment and supplies.

The minimal number of clinical cases that each student must complete is 120, as defined in the *Core Curriculum for Surgical Technology, 7e (CCST7e)* and as set forth by the Accreditation Review Committee in Surgical Technology and Surgical Assisting (ARC/STSA). Furthermore, students are required to complete a minimum of 30 cases in General Surgery. Twenty of those cases must be in the First Scrub Role. Students are required to complete a minimum of 90 cases in various surgical specialties. Sixty of those cases must be in the First Scrub Role and evenly distributed between a minimum of 4 surgical specialties.

The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrub Roles in surgical procedures of increasing complexity as the student moves towards entry-level graduate abilities.

Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.

Observation cases must be **documented**, but do not count towards the 120 required cases.

Upon completion of the Program, graduates will be able to:

- Employ appropriate ethical and professional values when providing surgical technology services to diverse populations.
- Perform necessary activities to prepare patients for surgery utilizing the principles of aseptic technique, critical thinking, and problem solving in order to adapt to the changing surgical environment.
- Demonstrate the ability to prioritize and organize the surgical field, while considering the physiology and urgency of the patient care needs.
- Incorporate technical skills to assemble and operate instruments, equipment, and supplies for the delivery of patient care during all specialties of surgery.
- Integrate knowledge from the required courses within this program to the role of the surgical technologist in caring for diverse clients.
- Communicate clearly and effectively utilizing the most current research tools.
- Express a commitment to lifelong learning and continued professional growth.
- Meet the minimum eligibility requirements for the national Certified Surgical Technologist (CST) Examination administered by the NBSTSA.

III. Contact Information

Surgical Technology Program Coordinator/
Associate Professor

Dr. Erin White-Mincarelli,
PhD, MS, BS, CST, FAST
(610) 718-1854
ewhite@mc3.edu

Clinical Instructor

Thomas Baker, AAS, CST, CFA
tbaker@mc3.edu

Temporary Dean of Health Sciences

Rebecca Hays
(215) 641-6470
rhays@mc3.edu

IV. Admission Guidelines/Program Requirements

Students who wish to be considered for admission to the Surgical Technology AAS Degree Program must present credentials in accordance with the following requirements:

- To be considered for acceptance, all Surgical Technology Program applicants must meet the Program's Special Admission Guidelines (Montgomery County Community College Course Catalog). In addition, the applicant must be able to perform the Surgical Technology Program's Technical Standards.
- The program follows the College's Comprehensive Grading Policy and as such, after two course attempts, requests for the third must be approved by a Dean, Director, or Advisor/Counselor.
 - ** A student who would like to request the possibility of an additional attempt must meet with the Vice President of Academic Affairs or designee for consideration. The College uses the best grade earned at the College in the course to calculate the student's GPA; however, the grade from each course attempt will appear on the student's transcript. It is important to note that all course withdrawals and audits count as attempts. Courses transferred to MCCC from another institution count as attempts and can be used to meet prerequisite requirements but are not included in GPA calculations.*
 - *** Health career programs require the student to obtain the approval of the Program Director.*
- Applicants must be 18 years or older at the time of enrollment in SUR 105.
- All applicants must meet all Technical Standards of the program.
- Applicants must submit a completed college application identifying Surgical Technology AAS (SR.GS) as the major.
- Applicants must submit high school transcripts or GED scores no later than March 1st of SUR 105 enrollment year.
- Applicants must successfully (with grades of "C" or better) complete two years of mathematics, including one unit of algebra or the equivalent.

- Applicants must successfully (with grades of “C” or better) complete at least one year of biology and chemistry, or the college equivalent, within the past 10 years prior to enrolling in SUR 105. [Applicants without high school biology and/or chemistry can satisfy this requirement by completing the College's BIO 121 or CHE 121 courses].
- Applicants must submit official college transcript(s) for credit evaluation, if applicable, no later than March 1st of SUR105 enrollment year.
- Applicants must demonstrate academic readiness in the areas of mathematics, reading, and English, which can be demonstrated through multiple measures of assessment.
- Applicants must successfully complete BIO 131, or transfer equivalent, with a grade of “C” or better within five years, as a pre-requisite course for enrollment in SUR 105.
- Applicants must successfully complete ENG 101 as a pre-requisite for enrollment in SUR 105.
- Applicants must successfully complete any approved Oral Communication Course as a pre-requisite for enrollment in SUR 105.
- All applicants must meet with a Student Success Center academic advisor before registering for SUR 105 to verify completion of all Special Admission and prerequisite requirements. **Important: Students who have not met with and been verified by an academic advisor will not be eligible to register for surgical technology courses.**

All applicants are required to attend a mandatory Surgical Technology Program Orientation held by the Coordinator of the Surgical Technology Program. This three-hour orientation provides information about the Surgical Technology Program and its pre-matriculation requirements including program expectations, uniforms, physical examination, immunizations, drug screening, criminal record and child abuse background clearances, liability insurance, CPR certification, etc. Failure to attend the Surgical Technology Program Orientation will result in the loss of acceptance to the Surgical Technology Program.

The Surgical Technology AAS Program accepts students each academic year, in the Fall semester. Due to class limitations, the College does not guarantee continuous enrollment between General Education courses (non-SUR courses) and Discipline Specific courses (SUR courses). All students must complete the Surgical Technology AAS Program within four academic years of the date of initial enrollment in the Program. Eligibility for readmission to the Surgical Technology AAS Program is based upon space availability as well as meeting specified requirements. Additional Program information is available on the College’s website or upon request from the Surgical Technology Program Coordinator.

The College is committed to equal access for all in this and every other course offered, regardless of race, color, religion, sex (including pregnancy), ancestry, national origin, age (40 or older), sexual orientation, genetic information, veteran's status, marital status, or disability.

