

Surgical Technology

Caldwell Community College and Technical Institute

Department: Health Sciences, Continuing Education

Surgical Technology I (SUR-7000): 416 hours

Surgical Technology II (SUR-7001): 416 hours

Course Type: Hybrid

COURSE DESCRIPTION

The surgical technology program prepares students for employment in hospitals, ambulatory surgery centers, and other procedural settings, with a primary focus on the intraoperative role of the Surgical Technologist. The surgical technologist's central responsibility is to establish and maintain the sterile field, ensuring aseptic technique throughout the procedure. They assemble, organize, and pass instruments and sterile supplies efficiently to the surgeon and surgical team during operations.

In addition to these primary intraoperative duties, surgical technologists will assist with preparing the operating room, sterilizing instruments and equipment, ensuring appropriate surgical supplies are available, and preparing patients for surgery. They also perform surgical counts to prevent retained foreign objects and support overall patient safety.

This role requires strong attention to detail, critical thinking, effective communication, physical stamina, and the ability to function efficiently as a vital member of the surgical team in a fast-paced environment.

Successful completion of Surgical Technology I (SUR-7000) and Surgical Technology II (SUR-7001) is required to fulfill program requirements. Upon completion of all didactic coursework, laboratory training, and a minimum of 125 documented surgical cases during clinical rotations, students will be awarded a certificate of completion and will be eligible to sit for the National Center for Competency Testing (NCCT) Tech in Surgery – Certified (TS-C) national certification examination.

Both Surgical Technology courses are delivered in a hybrid format, combining online and face-to-face instruction.

ESTIMATED HOURLY EARNINGS

According to the Bureau of Labor Statistics website (www.bls.gov) the most current national hourly wage range for experienced Surgical Technologists is \$30.04 and the median average annual wage is \$62,480.00 for full-time employment. *May 2024

EMPLOYMENT OPPORTUNITIES

Surgical Technologists are essential members of the healthcare team and are employed wherever invasive procedures are performed.

- Hospital Operating Rooms
- Ambulatory Surgery Centers (Outpatient Surgery Centers)
- Labor and Delivery Suites
- Endoscopy Centers
- Cardiac Catheterization (Cath) Laboratories
- Interventional Radiology Departments
- Physician Specialty Practices and Procedural Clinics
- Sterile Processing Departments
- Surgical Equipment and Medical Device Companies
- Travel Surgical Technology Positions

COURSE LEARNING OUTCOMES

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

- Apply cognitive, psychomotor, and affective learning skills to provide safe, competent, and effective patient care as an entry-level surgical technologist.
- Demonstrate entry-level knowledge and competency in surgical technology by successfully completing a national certification examination.
- Communicate effectively with members of the surgical team to analyze, anticipate, and meet the perioperative needs of both the patient and the surgical team.
- Demonstrate proficiency in surgical aseptic technique and patient care **principles** through both theoretical knowledge and practical application.
- Provide patient care in a professional, ethical, and legal manner consistent with the standards of the surgical technology profession.
- Deliver patient-centered care by recognizing and respecting the social, cultural, religious, ethical, and psychosocial needs of each patient.
- Adapt to new and emerging technologies and demonstrate a commitment to lifelong learning and professional growth within the healthcare environment.

REGISTRATION AND PREREQUISITES

- Registration for the class is first-come, first-serve.
- Students must have at least a high-school diploma or equivalent and must be 18 years of age or older by the first day of class.
- Students must meet the Technical Standards for the Surgical Technology program (see attached)
- Students must complete SUR-7000 to be eligible to register for SUR-7001.

PROGRAM REQUIREMENTS

Please review the enrollment packet in its entirety and complete all required processes and documentation prior to attending the first day of class (refer to the Enrollment Packet for required forms).

CLINICAL COMPLIANCE REQUIREMENT

CCC&TI utilizes CastleBranch to manage and verify required documentation, including:

- Criminal Background Check
- Drug Screening
- Immunization Records
- Additional Clinical Onboarding Requirements as Required by Clinical Facilities

All costs associated with CastleBranch and clinical compliance are the responsibility of the student. Students must complete all required documentation by deadlines established by the Program Coordinator. **Failure to complete any of these requirements by the established deadline may result in dismissal from the program.*

A signed acknowledgment of these requirements must be submitted with the enrollment packet.

CLINICAL EXPERIENCE REQUIREMENT

Clinical participation at off-campus facilities is a required component of this course. Students should anticipate travel of UP TO 90 minutes each way, to assigned clinical sites. Clinical assignments are determined by the Program Coordinator and are based on educational needs and site availability.

- Students are required to complete a total of 125 clinical cases broken down as such:
 - A minimum of 90 first scrub cases

- A minimum of 30 general cases
 - A minimum of 75 cases from three different specialties
 - A maximum of 15 diagnostic scopes
- Clinical experiences are generally scheduled **Monday through Friday**, with typical hours ranging from approximately **6:30 a.m. to 4:00 p.m.** *Clinical facilities determine specific start and end times based on surgical schedules.
 - Students are responsible for all healthcare or emergency-related expenses incurred during clinical rotations. Students must either provide proof of health insurance or sign a waiver declining coverage prior to participating in clinical experiences.
 - Students are responsible for transportation to and from assigned clinical sites, as well as any associated travel expenses.

