



SURG 110 Intro to Surgical Technology section name section credit hours
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Students will learn tasks and responsibilities of the surgical technologist. They will learn the practice of sterile technique. They will learn surgical scrub, gown and glove, patient positioning, draping and surgical prep on patients. They will know the practice of standard precautions in the O.R. When they are finished with this class they will know how to set-up cases, open sterile supplies, perform counts, and pass instruments. They will do some practicum to compliment this course. Acceptance into the Surgical Technology Program.

Prerequisites: Take PSYC-120, HITP-110, BIOL-2210/2210L, BIOL-2225/2225L, ENGL-111. Take ENGL-1120 or ENGL-2110. Take MATH-1155 or Higher Level Math.

Terms offered: Fall Only

Section-specific Course Description:

Course Level Objectives

By the end of this course the student will practice and apply the following techniques:

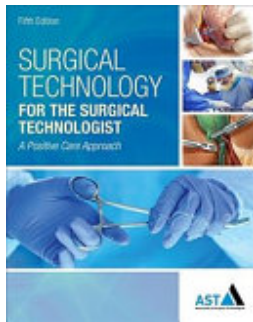
How to scrub, gown and glove. In addition the student will have an understanding of setting up a sterile field, basic table and mayo stand set up and begin learning proper suture handling.

The student will gain knowledge and understanding of :

- The history of Surgical Technology
- What comprises the Surgical Team and their roles and responsibilities
- Laws and Patient Rights

- Professional credentials
- Death and dying
- Religious beliefs
- Patient populations
- The OR environment
- Fire Safety and Hazards
- Technology used in the OR
- Microbes and Sterilization practices
- Disasters and knowing the role of a Surgical Technologist during these events.

Required Texts and/or Materials



Surgical Technology for the Surgical Technologist, 5th Ed + Surgical Technology for the Surgical Technologist Study Guide, 5th + Surgical Instrumentation, 2nd Ed + Microbiology for Surgical Technologists, 2nd Ed + Practical Pharmacology for the Surgical
 9780357016497
 2018-01-01
 5th

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools

Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

1. Have required textbooks and workbooks, packets, lab supplies listed under required textbooks.
2. Complete and submit written assignments by announced due dates.
3. Take all examinations and quizzes on the dates administered. Make up exams will be given only under certain circumstances with a reduction in the grade by 10%.
4. Practice procedures and perform demonstrations satisfactorily.
5. Participate in class and lab discussions and activities.
6. Maintain proper appearance and professional dress.
7. Maintain professional behavior
8. Meet specific objectives for each laboratory experience consistently.
9. Follow safety procedures and guidelines.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact

your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

1. Attendance to didactic and lab is an integral part of student learning. When a student misses more than three days of didactic and lab then this interferes with the student's ability to understand the material. Attendance will be documented thoroughly and if a student has an unexcused absence then this could adversely affect the grade for the course.
2. Tardy attendance is disruptive not only to the instructor, but to peers. Please be ready to begin class at the designated time

1 Unexcused Absence-----Counseling

2 Unexcused Absences-----Verbal Warning

3 Unexcused Absences-----Written Warning

After 3 Unexcused Absences Student Will Be Dropped From Course

Other Classroom Policies and Expectations

Please leave cell phones and other electronic devices in your bag/backpack during class. If you are expecting an important phone call, please step out of the classroom to handle that.

Canvas Participation and Expectations

Because assignments and notifications are posted in Canvas, you should check into Canvas daily Monday-Friday

Instructor Response Time

I will answer email and phone calls daily (Monday-Friday) but expect that in some circumstances it may take up to 24 hours to get a response. Scheduled assignments will be graded by the end of each week

Course Time Commitment

Students should expect to spend 12-18 or 18-24 (online students) hours per week for course work outside of class to be successful in this program.

Grading

Final grades are calculated based on the following...