Once accepted into the Surgical Technology AAS Program, students are required to:

- Purchase all required textbooks, manuals, supplemental supplies, uniforms, and liability insurance.
- Assume responsibility for transportation to and from extramural assignments including clinical experiences.
- Obtain and maintain current CPR certification in the American Heart Association's CPR for the Healthcare Provider.
- Have a comprehensive physical examination, which includes a urine drug screen, and documentation of an annual influenza vaccine, within six months of program matriculation and annually thereafter.
- Submit an application for Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check annually. Note: A Child Abuse History will and a Criminal Record may exclude the student from participation in the clinical component of the Program.
- Attend a mandatory Surgical Technology Program Orientation.
- Complete the Certified Surgical Technologist (CST) Examination during the final semester of the Program (approx. \$300 for non-AST members; \$200 for AST members).

V. Technical Standards

Surgical Technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of all surgical interventions and functions. Students enrolled in the Surgical Technology Program must exhibit the following characteristics:

1. Sufficient visual acuity, such as needed in the accurate preparation of the surgical field, handling of microscopic instruments, needles, and lasers. The ability to perform all required tabulation of instruments, needles, and sponges.
2. Sufficient auditory perception to receive verbal communication from patients and members of the surgical team in order to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills needed to assist the surgical team. Manual dexterity is essential in handling of all instrumentation i.e. manipulation of equipment, positioning and lifting patients.
4. Sufficient physical stamina for standing for extended periods of time is required with meeting the health needs of the patient as related to Surgical Technology.
5. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be

necessary to the patient and the surgical team.

6. Sufficient intellectual and emotional functions to plan and implement care for individuals and the surgical team during stressful situations, including the ability to cope with death and dying.

VI. Dress Code & Personal Hygiene

Each student is expected to wear the required scrub uniforms (pants and top in pewter color) when practicing in the College's Operating Room Simulation Laboratory and when attending any clinical site experience. A lab coat may be worn as the outermost garment. When traveling both to and from clinical facilities, the student is required to wear the scrub uniform identifying them as a Montgomery County Community College Surgical Technology student. **New** shoes (athletic shoes recommended) and protective eyewear are two additional items of attire that must be purchased for use at the clinical facility. No open-toe, backless, canvas/mesh, or clogs are permitted, and shoes should only be worn while in the operating room suite. Students are responsible for purchasing appropriate safety goggles as instructed by the Program Coordinator.

Hair must be composed of natural or synthetic hair materials and must be clean and neatly arranged with no extremes of style and a natural color, not necessarily student's natural hair color. It must clear the uniform collar and be controlled in such a way that it will not cause contamination.

Religious or culturally required head and or facial coverings must be in either white, black, or navy and must be a solid color. No prints or embellishments e.g. bows, flowers are permitted. Students who are required, for religious or cultural reasons to wear a head and/or facial covering in clinical must be aware that the facility/hospital may restrict and/or limit student participation in some areas where a head covering may pose a safety risk to patients, staff, or the student.

Fingernails must be short, clean, and unpolished (**No false nails are permitted**). Hair should be cut or retained in such a manner that confines the hair during all laboratory activities and to the surgical caps required by the clinical facility during clinical experiences. Jewelry, including earrings, necklace, etc. should be kept to a minimum and should be maintained by surgical caps and clinical facility scrubs. **Rings, bracelets, or other jewelry on the hands and arms are prohibited in both the laboratory and clinical site. Tongue rings, facial jewelry, and gauges are prohibited in both the laboratory and clinical sites.** Tattoos should be covered at all times when possible. Good personal hygiene is mandatory for the sterile environment. Students should take extra precautions to guard against body odors and clothing odors (due to cigarette smoke or other causes) since these can be unpleasant for patients as well as co-workers. However, perfume, aftershave, or fragrant lotions are prohibited, as they may promote nausea in surgical patients prior to and/or after surgery.

VII. Attendance Policy

Attendance: Students are required to attend **ALL** class days and **ALL** laboratory sessions. Attendance will be taken and all absences (including class, laboratory, and clinical) totaling 15% of scheduled time may result in a failure. In this course, 5% absence is equal to 8 hours, 10% absence is equal to 16 hours, and 15% absence is equal to 24 hours. A student will be marked late if they arrive **5 minutes** past the designated start time. Each incident of tardiness will result in a 1% course grade reduction. Any incident of a student arriving late or leaving early will result in 4 hours (half-day) of absence. Successful academic achievement generally results from regular attendance and participation.

The professor has the option to refuse to allow the student into the laboratory if the student is ill, impaired, unprepared, or does not follow the Student Dress Code. This will result in an absence for the day. Both laboratory and clinical practice is evaluated each semester as part of the clinical performance grade. Consideration is also given to professional behavior, promptness, and safety (See Surgical Technology Student Handbook for Unsafe and Unprofessional Clinical Practices and OR Simulation Laboratory Rules and Regulations).

Clinical Facility Attendance:

Please note: *Although the College does not have a vaccine requirement in place to participate in on-campus courses and activities, we have received notification from most of our clinical sites that they require the COVID vaccine for students to participate in clinical rotations for all upcoming semesters. In order for us to send students to these sites, we are required to follow their mandates. In the event that a student is unable to attend clinical due to their vaccine status, they will not be able to meet course and/or program requirements for progression.

Students are required to attend **ALL** clinical sessions. Attendance will be taken and all absences (including class, laboratory, and clinical) totaling 15% of scheduled time may result in a failure. In this course, 5% absence is equal to 8 hours, 10% absence is equal to 16 hours, and 15% absence is equal to 24 hours. A student will be marked late if they arrive **5 minutes** past the designated start time. Each incident of tardiness will result in a 1% course grade reduction. Any incident of a student arriving late or leaving early will result in 4 hours (half-day) of absence. For student medical emergencies or catastrophic circumstances beyond the student's control, that require prolonged absences, students are required to submit supporting documentation.