TIME COMMITMENT

Students are strongly encouraged to arrange dependable child and/or elder care prior to the first day of class and to establish backup plans for both class and clinical attendance.

The online coursework hours are provided for planning purposes. The actual amount of time required to complete online assignments will vary from student to student. Factors such as study skills, reading comprehension, computer proficiency, and familiarity with course content may result in some students spending more or less time than the estimated weekly hours. Students should plan accordingly and allow sufficient time to successfully complete all course requirements

Course	Online	Class/Lab	Clinical Minimum
SUR-7000 (Weeks 1–13)	10 hrs/week	16 hrs/week	—
SUR-7000 (Weeks 14–16)	4 hrs/week	4 hrs/week	18 hrs/week*
SUR-7001 (Weeks 1–16)	4 hrs/ week	4 hrs/week	18 hrs/week*

***May increase as necessary**

TECHNOLOGY REQUIREMENTS

Students must have:

- Access to a laptop or tablet (will be used in class as well as at home)
- Reliable internet access

- Basic computer skills sufficient to complete online coursework and communicate electronically

Because the program utilizes a hybrid instructional format, access to technology is essential for success.

ATTENDANCE POLICY

Regular attendance and participation are essential for success in the Surgical Technology Program. Due to the rigorous nature of the curriculum and clinical requirements, students are expected to attend all scheduled classroom, laboratory, and clinical experiences.

**Students who fall behind established clinical benchmarks and whose progress indicates that completion of required clinical hours and surgical cases is unlikely within the scheduled program length may be dismissed from the program at the discretion of the Program Director/Coordinator*

Program Attendance Requirements

- Surgical Technology I (SUR-7000) and Surgical Technology II (SUR-7001) are each **416-hour hybrid courses**, for a total of **832 program hours**.
- Students are expected to attend all scheduled classroom, laboratory, and clinical hours.
- Students must maintain a minimum of **90% attendance in classroom and laboratory activities** and **100% completion of all clinical hours and surgical case requirements**.
- Students who fail to meet attendance requirements may be dismissed from the program.
- Online attendance will be taken by turning in an assignment each week. There will be a clear deadline for the online attendance assignment. Failure to submit work by the deadline will result in an online absence for that week.

Clinical Attendance Requirements

- Students must complete a minimum of **125 surgical cases** to satisfy program completion requirements, broken down as stated above in CLINICAL EXPERIENCE REQUIREMENTS.
- Students must complete a minimum of **18 hours per week** of clinical experience; however, additional clinical hours may be required to achieve the required number of surgical cases.
- Students must complete a minimum of **7 surgical cases per week**
- Students are expected to report to assigned clinical sites on all scheduled dates and times assigned.
- If a student misses any portion of a clinical experience, the student is responsible for:
 - Notifying the designated clinical site contact.

- Informing the Surgical Technology instructor of the absence
- Arranging any required make-up time with the clinical site and instructor.

***Clinical Progression Policy**

Clinical education is a critical component of the Surgical Technology Program. To ensure successful completion of program requirements, students must maintain satisfactory progress toward completion of all required clinical hours and surgical cases.

The Program Coordinator will regularly monitor each student's clinical progress, including clinical hours, case numbers, case mix, and First Scrub experiences. Students who fall below established progression benchmarks may be counseled and placed on a Clinical Improvement Plan.

Students who fail to maintain satisfactory progress toward required clinical hours and case requirements, refuse assigned clinical experiences, demonstrate a pattern of excessive absences, or whose progress indicates they are unlikely to meet program completion requirements within the designated program timeframe may be administratively withdrawn or dismissed from the Surgical Technology Program.

It is the student's responsibility to actively participate in assigned clinical experiences, accurately document completed cases, and communicate with faculty regarding any circumstances that may affect clinical progression.

Absences and Emergencies

- In the event of an emergency, students must notify the Surgical Technology instructor prior to the beginning of the scheduled class, laboratory, or clinical experience.

Tardiness and Early Departure

- Students are expected to arrive on time and be prepared to begin class, laboratory, or clinical activities at the designated start time.
- If a student arrives after class has begun, they may not enter the class until the class takes a break. This limits disruption of students' valuable class time.
- Students are expected to remain for the entire scheduled learning experience unless excused by the instructor.
- Excessive tardiness or early departures will be treated as an attendance violation.

Breaks

- Students are expected to adhere to all scheduled break times as established by the instructor and/or clinical facility.
- Excusing yourself from class during instruction is disruptive and must be kept to emergencies only.

Missed Coursework

- It is the student's responsibility to contact the instructor regarding any missed assignments, examinations, laboratory activities, skills check-offs, or other coursework resulting from an absence.
- Make-up work may be permitted at the instructor's discretion and must be completed within the timeframe established by the instructor.
- Late online assignments will not be accepted. All online assignments must be submitted by the posted due date and time. Assignments not submitted by the deadline will receive a grade of zero and will count as an absence.

COURSE EXPECTATIONS AND POLICIES

Students seeking a career in the healthcare professions such as Surgical Technology should possess the following qualities to be successful:

- The emotional maturity and stability to approach highly stressful human situations in a calm and rational manner
- The ability to make clinical judgement using critical thinking skills
- The ability to adhere to ethical standards of conduct, as well as applicable state and federal laws
- The ability to provide effective written, oral, and nonverbal communication with clients, their families, colleagues, health care providers, and the public.
- Students should be dependable, goal-oriented, and ready-to-learn as these classes are fast-paced.

