

Surgical Technology Program

Clinical Handbook



Krista Hagemann, CST
Program Director
Office: 605-718-2917

Dani Hersrud, CST
Program Instructor
Office: 605-718-2934

Table of Contents

To the Student.....	3
Responsibilities of Participants	
WDTC Program Director.....	4
Clinical Site OR Manager / Educator.....	4
Clinical Preceptor(s).....	5
Course Objectives.....	6
Student Work Policy.....	6
Student Requirements	7-9
Dismissal from Clinical Placement.....	9
Student Expectations.....	10
Signature Form.....	11

To the Student:

The intent of this manual is to define the clinical experience and to guide you during your clinical rotation. You have been placed within an experienced, professional setting where there is opportunity to learn and develop your skills. The clinical experience should be regarded as a privilege and accepted with a deep sense of responsibility.

The WDTC Surgical Technology student will always place the needs of the patient first. Through a consistent use of their surgical conscience they will place honor and ethics above all else throughout their career as a student and as a healthcare professional. They will not tolerate others who lie, cheat, steal, or purposely cause harm to any other individual.

Responsibilities of Participants

Participants in the clinical experience, including the WDTC Program Director, the Clinical Site OR Manager / Educator, and the Clinical Site Preceptor, have the following responsibilities:

WDTC Program Director

The Program Director will:

1. Arrange the placement of the student with the clinical site. Clinical sites in the Black Hills perform round-table interviews and select clinical students who they feel are the best fit for their respective facilities. Student preferences shall be considered in clinical assignments when possible.
2. Notify the student of the placement prior to the clinical assignment.
3. Identify dates for clinical evaluation periods.
4. Maintain continuing contact with the clinical site and student.
5. Make on-site visitations. Scheduled visits will be made with the Clinical Site OR Manager, Preceptor and/or the student to observe the general progress of the student, discuss any concerns, and provide on-site instructional assistance when needed.
6. Act as a liaison between the Clinical Preceptor(s) and the student to assure that a professional working relationship exists.
7. Help the student appraise his or her own personal and professional strengths and needs.
8. Maintain files on each student which include clinical attendance records, required case logs, performance evaluations, required assignments, and records of site visits.

Clinical Site OR Manager / Educator

The Clinical Site OR Manager / Educator will:

1. Serve as the contact person for the WDTC Program Director when coordinating clinical practice, student placement, and scheduling.

2. Designate a Clinical Preceptor(s) who can devote time to train and supervise the student and has had no less than one year of experience in the particular facility.
3. Introduce the student to staff members and explain to the staff the training program requirements.
4. Assess the needs of the students and guide the learning process toward the achievement of clinical practice objectives.
5. Notify the WDTC Program Director about any pertinent information regarding the student's progress and any assistance needed.

Clinical Preceptor(s)

The Clinical Preceptor(s) will:

1. Orient the student to the facility by reviewing:
 - a. The facility policies and procedures
 - b. The organization of the facility
 - c. Job descriptions that pertain to his or her area of responsibility
 - d. Emergency preparedness and safety within the facility
2. Introduce the student to individuals he or she will be working with.
3. Assign a gradual assumption of duties throughout the experience based upon the strengths and weaknesses of the student.
4. Assess the needs of the student and guide the learning process toward the achievement of clinical practice learning outcomes.
5. Provide regular feedback to the student concerning his or her progress including written evaluation at designated times.
6. Contact Clinical Site OR Manager / Educator and WDTC Program Director immediately if any serious problems arise with the student.
7. Confer with the WDTC Program Director to discuss any concerns and clarify issues.

Surgical Technology Clinical Course Objectives

Surgical Technology Clinicals take place at a healthcare facility. It consists of work experience in the perioperative environment. Students will participate in a minimum of 120 surgical procedures in the scrub role. The procedures will be completed in a variety of areas and must meet ARC/STSA requirements. Students will perform and develop to entry-level competency as a surgical technologist. At the completion of the course, students will return to main campus to take the Certified Surgical Technologist exam required of accreditation.

Student Learning Outcomes:

- Apply the concepts of aseptic technique and surgical conscience
- Demonstrate punctuality, accountability, and professionalism while adhering to facility policies
- Perform independently tasks related to preoperative case management
- Participate in the preoperative, intraoperative, and postoperative phases of the care of the patient in both the scrub and circulator roles
- Demonstrate clinical proficiency to an employment-acceptable level in a variety of core and specialty surgical procedures in the scrub role assuming independent responsibilities as much as possible

The goal of the Surgical Technology Program is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Student Work Policy

Students completing their clinical requirements must be under the supervision of a preceptor and cannot be substituted for an employee. Clinical experiences must be of an educational nature.