If a student is ill or unable to attend a clinical day, it is their professional responsibility to contact the appropriate clinical instructor/hospital facility at least **one hour** prior to the designated start time. Dependability is required in the workforce and expected in this program. In the event of inclement weather, students will follow the current Emergency Closing/Class Cancellation Policy.

All required clinical documentation must be completed and submitted for each clinical day. Incomplete or missing documentation, or failure to submit all required documentation, for each clinical day will result in an absence (8 hours) for that day.

Surgical Technology students spend 168 hours in clinical education during the first two semesters of the Program. Clinical hours are scheduled to begin at 7:00am and end at 3:30pm, which includes a 30-minute lunch break, one day per week in both the first and second semesters of the Program.

The summer semester is comprised of 224 hours of clinical experience, generally scheduled for three days per week, in addition to one full day of on-campus class per week.

During the final semester of the Program, students spend an additional 224 hours in clinical rotations, usually scheduled two days per week in addition to one day of on-campus class per week.

Clinical education facilities may be geographically dispersed, and students are responsible for transportation to and from all assignments. Each student will gain clinical education experience through at least two different clinical facilities, which are assigned by the Program Coordinator, during the program.

****Agreements with additional clinical facilities may be signed during program matriculation.****

Surgical Technology students will obtain clinical learning experience both at affiliate clinical sites, with whom an agreement has been made with Montgomery County Community College, and in the OR Simulation Laboratory. Students are evaluated on clinical performance, laboratory practice, assessment skills, and aseptic technique.

*All students are required to maintain a current Castlebranch account. All requirements must be up to date at all times without interruption. Renewals of admission requirements will be necessary during the summer semester. Students are responsible for renewing and updating all requirements prior to expiration. If a student has expired clearances, they will not be eligible to continue a clinical rotation and thus will not be able to meet course and/or program requirements for progression. Any clinical days that are missed secondary to expired clearances will count as an absence (8 hours).

VIII. Curriculum/Sequence of Courses

All BIO and SUR courses must be taken and successfully completed (grade "C" or better) in the sequence listed. Each semester provides the building block for the following semester; therefore, each course in a given semester serves as a co-requisite for all other courses in that same semester. Concurrently, each semester serves as the prerequisite for continuing into the next semester.

Semester 1

COURSE ID	TITLE	CREDITS
<u>BIO 131</u>	Anatomy and Physiology I	4
<u>ENG 101</u>	English Composition I	3
Elective	<u>Oral Communication</u>	3

Semester 2

COURSE ID	TITLE	CREDITS
<u>BIO 132</u>	Anatomy and Physiology II	4
<u>ENG 102</u> , <u>ENG 115</u> or <u>ENG 117</u>	English Composition II, Writing for Business and Industry or Writing for Technical Communication	3
<u>SUR 105</u>	Surgical Technology I	7

Semester 3

COURSE ID	TITLE	CREDITS
<u>BIO 140</u>	Microbiology and Immunology	4
<u>SUR 106</u>	Surgical Technology II	8

Semester 4

COURSE ID	TITLE	CREDITS
Elective	<u>Aesthetic Sensibility</u>	3
<u>SUR 205</u>	Surgical Technology III	10

Semester 5

COURSE ID	TITLE	CREDITS
Elective	<u>Cultural Awareness and Diversity</u>	3
<u>SOC 244</u>	Sociology of Death and Dying	3
<u>SUR 206</u>	Surgical Technology IV	7

IX. Academic Grading System

Didactic Grading System:

100%-93% = A	79%-77% = C+
92%-90% = A-	76%-70% = C
89%-87% = B+	69%-60% = D
86%-83% = B	59% & below = F
82%-80% = B-	

All course assessments/evaluations must be completed satisfactorily. Students are required to achieve at least an average grade of "C" or above in the didactic portion of the course to successfully complete the course and advance to the subsequent surgical technology course or graduate from the program (if SUR 206).

Clinical Grading System:

Satisfactory Progress

In order to complete the clinical component of a Surgical Technology course successfully, the student must achieve a grade of "Satisfactory" in the course's clinical experience. A grade of "Satisfactory" is achieved when the student:

- Consistently meets or exceeds course and clinical objectives/expectations
- Completes all course and clinical objectives satisfactorily

Unsatisfactory Progress

Unsatisfactory progress consists of any of the following behaviors:

- Ongoing inability to meet course and clinical objectives/expectations
- Inconsistency in meeting course and clinical objectives/expectations
- Inability to complete all course and clinical objectives satisfactorily
- Behavior that is evaluated as physically or mentally detrimental or unsafe to the patient and/or clinical site staff members

A student, whose clinical performance is unsatisfactory, will receive an "Unsatisfactory" grade for the clinical component of the course resulting in the student failing the course, regardless of the current didactic grade.

All course assessments/requirements must be completed satisfactorily. Students are required to achieve at least an average grade of "C" or above in the didactic portion of the course to successfully complete the course and progress to SUR 205. Students are also required to achieve a grade of "S" in the clinical portion of the course, which is the minimal level of performance necessary to function safely and effectively and is required to successfully complete the course and progress to the subsequent SUR course or graduate from the program (if SUR 206).