Aptitude for this work includes good physical stamina, endurance and body conditions that would not be adversely affected. Examples of the physical demands associated with health services include, but are not limited to the following:

- Strength and Endurance - Frequently
- Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling
- Balance and Coordination – Frequently
- Stooping, Kneeling, Reaching, Manual Dexterity and Tactile Sensitivity

- Communication – Frequently
- Talking, Hearing, Seeing, Communicating verbally and in writing

Caldwell Community College and Technical Institute challenges students to be learners who assume responsibility for being a part of a community of scholars. Student's presence and participation in the classroom is an important component of this challenge. Furthermore, as a part of its mission, CCC&TI offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork.

- Suspected use of alcohol, illegal drugs or being under the influence of drugs which impacts a student's ability to function in a normal capacity will be addressed by and is subject to class dismissal per college policy.
- Students must bring required materials and equipment to each class/lab/clinical session.
- The use of profanity and tobacco products in the class/lab/clinical setting is prohibited.
- Students must maintain proper, professional, and respectful conduct /behavior in the classroom/lab/clinical settings. Disruptive, disrespectful, or insubordinate behavior is prohibited.
- Cheating, copying or sharing information (questions) on any exam, test, or quiz will result in a grade of zero for that exam, test or quiz and the student will be referred to Student Services.
- Any open displays of prejudice, harassment, or discriminate against any person or persons because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin will not be tolerated and appropriate action will be taken.
- Students will work towards performing all skills correctly and safely in the class/lab/clinical setting.
- It is the student's responsibility to ask for guidance from the instructor in all situations that the student is not trained to handle and in all situations in which the student feels uncertain of his / her abilities.
- Student is expected to act responsibly and take the consequences for his/her action or inaction as appropriate.
- Cell phones will be turned off during class time and stored in backpacks and /or pocketbooks during class and lab time. You may check your phone during breaks.
- If you must use your phone, quietly exit the room. Over use of this could result in being asked to leave the class for the rest of the day.
- Cell phones are NOT permitted in the laboratory and clinical settings.
- Do not share photos of classmates and instructors, clinical sites, clients, or staff.
- Abstain from posting any embarrassing, threatening, or harassing statements on any social media. Remember future employers often check social media prior to hiring potential employees.
- Food and drinks are not permitted in the classroom/lab.

SPECIAL INSTRUCTIONS

- Student must provide instructor a correct personal e-mail address and cell phone number. Students must update this information if changes are made.
- Students must contact Counseling and Accessibility Services at 828-726-2716 on or before the first day of class if you have a disability and need special accommodations.
- Sponsored students should contact their WIOA advisor to get instructions for payment of the NCCT Exam, if applicable.

DRESS CODE

- Dress in the appropriate attire required in class/lab/and clinical. This includes CCC&TI ID badge, teal scrubs, closed-toe, closed heel or heel-strap, non-skid shoes.
- Uniforms should be laundered, pressed, and in good repair and appropriate in length, not dragging the floor, no rips or tears, etc.
- Keep fingernails short, clean, and polish free.
- Keep hair up off the collar at all times during lab and clinical
- Practice good personal hygiene and be free from body odor and avoid strong perfumes or colognes.
- Jewelry on the hands and wrists is not allow during lab or clinical rotation.
- Students must adhere to the clinical facilities' policy pertaining to piercings and tattoos, while at the clinical facility.

SPECIAL CONSIDERATION FOR CLINICAL SETTING

- Students will not disclose confidential information about the college, its employees, its students or any patient(s) or resident(s) at any clinical site(s). Violation of confidentiality may result in immediate dismissal from the program.
- Students will abide by all the policies of CCC&TI and all the policies of the clinical facility assigned.
- Students will adhere to parking regulations at clinical sites.
- Students will maintain all patient dignity and ensure all patient rights are honored.
- Students will communicate appropriately and effectively with patients/residents, patient's families, their instructor, fellow classmates and other care team professionals in the clinical setting.

SAFETY

All students in this course will comply with all general safety rules, which apply to the type of activity in progress in each class. Violations of course safety rules could result in grade penalties and/or other appropriate disciplinary action such as dismissal from the course.

COURSE GRADING SYSTEM

An overall grade of 80 percent must be maintained in each course. If at any time a student's grade drops below 80 percent, the student may be dropped from the class.

100-90	A
89-80	B
79-70	C
69 or below	F

80 – 100	S-Satisfactory
>79	U-Unsatisfactory

CLASSROOM ETIQUETTE

Students are expected to conduct themselves in a professional manner that reflects the standards of the healthcare profession.