SURGICAL ROTATION CASE REQUIREMENTS

Objectives: The learner will:

1. Describe the purpose of the observation role.
2. Develop professional competency by performing in the scrub role during an arranged clinical experience.
3. Evaluate the development of professionalism throughout clinical experiences using various methods.
4. Utilize sufficient documentation for verifying cases and roles performed.
5. Demonstrate procedural proficiency by completing a minimum of 120 surgical cases.

Content:

I. Role definitions

A. First Scrub Role (FS)

1. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

- a) Verify supplies and equipment
- b) Set up the sterile field
 - 1) Instruments
 - 2) Medication
 - 3) Supplies
- c) Perform required operative counts
 - 1) AST guidelines¹
 - 2) Facility policy
- d) Pass instruments and supplies
 - 1) Anticipate needs
- e) Maintain sterile technique
 - 1) Recognize sterility breaks
 - 2) Correct sterility breaks
 - 3) Document as needed

¹AST Guidelines for Best Practice can be found on the AST website.

www.ast.org

B. Second Scrub Role (SS)

1. The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:
 - a) Assistance with diagnostic endoscopy
 - b) Assistance with vaginal delivery
 - c) Cutting suture
 - d) Providing camera assistance
 - e) Retracting
 - f) Sponging
 - g) Suctioning

C. Observation Role (O)

1. The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

II. Case requirements – A student must complete a minimum of 120 cases as delineated below: (*refer to diagram A*)

A. General surgery

1. A student must complete a minimum of 30 cases in General Surgery.
 - a) 20 of these cases must be performed in the FS role.
 - b) The remaining 10 cases may be performed in either the FS or SS role.

B. Specialty surgery

1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
 - a) A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
 - 1) A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
 - 2) The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - b) The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
2. Surgical specialties (excluding General Surgery)
 - a) Cardiothoracic
 - b) Genitourinary
 - c) Neurologic
 - d) Obstetric and gynecologic
 - e) Orthopedic
 - f) Otorhinolaryngologic
 - g) Ophthalmologic
 - h) Oral Maxillofacial
 - i) Peripheral vascular
 - j) Plastics and reconstructive
 - k) Procurement and transplant

III. Counting cases

- A.** Cases may be counted according to surgical specialty² as defined in the core curriculum.
1. One pathology is counted as one procedure.

²Programs should contact their accrediting agencies for additional clarification.

www.arcstsa.org

Example: 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.

2. Counting more than one case on the same patient.

Example: A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery, and the LeFort I repair is an oral-maxillofacial surgical specialty.

Example: 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.

3. Diagnostic vs. operative endoscopy cases

- a)** An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
- b)** An endoscopy classified as a critical procedure is considered an operative case.
- c)** Diagnostic and operative cases will be counted according to specialty.
- d)** Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.

Example: A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.