X. Methods of Student Evaluation

Didactic Student Evaluation:

Methodology:

- Lecture/Audio-Visual Material
- Clinical Lab Practice/Testing
- Discussions/Group Work
- Reading/Assignments
- Review Questions/Handouts
- Individual Written Report/Oral Presentation

Evaluations:

Written Exams/Quizzes
Clinical Performance
Reading/Assignments
Class Participation/Attendance
Written Report/Oral Presentation
Comprehensive Final Exam

****Exams may include questions from assigned reading that may not be specifically discussed in class.**

****All course assessments/evaluations must be completed satisfactorily. Students are required to achieve at least an average grade of "C" or above in the didactic portion of the course to successfully complete the course and advance to the subsequent surgical technology course or complete the Program (if SUR 206).**

Clinical Student Evaluation:

Clinical assessment/evaluation of the student's performance will be completed by the clinical instructor, and the clinical facility staff and are comprised of *Attendance Records (Sign-In Sheets)*, *Daily Evaluation of Surgical Technology Student*, *Student Progress Analysis Records*, *Semester Summary Reports*, *Student Conference Form* as well as progression from observation to second scrub to first scrub as noted in the *Case Log* and skill attainment as evidenced by completion of *Performance Checklists*. *Attendance Records* and *Daily Evaluation of the Surgical Technology Student* will be completed and reviewed daily during clinical learning experience. *Student Progress Analysis Records* will be documented and reviewed every two weeks. *Semester Summary Reports* will be completed both mid-semester and after the final clinical day by the instructor as an assessment of student performance. *Student Conference Forms* will be documented and reviewed with the student as necessary. The clinical instructor, based on the student's clinical assessments/evaluations, attendance, safety, aseptic technique, progression and attainment of required skills, and professional behavior throughout the course, will determine the student's final clinical grade.

Attendance Records (Sign-In Sheets), Daily Evaluation of Surgical Technology Student, Case Logs, and Performance Checklists, all found in the Surgical Technology Clinical Education Manual, are important tools in documenting attainment of the required competencies of a Surgical Technologist. The *Case Logs* must show progression from observation to second scrub to first scrub throughout the program and the minimum number of cases (first scrub and second scrub) the student must complete is 120, according to the requirements set forth by the Accreditation Review Committee in Surgical Technology and Surgical Assisting (ARC/STSA). The *Performance Checklists* must be successfully completed by the student and signed off by the instructor/clinical facility staff, as the student is able to complete the tasks independently. These evaluation tools are designed to document the student's expected progress during the clinical experience and all *Performance Checklists* must be completed prior to completion of the final semester of the program.

XI. Surgical Rotation Case Requirements

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub (FS) Cases Required	Additional First or Second Scrub Cases That Can Be Applied Toward 120 Cases
General Surgery	30	20	10
Surgical Specialties: • Cardiothoracic • Genitourinary • Neurologic • Obstetric & Gynecologic • Orthopedic • Otorhinolaryngologic • Ophthalmologic • Oral/Maxillofacial • Peripheral Vascular • Plastics & Reconstructive • Procurement & Transplant	90	60 *A minimum of 10 cases in four different specialties must be completed in the FS role (40 cases total). **The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.	30

Optional: Diagnostic Endoscopy vs. Operative Endoscopy Cases • An endoscopy classified as a semi-critical procedure is considered a diagnostic case. • An endoscopy classified as a critical procedure is considered an operative case. • Diagnostic and operative cases will be counted according to specialty.			Diagnostic cases are counted in the second scrub (SS) role ONLY up to a total of ten of the required 120 cases.
Optional: Labor & Delivery			Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.
Totals	120	80	40

1. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
2. A student must complete a minimum of 120 cases as delineated above.
3. A student must complete a minimum of 30 cases in General Surgery. 20 of these cases must be performed in the First Scrub role. The remaining 10 cases may be performed in either the First or Second Scrub role.
4. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery. A minimum of 60 cases must be performed in the First Scrub role and distributed amongst a minimum of four surgical specialties.
 - A minimum of 10 cases in four different specialties must be completed in the First Scrub role (40 cases total).

- The additional 20 cases in the First Scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub role.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopy cases and 5 vaginal delivery cases can be counted in the Second Scrub role toward the required 120 cases.
- An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
 - An endoscopy classified as a critical procedure is considered an operative case.
 - Diagnostic and operative cases will be counted according to specialty.
6. Observation cases cannot be applied to the 120 cases count but must be **documented**. The student may be observing a case in either the sterile or nonsterile role.
7. Counting Cases
- Cases may be counted according to surgical specialty as defined in the core curriculum. Examples:
 - One pathology is counted as one procedure.
 - A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.
 - Counting more than one case on the same patient.
 - A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I repair is an oral-maxillofacial surgical specialty.
 - A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as the student moves towards entry-level graduate abilities.

First and Second Scrub Role and Observation

First Scrub Role

To document a case in the First Scrub role, the student shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, medication, and supplies needed for the procedure.
- Perform required operative counts according to AST Guidelines and facility policy.
- Pass instruments and supplies, while anticipating needs, during the procedure.
- Maintain sterile technique by recognizing sterility breaks, correcting sterility breaks, and documenting as needed.

Second Scrub Role

The Second Scrub role is defined as the student who has not met all criteria for the First Scrub role but actively participates in the surgical procedure in its entirety by completing any of the following:

- Assistance with diagnostic endoscopy
- Assistance with vaginal delivery
- Cutting suture
- Providing camera assistance
- Retracting
- Sponging
- Suctioning

Observation Role

The observation role is defined as a student who has not meet the First Scrub or Second Scrub criteria. The student may be observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

XII. Student Employment/Work Policy

A student enrolled in the Surgical Technology AAS degree Program is responsible for meeting the Program's goals and course learning outcomes. The faculty, recognizing that some students may choose to seek and/or maintain independent employment while attending the Surgical Technology Program, reserves the right to recommend student re-evaluation of outside commitments in the event of unsatisfactory course and/or Program performance. At no time during a clinical experience, required by the Surgical Technology Program, is the student considered an employee of the clinical facility or used in lieu of facility staff. For the student who chooses to hold independent employment, it is highly recommended that the student not work immediately prior to a required Surgical Technology Program clinical experience. In the event a student reports to the clinical area unprepared or functions in an unsafe manner, the student, at the discretion of the faculty, may be dismissed from the clinical experience and the time missed recorded as an absence.