- Arrive on time and be prepared for class each day.
- Remain in class for the entire scheduled session unless excused by the instructor.
- Bring all required materials, textbooks, assignments, and equipment to class.
- Actively participate in classroom discussions, activities, and laboratory exercises.
- Demonstrate respect and courtesy toward instructors, classmates, guest speakers, and college staff.
- Maintain a positive and professional attitude conducive to learning.
- Refrain from disruptive behaviors, including side conversations, excessive noise, or actions that interfere with instruction.
- Use professional language at all times. Profanity, inappropriate comments, or disrespectful remarks will not be tolerated.
- Food and beverages may only be consumed in accordance with instructor and facility policies.
- Complete all assignments, readings, and course requirements by the established deadlines.
- Take responsibility for personal learning by asking questions and seeking clarification when needed.
- Respect differing viewpoints and contribute to a supportive learning environment.
- Maintain academic integrity by completing all work honestly and independently unless otherwise directed.
- Adhere to all college, program, laboratory, and clinical policies.

COURSE COMPLETION

Upon successful completion of class/lab/and clinical the student will receive a certificate and be prepared to apply to sit for the National Center for Competency Testing Tech in Surgery certification (NCCT TS-C).

COMPUTER USAGE POLICY

At times, this class may meet in the computer lab in order to utilize the equipment in the lab. During the times the class meets in the computer lab, students are NOT ALLOWED to:

- Check personal email (unless related to job search or resume completion)
- Access Facebook, Myspace, Twitter, Tok-tok, Snapchat, etc.
- Access any website other than what the instructors permits
- Any student caught misusing the computers or visiting sites that are not permitted, will be asked to leave the class. Students are expected to adhere to the Computer Usage Policy outlined in the Students Handbook.

TEXTBOOKS

Surgical Technology for the Surgical Technologists + MindTap, 6th Ed. ISBN: 9780357625804 \$158.00* *You may purchase this eBook and MindTap access code in the college bookstore or in class on the first day. (Please note: you will not have access to the Moodle or MindTap section until the first day of class.)

SUPPLIES AND THE BOOKSTORE REFUND POLICY

The bookstore does not recommend buying any Continuing Education class materials earlier than 14 days before class starts, as schedules may change. Cash & Credit Refund: 14 days from date of purchase with receipt. Check: Wait 7 days for check to clear the bank, 7 days after that to refund with receipt.

SPONSORSHIP

If you are receiving financial assistance or sponsorship through an external partner such as WIOA or scholarship, you will need documentation from the partner stating what expenses they are covering. This will be placed on your account through our Business Office.

WIOA, Sponsorships and Scholarships:

1. You or the WIOA office must deliver your voucher to the business office prior to your bookstore visit.
2. You may charge your books two (2) business days before the class starts.
3. Bookstore employees normally have to call the business office while you are in the store in order for your money to be put in your account.
4. Credit cards: Visa or MasterCard cardholder must be present with photo ID. Bookstore cannot take someone else's card unless they are in the store and provide photo ID.
5. Checks: You may use someone else's check, but a bookstore employee must write your driver's license number on the check.

Other Financial Aid Resources:

- CCC&TI Continuing Education Scholarships

www.cccti.edu/ContinuingED/ScholarshipsCE.asp

- College Foundation of North Carolina www.cfnc.org/pay/pay.jsp

OTHER SERVICES

Caldwell Community College and Technical Institute cares about its students and their financial stability. It is our goal to assist students in their effort to maintain or reach financial wellness. Students are provided with opportunities to engage in financial wellness activities regarding their fiscal responsibility throughout their college career. The Financial Aid and Counseling and Advising Departments work jointly to offer free financial wellness activities to students in the form of workshops, first year experience courses, live financial literacy presentations, and student debt fact sheets. To find out more about financial literacy, money management, scholarship and loan programs, use the following on-line resources or contact student services at 828-726-2713.

RESOURCES AVAILABLE

- The Learning Resource Center has a collection including many books, journals, and videos/DVDs relating to our course work this semester. We may periodically show videos /DVDs from the collection in class. Students will also find the LRC resources invaluable to the researched assignments produced for this class. It is located in E-Building on the Caldwell campus and W-460 on the Watauga campus.
- The Writing Center is a resource where all CCC&TI students can receive assistance from trained writing consultants with any type of writing at any stage of the writing process. The Writing Center also provides resources for all your writing needs in the Writing Center and via on line at <http://www.cccti.edu/writingcenter/>. On the Caldwell campus please contact Writing Center Coordinator Laura Benton at 828.726.2722 with any questions or come by the center. On the Watauga Campus please call Martin Moore at 828.297.3811 x5292 or stop by the center.
- The Academic Support Center offers free tutoring to students in a variety of subjects. Students are advised to use the ASC early and often during the semester. Stop by the ASC for the tutoring schedule or make an appointment by calling 828.726.2725. The Academic Support Center can help with Moodle questions, some technology support, such as submitting assignments in Moodle, study guides for placement tests, and so much more.