- B.** Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

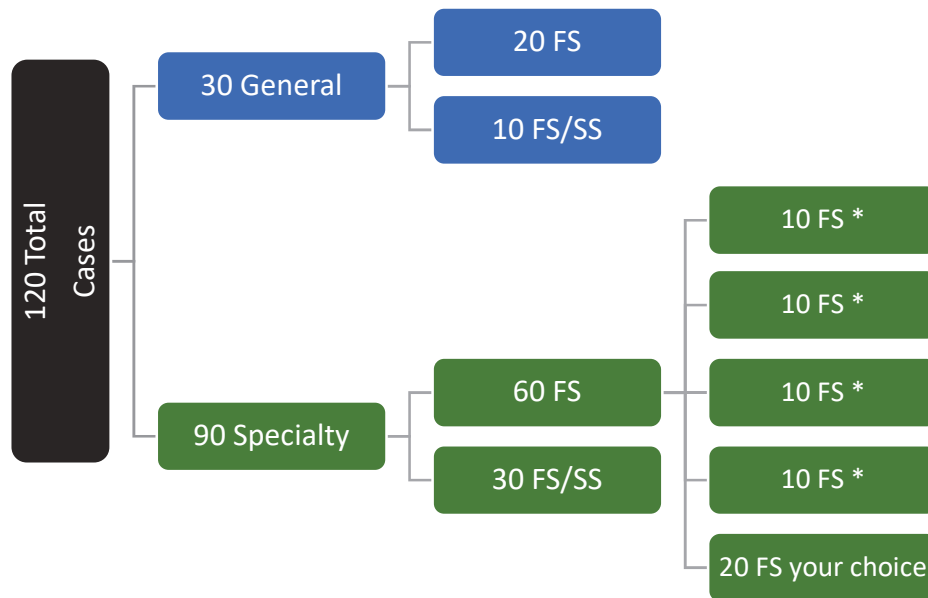
IV. Documentation^{2*}

- A.** Case performed
- B.** Role performed
- C.** Performance evaluations
- D.** Verification by program director

**The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.*

Diagram A: Surgical Case Requirements

The numbers shown below reflect the minimum case requirements and surgical specialties.



*See Case requirements section **II.B.1.**

STUDENT REQUIREMENTS DURING CLINICAL ROTATIONS

Prerequisites

- Current BLS certification – American Heart Association for Healthcare Providers – two year certification
- A minimum grade of C must be earned in this course and all previous courses to be eligible to graduate from the Surgical Technology program
- Student currently be in good academic standing prior to entering the clinical rotation.
- Proof of all required immunizations (may vary by clinical site)
- Current health care coverage
- Background check and drug screen (when required by clinical site)
- Uniform
 - Below is the uniform as prescribed by the instructional staff of the WDTC Surgical Technology Program while on clinical rotations:
 - Facility ID Badge – worn at all time
 - OR designated shoes and eyewear

Transportation

Students will need to provide their own transportation to all clinical sites. Proof of insurance, registration, and valid driver's license is required for access to clinical sites located on military installments.

Schedule

Varied shifts are assigned during the clinical rotation i.e., days, evenings, and/or weekends. Students are expected to be present and on time for all of their scheduled clinical shifts. Clinical shifts are at the discretion of the clinical site i.e. Clinical Educator, OR Manager and Preceptor with approval by the Program Director. Students are allowed to take on-call shifts with their assigned preceptor when the clinical site feels this would be a positive educational experience.

Attendance

Clinical time requires 100% attendance. Missed clinical time may be rescheduled as long as notification is given in advance. An absence must be documented in Trajecsyst by the student for approval by the preceptor or Program Director.

Absences/Tardiness/Early Exits

Notification of any absence must be made to the Surgical Technology Program Director as well as the clinical facility **prior** to the absence. If notification needs to be made after hours, an email message must be sent to the Program Director. **The student is responsible for notifying the clinical facility.**

Make-up Work

All missed shifts must be made up as soon as can be arranged.

Dress Code

Each student is expected to adhere to the dress code and may not be allowed to participate in clinical sessions if not properly dressed.

- Student will wear the prescribed uniform. All clothing will be clean and free of wrinkles and stains.
- A name tag is required at all times when on a clinical site, and hospital appropriate closed-toe shoes are required.
- If a facility requires an alternate dress code, students will be notified in advance and will abide by the clinical site's dress code.
- Hair is to be pulled back and neat. Long hair to be worn up.
- Faculty will provide a specific colored bouffant to indicate student status at your facility.
- Make-up should be minimal, natural looking and appropriate for daytime.
- No bracelets, necklaces, watches, or rings.
- No nail polish or acrylic nails permitted. Nails should be clean and trimmed to be no longer than the tip of the finger.
- All tattoos should be covered by clothing if required by clinical site.
- Male students will be clean shaven if required by clinical site.
- Excessive perfumes and colognes are not permitted.
- Anything that could detract from a professional appearance should not be worn.
-
- Ear piercings and/or facial piercings will not be worn if required by clinical site.

Not wearing a uniform or appropriate attire will result in the student being removed from the clinical rotation until dress code is followed.

Comportment/Confidentiality

Students are expected to conduct themselves in accordance with the professional expectations for surgical technologists at all times. Students are reminded that they are representatives of the WDTC Surgical Technology Program whenever and wherever they are involved with course-related activities. Professional conduct is essential to a successful course experience and surgical technology career.