XIII. Unsafe And Unprofessional Clinical Practice (As Taken Directly From The CAAHEP Application Criteria)

Unsafe clinical practice shall be deemed to be behavior demonstrated by the student, which threaten or violate the physical, biological, or emotional safety of the patient assigned to her/his care.

The following are examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

PHYSICAL SAFETY: unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

BIOLOGICAL SAFETY: unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

EMOTIONAL SAFETY: unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student that are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology Program of Montgomery County Community College.

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and /or working relations with clinical affiliates or constitute violations of legal or ethical standards.

Violations of these standards are considered to be exceptionally important. At the clinical instructor's discretion, the student may be removed from the clinical site immediately. Such a violation WILL result in the student being placed on probation and MAY result in withdrawal from the program.

XIV. Accidents/Incidents

Students enrolled in credit and non-credit Health Career programs are strongly encouraged to have health insurance coverage.

The student is the primary responsible party for medical costs related to evaluation, testing, treatment, and follow-up involving a blood-borne exposure incident.

If the student is involved in any accident or incident at the clinical facility,

- Implement first aid measures.
 - If the clinical site is a hospital, the student should be advised to go to the hospital's Emergency Department within two to three hours of the incident for initial evaluation, baseline testing for blood-borne pathogens (i.e. HBV, HCV, HIV, etc.) and treatment, if indicated. A hospital Incident Report form should be completed.
- Inform the Program Coordinator and the Clinical Instructor/Clinical Facility Preceptor immediately at the time of the exposure.
 - The incident must be documented. An accident report must be completed by the Program Coordinator who will then contact Public Safety. Students will be provided information on baseline testing, treatment, etc. as related to the exposure. Hospital specific procedures, with respect to written reports, must be followed if the accident occurs during clinical experience. If the student requires medical treatment, the College's Occupational Exposure Policy should be followed.

Both the College and the clinical facility are responsible to provide a safe, healthy environment for the student. Since the student may be exposed to blood and body fluids, it is **mandatory** that personal protective attire be **worn at all times**, including two pairs of surgical gloves while performing in the scrub role. Methods of implementing Standard Precautions will be presented during orientation prior to clinical experience.

XV. Probation Status

Probation is a trial period in which the student must improve or be withdrawn from the program. The Program Coordinator may place a student on probation status in the Surgical Technology Program for the following reasons:

- Academic failure in the didactic and/or clinical component of the course
- Unsatisfactory performance in the clinical setting
- Unsafe or unprofessional clinical practice
- Inability to maintain physical/mental health necessary to function in the program
- Excessive absences

XVI. Certified Surgical Technologist (CST) Exam

All Surgical Technology AAS degree students will complete the National Certified Surgical Technologist (CST) Examination administered by The National Board of Surgical Technology and Surgical Assisting (NBSTSA) prior to graduation. The choice to become certified exhibits pride in the profession, the desire to be recognized for mastery of scientific principles, as well as ongoing commitment to quality patient care.

Certification as a Surgical Technologist demonstrates that the individual meets the national standard for knowledge that underlies Surgical Technology practice.

Certification is a means for upward mobility, a condition for employment, a route to higher pay, and a source of recognition nationwide.

XVII. Graduation

Montgomery County Community College grants the associate in applied science in Surgical Technology to all students who complete the degree requirements. **All students must complete the Surgical Technology AAS Program within four academic years of the date of initial enrollment in the program.**

The general requirements for graduation are listed in the Montgomery County Community College Course Catalog. Degrees are conferred in May each year. All surgical technology students are encouraged to participate in the May graduation ceremonies.

XVIII. Methods of Program Evaluation

Current students, graduates, didactic and clinical faculty, employers, and the Program's accrediting body will complete program evaluations. Evaluations are comprised of *Student Course Evaluations*, *Graduate Surveys*, *Employer Surveys*, and *Advisory Committee Meetings*. Additionally, *Annual Program Reports*, *Site Visits*, and *Academic Program Reviews* will be reviewed/completed by the accrediting body, ARC/STSA, and the College.

Student Course Evaluations will be completed confidentially by students, at the conclusion of each surgical technology course. *Graduate Surveys* will be distributed to graduates for program evaluation. *Employer Surveys* will be distributed to graduate employers, no more than 6 months after students graduate from the Program, for evaluation of both the graduate and the Program.

Advisory Committee Meetings will be held twice per year (Fall and Spring semesters) for assessment of community needs and will include a student member.

Annual Program Reports will be completed and submitted yearly according to ARC/STSA requirements; *Site Visits* will be conducted based on the accreditation cycle, and *Academic Program Reviews* will be conducted every 8-10 years based on the outcomes of ARC/STSA accreditation site visit findings.

Feedback brought forth through *Evaluations*, *Surveys*, and/or *Reports* will be evaluated by the Advisory Committee for possible incorporation into future development of the Program.

XIX. College Policies

All students should stay informed about college policies and Student Success Resources either by clicking on the Institutional Syllabus button on the Canvas Home page, or the link below. The College believes in transparency and accessibility, ensuring that policies are readily available to all students.

Students are expected to review, understand, and follow all College Policies.

***You will find information on College policies and Student Success Resources by clicking Institutional Syllabus in the Canvas course menu:**

<https://www.mc3.edu/choosing-montco/student-experience/institutional-syllabus>.