COURSE COSTS	
Surgical Technology I (SUR-7000)	
Registration	\$180.00
Campus Access Fee	1.00
CCCTI Technology Fee	5.00
Student Accident Insurance	1.00
CPR Card	7.00
Malpractice Insurance	16.00
Sub-Total	\$210.00
College ID (Take exact change. Class will go as a group during the first week of class.)	\$2.50
Sub-Total	\$2.50
Required Purchases	
Estimated Costs (varies per supplier)	
One (1) set of Teal scrubs	\$80.00
One (1) pair of closed-toe, closed-heel, or heel-strap, non-skid, shoes with arch support	80.00
CastleBranch Background Check, Drug Screen and Immunization Compliance Tracker - Y198 (not required to repeat purchase for SUR-7001 if clinic is completed in the semester following SUR-7000)	*163.10
Textbooks (will be purchased in class on day one – do not purchase separately)	*158.00
Sub-Total	\$481.10
Surgical Technology II	
Registration	\$180.00
CCCTI Technology Fee	\$5.00
Campus Access Fee	\$1.00
Student Accident Insurance	\$1.00
Sub-Total	\$187.00
NCCT TS-C Exam (paid to NCCT)	\$248.95
TOTAL COSTS (excluding student's optional spending)	\$1,129.55

*Prices subject to change due to third-party vendor

TECHNICAL STANDARDS FOR SURGICAL TECHNOLOGY

The following activities are examples of the kind of activities which a student in the Surgical Technology program will be required to perform in order to successfully complete the program. This list is not all-inclusive. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodation or modifications, the applicant should consult the College's accessibility counselor. Their phone # is 828-726-2746.

Issue	Standard	Example
Critical Thinking	A Surgical Technology student should possess critical thinking and problem-solving skills to anticipate the needs of the surgical team and respond quickly to unexpected situations.	Students must be able to apply knowledge and skills learned in didactic, lab, and clinical instruction to function on unfamiliar procedures.
Interpersonal Skills	A Surgical Technology student shall possess interpersonal abilities sufficient to interact with surgeons, operating room (OR) personnel, hospital departmental staff, and patients. This also includes the ability of the student to handle constructive criticism.	Constructive criticism is expressed in the lab as a teaching tool, in the classroom and in the clinical sites as well. Students should respond positively and professionally to constructive criticism. Students shall establish a working rapport with surgeons, anesthesia personnel, other surgical technologists, nurses, and a variety of other departmental specialists and patients.
Communication Skills	A Surgical Technology student shall possess communication abilities sufficient for interaction with patients, surgical team members, and other healthcare professionals in verbal form.	Discuss and ask questions regarding the surgical procedures both preoperatively and intra-operatively at appropriate times.
Mobility/Physical Stamina	A Surgical Technology student shall possess physical abilities sufficient to move and maneuver in a small operating room. Students may experience periods of standing in one spot for an extensive amount of time. Some surgical procedures require sitting for long periods of time as well. A Surgical Technology student will experience lifting surgical instrument trays as well as participating in patient lifting and positioning.	Holding a patient's extremity for 5 to 15 minutes or standing for a surgical procedure that may last several hours. Instrument trays may weigh as much as 27 pounds.

Motor Skills	A Surgical Technology student shall possess gross and fine motor abilities sufficient to provide safe and effective care in the operating room.	Manipulating very fine and delicate instruments and suture as well as the larger more complex orthopedic and neuro equipment.
Auditory	A Surgical Technology student shall possess auditory ability to monitor and assess needs by the surgeon and other sterile operating room team members.	Surgeons and/or staff wear surgical masks during surgical procedures. This limits the ability to hear requests and directions within the surgical field. The student must be able to hear and respond to verbal communication, alarms, and equipment signals in a noisy operating room environment.
Visual Acuity	A Surgical Technology student shall possess visual ability and acuity for observation and assessment necessary during a surgical procedure.	Handling fine surgical suture needles safely and efficiently in response to the needs of the surgeon and surgical procedure, being able to visualize and follow the surgical procedure, and working with small supplies and instruments that require calibration. Students must be able to distinguish between colors.
Tactile/Hand-eye Coordination	A Surgical Technology student shall possess tactile ability to sufficiently handle all the microscopic supplies, instruments, and equipment.	Implantable items for patients may be very delicate, in combination with sterile surgical gloves, some supplies, instruments and tissue require very delicate manipulation.

Emotional Resilience	A Surgical Technology student shall possess the ability to cope with stress and pressure of working in high-stakes surgical environments.	Stress in the operating room is very common. Tension runs high for many days, and it can affect a student's ability to cope with the environment and others in the environment. Stress arises from the difficult development of interpersonal skills within the operating room. Stress is also environmental related (this is a totally different environment than any you have been in; ex: room temperatures, noises, odors, patient conditions, sites, and standing for a long period of time either in an ergonomic or nonergonomic position).
Cognitive Abilities	A Surgical Technology student shall possess the ability to be oriented to time, place, and person, organize responsibilities, and make quick appropriate decisions.	Students will need to quickly assess needs for surgical procedures, anticipate surgeon's needs, and act appropriately at all times. Organizational skills when setting up the instrument table and mayo table will allow the student to function in a more efficient manner.
Occupational Exposures	A Surgical Technology student is at high risk for exposure to blood and body fluids resulting in exposure to communicable disease, toxic substances, medical preparations, and chemical sterilization practices at all times. Standard precautions must be practiced at all times.	A student may be assigned to a surgical procedure with a patient that has a known or unknown communicable disease. Ethylene oxide is a means of a lethal chemical sterilization process.
Ethical and Professional Behavior	A Surgical Technology student shall possess ethical and professional behavior, including maintaining patient confidentiality and adhering to professional standards and guidelines.	A student must not share patient information, including taking photos of any patient that could violate HIPAA regulations or hospital and school social media policies. A student must follow the NCCT and AST standards and school guidelines regarding aseptic technique and professional scope of practice at all times.