- Conduct – The WDTC Code of Conduct will be followed at all times. Clinical Site Agency policies will be followed when in the clinical setting.
 - Language must be appropriate. Professional conduct is expected at all times.
 - WDTC is a tobacco free campus. Chewing tobacco is not allowed in the classroom or clinical locations. Smoking and/or vaping is not allowed during clinical rotation in compliance with the clinical facility policies.
 - A therapeutic relationship with patients is expected.
 - Honesty in all communications is required. Integrity in both the classroom and the clinical settings is expected.

- Dismissal from the program may result in the event of dishonesty, theft, cheating, intoxication, alcohol use, or being under the influence of drugs.
 - Evaluation of professional and ethical behavior by Surgical Technology program faculty is on-going throughout the semester.
- Confidentiality is expected at all times in both the classroom and clinical settings. This includes, but is not limited to:
 - Information obtained electronically, verbally, and in written format.
 - Students are permitted to only access patient records that are relevant to patients currently under his/her care.
 - Any breaches of confidentiality will be grounds for immediate disciplinary action. Students must sign an agreement, specific to each clinical site, to maintain confidentiality. Any violation of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will be grounds for removal from the program.
- Social Networking Guidelines – Privacy does not exist in the work of social media. Consider what could happen if a post becomes widely known and how that may reflect on both you and Western Dakota Tech. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not say it to an individual face-to-face, then don't post it. Confidential, trade-marked, and student/faculty/patient information may not be posted. Classmate, faculty, clinical site employees and patient privacy must be maintained in all communications. Do not disclose information that may be used to identify classmates, faculty, clinical site employees or patients. Remember that even de-identified information may be recognized by fellow classmates, faculty, patients, their families, or their employers. Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology. Misuse of social networking is a violation of professional conduct and will result in disciplinary action.

Electronic Devices

Cell phone use is forbidden during clinical time. This includes pictures and text messaging. Unauthorized use of cell phones while on clinical rotations may result in dismissal from the clinical site which will be noted as unexcused, and clinical time will need to be repeated. Offenses to this policy will put the student at risk for disciplinary action.

Academic Honesty and Integrity

Honesty and integrity are essential qualities in the profession of surgical technologists. Lack of integrity in the clinical setting may result in failure of the course and removal from the program.

- Falsification or forgery of academic documents, applications, clinical evaluations, lab evaluations, etc.
- Additional areas of concern specific to surgical technologists include but are not limited to:

- Covering up or not reporting a clinical error
- Documenting something that was not done
- Altering any legal documentation

Disciplinary Dismissal

The clinical practice placement may be terminated at any time if student behavior is considered in violation of this handbook or the ST250 syllabus. Program faculty will follow the procedures outlined in the Code of Conduct policy in the WDTC student handbook. Some instances that may result in dismissal include, but are not limited to:

- Unsatisfactory behavior or work performance at site
- Lack of integrity or breach of confidentiality
- Failure to maintain academic standards
- Failure to meet course requirements

STUDENT EXPECTATIONS

The WDTC Surgical Technology Program students will be expected to:

- Follow all policies set out in the WDTC Student Handbook and the Surgical Technology Program Student Handbook.
- Actively participate in the learning process.
- Attend clinicals as scheduled.
- Notify your Preceptor and the Surgical Technology Program Director prior to any absences from the training site.
- Notify your Preceptor if you are going to be late for a scheduled shift.
- Refrain from attending clinicals when student has an infectious disease.
- Demonstrate professional behavior in the classroom to instructors, staff, and other students.
- Demonstrate professional behavior at the clinical sites to all patients, visitors, staff members, instructors, and other students.
- Maintain patient confidentiality.
- Practice non-discriminatory behavior in the rendering of patient care as it relates to human rights and dignity of the individual.
- Perform safe and appropriate practices and patient care within the scope of a student surgical technologist
- Perform procedures only in the presence of the clinical preceptor or instructor.
- Wear appropriate PPE when scrubbed in a surgical procedure including eye protection and double gloves.
- Perform true and accurate documentation.
- Wear appropriate clothing as described in this handbook or as required by clinical agencies.
- Take ultimate responsibility for his/her own learning.

**Western Dakota Technical College
Surgical Technology Program
Clinical Handbook**

I have received from my advisor a copy of the Surgical Technology Program Clinical Handbook. By signing below, I certify that I have read, understand, and agree to abide by the policies and procedures of the clinical rotation.

Printed Student Name _____

Student Signature _____

Date _____

*Please turn in the signed form to the Surgical Technology Program Director