Student Academic Code of Ethics: The College provides an environment that fosters critical thinking and judgement. Students adhere to an Academic Code of Ethics by refraining from participation in acts of academic dishonesty. The Student Academic Code of Ethics policy is available on the College website.

By enrolling at the College, students agree to abide by this *Student Academic Code of Ethics* and to understand what is considered academic dishonesty.

Assignments include, but are not limited to, hardcopy or electronic papers, homework, exams, laboratory exercises, projects, clinical experiences, and oral presentations.

Academic honesty includes, but is not limited to, the following:

- Intentionally presenting inaccurate information or forging documents
- Plagiarism
- Cheating

Consequences for violations of the Code of Ethics and options for dealing with academic dishonesty are at the discretion of faculty. The Vice President of Academic Affairs/Provost may impose additional consequences in extenuating circumstances. Before imposing consequences, the Vice President of Academic Affairs/Provost will consult with the faculty member and appropriate administrator/s. These consequences may include one or more of the following.

- Being expelled from the student's program.
- Being expelled from the College permanently or for a limited period of time.

Students may follow the College's appeal process if they dispute an instructor's accusation of academic dishonesty. The Academic Progress Committee will then hear the appeal. <https://www.mc3.edu/about-mccc/policies-and-procedures/student-academic-code-of-ethics>

Student Code of Conduct: The purpose of the *Student Code of Conduct* is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. The Code applies to behavior on college owned property, in college classes conducted on campus or at a distance, and at all College-sponsored activities whether on or off campus. The [Student Code of Conduct](#) policies and procedures are found on the College website.

Montgomery County Community College expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students.

1. They shall adhere to Montgomery County Community College policies, municipal, borough, county, state, and federal laws; and
2. They shall not interfere with or disrupt the orderly educational processes of Montgomery County Community College.

The Student Code of Conduct applies to all students while at Montgomery County Community College, on college premises, and/or while attending College-sponsored activities on or off campus. In certain circumstances, for example in the instance of sexual misconduct, off-campus misconduct at non-College-sponsored activities that have a continuing and disruptive effect on members of this College community, will also be actionable under this Student Code of Conduct. <https://www.mc3.edu/about-mccc/policies-and-procedures/student-code-of-conduct>

The objectives of the disciplinary process at Montgomery County Community College are:

1. To create an environment that enhances the opportunity for learning;
2. To help ensure order in the College community;
3. To educate and guide students on appropriate behavior and respect for others in the College community;
4. To protect members of the community from harm due to the conduct of those members of the College community who fail to respect the rights of others; and
5. To ensure students due process when they have been accused of violating College rules and regulations.

Impaired Student Performance in the Laboratory and/or Clinical Setting Policy:

The Division of Health Sciences (HS) is committed to providing safe and meaningful learning experiences for students and so must provide for the safe and effective care of clients by students in the laboratory and/or clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of HS division student in the laboratory or clinical setting results in unacceptable risk for clients, colleagues, the College, and the healthcare agency. Illegal or unauthorized manufacture, sale, possession, or use of alcoholic beverages and/or controlled substances by students while engaged in any part of educational experiences poses an unacceptable risk for clients, colleagues, the College, and the healthcare agency and is strictly prohibited. Any behavior resulting in the impairment of the student's judgment or motor coordination resulting from unmanaged medical conditions is also included under the terms of this policy.

Social Media Policy: Health Sciences students enrolled in a health careers program are reminded of their obligation to demonstrate professional behavior, uphold ethical and professional standards, and ensure compliance with applicable federal requirements such

as HIPPA on any/all social networking sites. Sharing of confidential information related to the educational experience is unacceptable and will result in disciplinary action up to and including dismissal from the program.

All students are expected to comply with the Social Media Procedures and related College Policies described in the College's Social Media Handbook and on the College website. <https://mymccc.mc3.edu/allcampusresources/marketing/social-hb/Pages/policies.aspx>.

Emergency Closing Notification: In the event of an emergency or weather-related closing, the College provides electronic notification for all students, employees, vendors and community members. All are encouraged to enroll in this free, up-to-the-minute electronic messaging service. Participants select their choice of delivery — cell phone or email. It is free to sign up but standard text messaging rates may apply from your service provider. To sign-up for electronic messaging or to update your current account, sign up through <https://www.mc3.edu/txt>.

Withdrawal Policy: Students who want to withdraw from a course need to talk to their instructor or academic advisor first. If they decide to withdraw before completing 60% of the course, they have to fill out an official form. Their transcript will show a "W" for withdrawal. If it is after 60% but before 75% of the course, they need the instructor's permission and fill out an online form. The college's calendar has all the dates students need to know for withdrawing from courses.

<https://www.mc3.edu/about-mccc/policies-and-procedures/comprehensive-grading-student-assessment>

Grade Appeal Policy: In the interest of due process, the College provides an appeal process for a student who believes that a recorded **final** grade does not accurately reflect his/her academic performance in a course. This policy is applicable for both credit and non-credit offerings. Grades can be appealed in instances where a student believes that an inaccurate final grade has been issued due to: a mechanical error, such as miscalculation of final grade or error in recording final grade; inconsistent grading practice, such as grade not based on student's academic performance in the course and/or grade based on standards different from those applied to other students in that course; or a deviation from the syllabus, such as an unannounced, unreasonable, and/or ungrounded change from the instructor's previously articulated standards.

As the initiator of the process, the burden of proof is on the student to demonstrate the grade is inaccurate. It is incumbent upon the student, while attempting to resolve the issue, to strictly adhere to the established appeal procedure.