CASTLEBRANCH INFORMATION GUIDE

Caldwell Community College – Surgical Technology Instructions for Order Placement

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB you will be able to:

- View your order results
- Manage requirements specific to your program
- Complete tasks as directed to meet deadlines
- Upload and store important documents and records
- Place additional orders as needed

To place an order, go to mycb.castlebranch.com

1. In the “place order” field, enter the following package code specific to your organization.

YI98 – Background Check, Drug Test, Compliance Tracker - \$163.10

2. During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.
3. The email address you use when placing your order will become your username for your *myCB* and will be the primary form of communication for alerts and messages.
4. Payment methods include: Mastercard, Visa, debit card, electronic check, money order, and installment payment.

To-Do-Lists – You can respond to any active alerts or To-Do-List items now, or return later by logging into your *myCB*. You will receive alerts if the information is needed to process your order. Access your *myCB* anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

Your myCB Service Desk is available to assist you via phone, chat and email. Monday-Friday 8:00 am – 8:00 pm & Sunday 10:00 am – 6:30 pm EST 888-914-7279 or servicedesk.cu@castlebranch.com

PLEASE NOTE THAT THE FEES TO COMPLETE THE CASTLEBRANCH PROCESS ARE NOT REFUNDABLE

CASTLEBRANCH PLACING ORDER INSTRUCTIONS

GO TO LINK <https://portal.castlebranch.com/CP48>

CLICK RED PLACE ORDER

SCROLL TO YOUR PROGRAM

PICK THE CODE YOU NEED

CLICK AFTER YOU HAVE READ ORDER INSTRUCTIONS

**SIGN IN WITH YOUR SCHOOL EMAIL ADDRESS AND CREATE A
PASSWORD**

THE REST IS SELF EXPLANATORY

Caldwell Community College and Technical Institute
ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI) POLICY ACKNOWLEDGMENT
SURGICAL TECHNOLOGY (SUR-7000, SUR-7001)

The Surgical Technology Program is committed to maintaining the highest standards of academic honesty, professional ethics, and personal integrity. Students are expected to complete all coursework, examinations, assignments, clinical documentation, and skills assessments honestly and independently unless otherwise directed by the instructor.

Academic dishonesty undermines the learning process, compromises professional development, and is inconsistent with the ethical standards expected of healthcare professionals.

Academic Integrity Expectations

Students are expected to:

- Submit their own original work unless collaboration has been expressly authorized by the instructor.
- Properly cite and acknowledge sources used in assignments, projects, presentations, and research activities.
- Complete quizzes, tests, examinations, skills validations, and competency assessments independently unless otherwise instructed.
- Accurately document clinical experiences, surgical cases, competencies, and attendance records.
- Refrain from sharing, distributing, obtaining, or using unauthorized copies of examinations, quizzes, assignments, answer keys, or course materials.
- Adhere to all CCC&TI policies regarding academic integrity and student conduct.

Artificial Intelligence (AI) Use

Artificial intelligence tools, including but not limited to ChatGPT, Gemini, Claude, Copilot, Grammarly AI, and similar technologies, may be valuable educational resources when used appropriately. However, students must demonstrate their own knowledge, critical thinking, and mastery of course content.

Unless specifically authorized by the instructor:

- Assignments, discussion posts, papers, projects, reflections, case studies, care plans, or other academic work generated wholly or substantially by artificial intelligence may not be submitted as the student's original work.
- Students may not use AI-generated content to complete examinations, quizzes, competency assessments, clinical documentation, skills validations, or other graded evaluations intended to measure individual knowledge or performance.
- Students may not use AI tools to bypass learning objectives or misrepresent AI-generated work as their own.

When AI use is permitted by the instructor, students must disclose the use of AI and comply with any assignment-specific guidelines provided.

Violations

Violations of this Academic Integrity and AI Policy may result in one or more of the following actions:

- Grade reduction or assignment grade of zero
- Failure of an examination, assignment, course, laboratory, or clinical component
- Referral to Student Services for disciplinary action
- Removal from clinical experiences
- Dismissal from the Surgical Technology Program
- Additional disciplinary action in accordance with CCC&TI policies and procedures

Healthcare professionals are entrusted with patient safety and public trust. Academic dishonesty, falsification of records, or misrepresentation of knowledge and skills are inconsistent with the ethical and professional standards required of Surgical Technologists.

Student Acknowledgment

I have read and understand the Surgical Technology Program Academic Integrity and Artificial Intelligence (AI) Policy. I understand that I am responsible for completing my academic and clinical work honestly and in accordance with the standards outlined above. I understand that violations of this policy may result in disciplinary action, including dismissal from the Surgical Technology Program.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Caldwell Community College and Technical Institute
CLINICAL PROGRESSION POLICY ACKNOWLEDGMENT
SURGICAL TECHNOLOGY (SUR-7000, SUR-7001)

Clinical education is a critical component of the Surgical Technology Program. To successfully complete the program, students must demonstrate consistent progress toward completion of all required clinical hours and surgical case requirements.