<https://www.mc3.edu/about-mccc/policies-and-procedures/grade-appeal>

Students with Disabilities Policy: Montgomery County Community College welcomes qualified students with disabilities and endorses the principles of nondiscrimination and reasonable accommodation as described in Section 504 of the Rehabilitation Act of 1973 (504), the Americans with Disabilities Act and the Americans with Disabilities Amendments Act of 2008 (ADAA). The College's policies and procedures for serving and accommodating students with disabilities are designed to ensure equal opportunity to participate in its educational programs, services, and activities. This policy provides

guidance to reasonably accommodate students with disabilities without compromising academic standards and requirements. It also establishes grievance procedures as well as a process to report a violation.

If you have a disability or require accommodations, please contact the Disability Services team Monday–Friday, from 9:00 a.m. to 5:00 p.m. at disabilities@mc3.edu or 215-641-6575. They are here to provide support and resources to help you succeed! Therefore, if you encounter any barriers, including a need for accessible furniture, please don't hesitate to reach out for assistance.

Students are responsible for requesting their accommodations each semester through the Office of Disability Services. Please contact the Disability Services Office for more information.

<https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities>

***NOTE:** It will be necessary for students to fulfill the expectations of the role of the Surgical Technologist for standing stationary for at least four hours as well as lifting heavy instrument trays and patients. Refer to the *Technical Standards for the Surgical Technologist* for more information.

Veteran Student Policy: At Montco Community College, we deeply appreciate the sacrifices and contributions of our military service members, veterans, and their families. We are committed to ensuring equitable support for all those who have served or are currently serving, as well as their spouses and family members who are part of our community.

Our goal is to create an inclusive and supportive environment where every member of our veteran and military community feels valued, empowered, and equipped to thrive both academically and personally. For more information, see: <https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center>.

XX. Student Success Resources

The Student Success Center offers academic advising, personal counseling, career services, transfer information, and English as a Second Language and International student services. Tutorial Services (formerly the Learning Assistance Lab) offers free course tutoring, and personalized tutoring for basic skills in a multimedia laboratory for all students with the goal of creating successful students and independent learners.

The College makes available many resources that are available to support your personal and academic growth and success. Explanations of these Student resources can be found on the website <https://www.mc3.edu/resources-for/students>.

Library Resources: In addition to books and DVDs, the College libraries provide outstanding online offerings, available 24/7 for current students, including: academic research databases, e-books, online journals, and streaming video. Help is available through online chat, in-person appointments, and at our service desks. The libraries also provide a peaceful place to study, use computers, and do research. To access the online

library and for contact information, locations, and hours of operation, visit library.mc3.edu.

Acceptable Use of Technology Statement: At the College, we see technology as a valuable tool for teaching, service, advising, and communication. We are committed to academic freedom and fostering an environment where free inquiry thrives, including in the digital realm. Our acceptable use policies are in place to maintain the stability and security of our technology resources, prevent misuse, and ensure fair access for everyone in our academic community. These policies cover the use of college-managed information technology equipment and resources, including desktops, networks, email, phones, internet, data security, and software. The full [Acceptable Use of Technology policy](#) is available on the College website.

Early Alert Initiative: As part of the commitment to promote the academic success of all students, the College utilizes an Early Alert system. Faculty may alert Academic Advisors about issues related to student absence and /or academic difficulty if they are not resolved through discussion between the faculty and student. Please respond promptly to any Early Alert notification you receive through email, phone, or mail, as your Academic Advisor hopes to offer assistance in resolving these issues.

Tutoring Services/Academic Support: Whether you're looking for assistance in organizing notes, writing a paper or strategies for taking a test, tutors are available to support you. The College offers in-person tutoring as well as 24/7 online services via Brainfuse for free! To schedule on-campus or online appointments or access online tutoring via Brainfuse simply connect through Canvas on a computer, smartphone or tablet to start. Before meeting with a tutor, be sure to check out the [Expectations for Tutoring!](#)

Tutors will work with students to develop strategies based on your unique learning preference. <https://www.mc3.edu/choosing-montco/academic-support/tutoring>.

Student Support and Referral Team (SSRT): Throughout life we all face challenges that can have a negative impact physically and/or mentally. Simply juggling the demands of work, school, relationships and everyday life can wear us down. During these times we encourage you to use our free resources to support your well-being and success.

The Student Support and Referral Team, (SSRT) in the Student Success Center at Central and West Campuses, is a free, confidential service referring students and faculty to healthcare professionals and other community resources. It involves a support team of counselors, faculty, and staff who assist students dealing with issues such as emotional distress, stress, anxiety, eating disorders, abuse, depression, grief, potential violence and substance abuse.

SSRT can be confidentially emailed at studentreferral@mc3.edu.

Free Online Physical and Mental Health Resources for Students: As a current student, you have free and unlimited access to telehealth services through our partner, TimelyCare. TimelyCare offers 24/7 virtual care from anywhere, completely free of charge! You can connect with counselors, doctors, nurse practitioners, and more to

address concerns that can be safely diagnosed and treated remotely. Additionally, you can access the MindWise Mental Health Screening tool and links to other community services on the College's Health and Wellness page. You can find the Health and Wellness page by clicking on the Wellness Resources button on the Canvas Home page. Signing up for TimelyCare and accessing MindWise is safe, quick, confidential, and completely free—no credit card information required. Students who have questions about these services should email wellness@mc3.edu.