Students are expected to:

- Complete a minimum of **18 clinical hours per week** during the clinical portion of the program.
- Complete a minimum of **7 surgical cases per week** to remain on track for program completion.
- Successfully complete a minimum of **125 surgical cases** by the end of the program.
- Complete a minimum of **90 cases in the first scrub role** as required by the NCCT TS-C eligibility requirements.
- Complete a minimum of **30 general surgery cases** as required by the NCCT TS-C eligibility requirements.
- Accurately document and submit all clinical case logs and required clinical documentation within established deadlines.
- Attend all assigned clinical experiences and actively participate in opportunities necessary to meet program requirements.

The Surgical Technology faculty will monitor each student's clinical progress throughout the program. Students whose clinical progress indicates they are unlikely to meet required clinical hours, surgical case requirements, or program completion requirements within the designated program timeframe may be dismissed from the Surgical Technology Program.

Failure to maintain satisfactory clinical progression, excessive absences, refusal of assigned clinical experiences, failure to submit required documentation, or failure to meet established clinical benchmarks may result in dismissal from the program.

Student Acknowledgment of Clinical Progression Requirements

I acknowledge that I have read and understand the Surgical Technology Program Clinical Progression Policy.

I understand that I am responsible for maintaining satisfactory progress toward completion of all required clinical hours and surgical case requirements, including:

- A minimum of 18 clinical hours per week
- A minimum of 7 surgical cases per week
- A minimum of 125 total surgical cases
- A minimum of 90 first scrub cases
- A minimum of 30 general surgery cases
- Submitting all documentation by established deadlines

I understand that failure to maintain satisfactory progress toward these requirements may result in dismissal from the Surgical Technology Program.

I understand that it is my responsibility to attend assigned clinical experiences, accurately document clinical cases, and communicate with faculty regarding any circumstances that may affect my clinical progression.

By signing below, I acknowledge that I have read, understand, and agree to comply with the Clinical Progression Policy.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Caldwell Community College and Technical Institute
COVID VACCINE CLINICAL ACKNOWLEDGEMENT
SURGICAL TECHNOLOGY (SUR-7000, SUR-7001)

Health Services students who participate in clinical rotations are **required to meet all onboarding requirements** of the assigned clinical agency including submitting a record of their immunizations against communicable diseases.

In order to ensure the safety of their patients and staff, many healthcare facilities are now mandating that employees, school faculty and students who are entering their institutions document proof of vaccination for COVID. While Caldwell Community College and Technical Institute does not currently require COVID vaccination, Health Sciences students **may be required** by the clinical sites to produce documentation of vaccination against COVID 19. **Failure to do so may result in a student being declined a clinical spot by the clinical agency.** It is the student's responsibility to request any medical or religious exemptions from the clinical agency.

By signing this form, I acknowledge that I understand that in order to participate in clinical education I may be required to document vaccination status against COVID. **Inability to complete clinical requirements for my program will result in failure to progress and dismissal from the program.**

Printed name of student

Student Signature

Date

Caldwell Community College and Technical Institute
HEALTH SCIENCES CLINICAL GUIDELINES FOR EXPOSURE INCEDENTS
SURGICAL TECHNOLOGY (SUR-7000, SUR-7001)

Health Services students are at risk for exposure to blood and body fluids that may be contaminated with the Hepatitis B virus, the Hepatitis C virus, the Human Immunodeficiency virus (HIV) and other potentially harmful or contagious pathogens while in the lab and/or clinical setting. Information about bloodborne pathogens and how to protect oneself and others from exposure is taught before the student's first clinical experience. It is imperative that students always follow standard precautions when working with patients/clients in any type of lab and/or clinical setting. **In the event of exposure to blood or body fluids, it is the responsibility of the student to arrange and pay for initial and post-exposure medical follow-up and care.**

Following exposure to blood or bodily fluids, the student should take the following steps immediately:

1. Clean area thoroughly depending on the are exposed.
 - a. Skin exposure with blood – wash the area with antimicrobial soap and water for at least 15 seconds.
 - b. Contaminated needle stick or contaminated puncture or cut with sharp object – wash the area with antimicrobial soap and water for at least 15 seconds.
 - c. Eye exposure – rinse/flush eye with 1000 mL of water, sterile saline, or eye irrigating solution for at least 15 minutes.
 - d. Mucus membranes (mouth or nose) – rinse/flush the area with water or sterile saline.
2. Report exposure to your lab/clinical instructor, preceptor/supervisor immediately after taking the above preventive measures. If lab/clinical instructor/preceptor/supervisor is not a CCC&TI faculty member, then report the exposure to the lab/clinical coordinator of the student's health services program. The lab/clinical coordinator will assist the student in completing a CCC&TI accident report.
3. Determine the nature of the exposure and determine if there was exposure to body fluids or blood. Assess the integrity of the skin exposed to body fluids or blood.
4. Follow the agency policy for occupational exposure, testing, or post-exposure medications as indicated. If the clinical agency does not provide baseline testing and/or prophylaxis the student will need to call their primary care provider immediately.
5. Further testing, medical follow-up, and post-exposure medications will be with the student's primary care physician or local health department at the student's expense.

Student's Signature: _____

Date: _____

Student's Printed Name: _____

Caldwell Community College and Technical Institute
HEPATITIS B VACCINATION STATUS, INTENT, OR DECLINATION FORM
SURGICAL TECHNOLOGY (SUR-7000, SUR-7001)

I understand that close personal contact with individuals may increase my risk of acquiring the hepatitis B virus (HBV) infection.