Basic Needs: If any student is facing challenges accessing resources to meet their basic needs such as safety, food, or stable housing, and believes this might impact their performance in the course, we encourage them to reach out to wellness@mc3.edu. You can find the College's Health and Wellness page by clicking on <https://www.mc3.edu/choosing-montco/resources-for-students/health-and-wellness>

Surgical Technology Program O.R. Simulation Laboratory Rules & Regulations

Montgomery County Community College Surgical Technology Program has an Operating Room Simulation Laboratory located in room 2620 of the Blue Bell Campus. This laboratory is designed for the sole use of the students and faculty of the program. It is a supplement to didactic work throughout the Surgical Technology curriculum. Use of the laboratory is a privilege and may be limited at any time as deemed necessary by a program official. Proper use of ALL equipment and accessories is necessary in order to assure safety. All students will be oriented to surgical simulation, surgical equipment, instruments, and supplies, and the OR Simulation Laboratory prior to its use.

Rules and Regulations:

- Required scrub uniforms will be worn at all times during laboratory sessions. Students found to be without the required scrub uniforms will not participate in the laboratory session, time missed will be marked as absence, and this work will be made up at the discretion of the instructor.
- Laboratory practice will only be allowed under direct supervision by a faculty member. Use of OR tables, positioning devices, laparoscopic equipment, manikins, instrumentation, and sharps requires a faculty member to be present in the laboratory at all times during practice.
- Eating, drinking, and smoking are NEVER permitted in the laboratory.
- Students will adhere to proper assembly, set-up, and safety procedures for the surgical equipment and supplies as demonstrated by the program faculty.
- Students will adhere to proper procedure in the handling and disposing of sharps.
- Under NO circumstance will a student remove anything from the lab. This includes all equipment, instruments, supplies, etc. including gowns, gloves, sponges, drapes, back table packs, instrumentation, sharps, sutures.
- All equipment, instruments, and supplies are to be returned to their proper storage area at the completion of each laboratory session. Please report any malfunctioning or damaged equipment/supplies to the Program Coordinator or faculty immediately for repairs to be made in a timely fashion.
- No drugs are kept in the lab.
- Students must adhere to these policies as well as other program and College policies while enrolled in the Program.

Printed Name: _____

Date: _____

Signature: _____

**Surgical Technology Program
O.R. Simulation Laboratory
Responsibility Acknowledgement Form**

I have received, read, and understand the policies that pertain to the use of the Montgomery County Community College Surgical Technology Program's OR Simulation Laboratory. I understand that it is my responsibility to adhere to these policies for the safety of others and myself.

I agree to comply with the policies as explained and agree to abide by them. Should I have any questions or require further explanation, I will immediately seek a program official before proceeding.

Printed Name: _____

Date: _____

Signature: _____

Surgical Technology Program Acknowledgement of Understanding Form

I hereby acknowledge receipt of a copy of the Surgical Technology Student Handbook. I have read and understand its contents.

I understand I must have the necessary Admission Guidelines and Program Requirements to be eligible for participation in the clinical surgical technology experiences integral to the Program. I further understand that it is my responsibility to maintain currency of these requirements for the length of time that I am enrolled in the Surgical Technology Program.

I agree to comply with all the policies and procedures in the Handbook as well as the policies and procedures of Montgomery County Community College, accreditation body, clinical facility, or third-party program related to training or experience. I understand my failure to comply with any such policies or procedures may result in my removal from the Program.

I further acknowledge that a failure to meet the eligibility or certifying requirements or any applicable accrediting body, professional agency may result in my removal from the Program.

I further understand my continuing obligation to immediately notify the Program Coordinator of any events or changes in my status, which might affect my continued eligibility to participate in the Program.

Printed Name: _____

Date: _____

Signature: _____

Surgical Technology Program Technical Standards

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Surgical Technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of all surgical interventions and functions.

Students enrolled in the Surgical Technology Program must exhibit the following characteristics:

- Sufficient visual acuity, such as needed in the accurate preparation of the surgical field, handling of microscopic instruments, needles, and lasers. As well as the ability to perform all required counts of instruments, needles, and sponges.
- Sufficient auditory perception to receive verbal communication from both patients and surgical team members in order to assess the health needs of patients through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.
- Sufficient gross and fine motor coordination to respond promptly and implement the skills needed to assist the surgical team. Manual dexterity is essential in the assembly, set-up, and handling of all instrumentation, as well as positioning and lifting of equipment and patients.
- Sufficient physical stamina required for standing for extended periods of time is required to meet the health needs of patients as related to the Surgical Technology profession.
- Sufficient communication skills (speech, reading, writing) to interact with patients, surgical team members, and other hospital/acute care staff members and the ability to communicate needs promptly and effectively as necessary to patients and the surgical team.
- Sufficient intellectual and emotional functions to plan and implement care for patients and the surgical team during stressful situations, including the ability to cope with death and dying.

Printed Name: _____

Date: _____

Signature: _____

Surgical Technology Program Clinical Education Confidentiality Agreement

I _____ have been advised on the issue of confidentiality in the health care setting. I fully understand that while I am a student at Montgomery County Community College, I have been afforded a unique opportunity for hands-on learning experience through clinical facilities. I also understand that I have made a commitment to the institution to uphold all the standards of medical professionalism, including patient and professional confidentiality.

While I am performing my clinical rotations, I may be exposed to situations that involve patients I am familiar with, and information may be available to me that I cannot ethically discuss outside of the hospital. During these rotations, I may also be exposed to situations that involve personnel issues, which should also be considered confidential and not discussed outside of the hospital.

I have been advised that whatever situations I am exposed to, whether patient or staff related, I am ethically bound, both as a student and as a graduate of Montgomery County Community College's Surgical Technology Program, to the strictest of confidences.

Therefore, I realize that any breach of this commitment may affect my performance evaluation and/or eligibility for completion of the Program. I also realize that should any breach of confidentiality occur after I have graduated, any/all future letters of reference or eligibility for continuation of programs may be denied.

Printed Name: _____

Date: _____

Signature: _____