By initialing and signing this form where appropriate, I acknowledge that I have read the information provided regarding HBV and have had adequate opportunities to ask questions regarding the material, and I agree to its content.

Select one statement below to initial and then print and sign your name, date this document, and return to your instructor.

- | | |
|---|--|
| <hr style="width: 100px; margin-left: 0;"/> | I decline the hepatitis B vaccination at this time. |
| Initials | I understand that I continue to be at risk for contracting this disease but hold Caldwell Community College and Technical Institute harmless should I contract the disease. Should I decide to receive the HBV vaccination series while participating in a health course through CCE, I will notify my instructor and clinical supervisor and will provide documentation of the vaccine(s) when given. |
|
 | |
| <hr style="width: 100px; margin-left: 0;"/> | I have previously received the series. |
| Initials | I will present proof of immunization. |
|
 | |
| <hr style="width: 100px; margin-left: 0;"/> | I am currently receiving the series. |
| Initials | I will submit proof of immunization at the time received. |
|
 | |
| <hr style="width: 100px; margin-left: 0;"/> | I am immune to hepatitis B. |
| Initials | Antibody testing (titer) has revealed immunity. I have attached documentation of the test. |

Print name

Signature

Date

Caldwell Community College and Technical Institute
CLINICAL ELIGIBILITY & LICENSURE/CERTIFICATION/REGISTRY ELIGIBILITY
FOR HEALTH SCIENCES STUDENTS
SURGICAL TECHNOLOGY (SUR-7000, SUR-7001)

Clinical: Clinical education is a vital component in the training of health science program students. The college maintains a formal clinical affiliation agreement with each facility where students are sent for clinical instruction. These affiliation agreements specify requirements similar to those required of facility employees and may include health and immunization requirements, personal health insurance, mandatory HIPAA and OSHA training, criminal background checks and drug screens.

Not all facilities impose the same requirements and these requirements may change with little or not notice. After admission to the health science program students are required to submit to a criminal background check and urine drug screen through CastleBranch.com or the school's designee. Any dispute concerning unsatisfactory background findings or drug screen will be between the student and the party providing the service. Background checks and drug screens are to be completed on or before the date set by the student's individual program.

Any of the following positive finding may cause a student to be ineligible for clinical:

- Felony conviction (Class A-E)
- Class A1 misdemeanor conviction (examples: assault inflicting serious injury with a deadly weapon, assault on a female, assault on a child under 12 years of age, assault on a state officer or employee, assault by pointing a gun, violation of a valid protective order)
- Class 1 misdemeanor conviction (examples: breaking or entering buildings, larceny of property, unauthorized use of a motor vehicle, worthless checks for \$2,000 or less from a closed account, willful and wanton injury to real property, communicating threats, possession of drug paraphernalia, misrepresentation to obtain employment security benefits {worth \$400 or less})
- Listing on the national sex offender list
- Listing by the Office of Inspector General (OIG) disbaring individual from participation in health care programs

Students who show any of the above findings will have a flag on their background screen and may be ineligible for participation in clinicals subject to approval by each individual assigned facility.

Many of the facilities scrutinize the student background checks themselves and may impose stricter standards. If a facility deems that student must be excluded from their site, the student will be unable to progress in the program. If you have any questions about this policy, please contact your program coordinator, director, or the department chair for Health Sciences.

Licensure/Certification/Registry Eligibility: When considering whether to admit an individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. Furthermore, graduation from a CCC&TI healthcare program alone does not guarantee that the student has met all eligibility requirements for licensure, certification, or registry required in order to practice in the related medical field. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

I have read and understand the policy for required criminal background checks as it relates to my eligibility for progression within all healthcare programs at CCC&TI. I also have read and understand that graduation from CCC&TI does not automatically guarantee my eligibility to sit for any required licensure, certification, or registry exams.

Printed Name: _____

Signature: _____ Date: _____

SURGICAL TECHNOLOGY DOCUMENTATION REQUIREMENTS

You will need to have these documents on the first day of class and Castlebranch processes completed before the first day of class. Turn items 1 – 8 in to your instructor on the first night of class. Your instructor will be able to review your Castlebranch documentation.

- ☐ 1. **Copy of Photo ID** (government issued; current, name must match social security card)
- ☐ 2. **Copy of Social Security Card** (signed; name must match photo ID, and cannot be laminated)
- ☐ 3. Copy of **High School Diploma OR High School Equivalency OR College Transcript**
- ☐ 4. Signed **Hepatitis B / Declination** form
- ☐ 5. Signed **Health Services Clinical Guidelines for Exposure Incidents** form
- ☐ 6. Signed **Covid Vaccine Clinical Acknowledgement** form
- ☐ 7. Signed **Clinical and Certification/Licensure Policy Acknowledgement**
- ☐ 8. Signed **Academic Integrity & Artificial Intelligence Policy Acknowledgement**
- ☐ 9. Signed **Clinical Progression Policy Acknowledgement**
- ☐ 10. **Order the Y198 Castlebranch before the first day of class.** See the last page of this packet for more information.

**For questions regarding immunizations, the student should contact his/her healthcare provider for his/her recommendation of need, based upon age, health concerns and current CDC guidelines. If there are special considerations, the provider must document the need on letterhead or office stamp for validation.*