Why not just assign more points to the things that are harder? In a perfect world this would work. However, there is far more flexibility in weighting grades. If an instructor decides that quizzes should make up 25% of the total points in a course, it doesn't matter whether there is 1 quiz, 5 quizzes or, heaven forbid, 50 quizzes. The total points earned for the quizzes still makes up 25% of the final grade. If an instructor decides to increase or decrease the workload based on the particular needs of any group of students, weighted grades make that easy. In a scenario where grades are weighted by category and the number of assignments in a category changes, no changes to the course points or course guide would be necessary. If, on the other hand, the point system was used, and a change to the course assignments is needed, the total points for the class would change and the course guide would need to be updated.

How are the points for a weighted item calculated? Multiply each score over the total points possible by the weight. For example, the midterm is worth 100 points. If you earned 90/100 the calculation would be $.25(90/100) = .225$. Expressed as a percent, you earned 22.5%

Grading Scale:

A = 90 % or higher

B = 80-89

C = 70-79

D = 60-69

F = 59 or below.

Category	Weight
Quizzes, exams	50
Homework, lab	40
Attendance	10
Total	100%

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

CLASS: Monday - Thursday 0900-1200 {9:00 am- 12:00 pm.)

LAB: Monday- Thursday 0900-1200 or as assigned.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or

retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade

will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

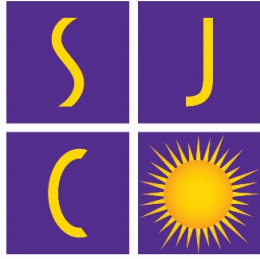
The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Program Handbook



SAN JUAN COLLEGE

Surgical Technology

WELCOME

Dear Surgical Technology Student:

Hello, we are very glad to have you in our program here at San Juan College. We hope that the experience and knowledge you gain as a student Surgical Technologist will help you become a dedicated, skilled and eager surgical team member as well as a more rounded person.

We have a sincere interest in you as an individual. We are all students and every day is a learning opportunity for students, faculty, and hospital staff.

We are all in this together!

This Surgical Technologist Student Handbook as well as SJC's Student Handbook outline policies and procedures that will guide your education. Policies are subject to change. You are required to know and adhere to these policies and any changes. Keep the handbooks readily available for reference.

As Director of the Surgical Technology Program, I promise to work closely with you, provide needed individualized direction, and to work diligently in all phases of the curriculum to prepare you for employment as a Surgical Technologist.

We wish you a very happy and fulfilling time during this phase of your education.

Sincerely,

Maxine Chapman, BOE, CST

AFFIRMATIVE ACTION STATEMENT NON-DISCRIMINATION

San Juan College will comply with existing federal and state laws and regulations, including the Title VII Civil Rights Act of 1964 and 1990, Executive Order 11246 Section 504 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1967, the Americans with Disability Act of 1990, as amended, and the Vietnam Era Veterans Readjustment

Act of 1974. It is the policy of the College to provide for equal opportunity in recruitment, employment, compensation, benefits, transfers, layoffs, returns, institutionally sponsored education, training, tuition assistance, social and recreational programs, staff development opportunities and advancement, and all other personnel practices without regard to race, color, religion, national origin, ancestry, sex, disability, age, or veterans status. Questions should be directed to the EEO officer at 566-3253.

This catalog is for information only and does not constitute a contract. The College reserves the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course or program offering, service, or information in this catalog.

In accordance with the Americans with Disabilities Act, the information in this publication will be made available in alternative formats upon request to Student Services.

Call (505) 566-3271 for assistance.

VISION STATEMENT

San Juan College will be an innovative, dynamic learning college built on mutual respect, meaningful participation and a collective commitment to students, the community and the core values of a comprehensive community college.

MISSION STATEMENT

The mission of San Juan College is to inspire and support lifelong learning to achieve personal and community goals by providing quality education, services and cultural enrichment.

COMMON STUDENT LEARNING OUTCOMES

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Assessment website (www.sanjuancollege.edu/assessment).

SURGICAL TECHNOLOGIST PROGRAM

DEFINITION OF THE SURGICAL TECHNOLOGIST

The Surgical Technologist is an integral member of the health care team. The Surgical Technologist provides technical care of patients during surgery with awareness of human dignity, individual uniqueness, physical, emotional, and spiritual needs. The

Surgical Technologist functions as a “scrub” or “circulator” during surgical procedures in a variety of health care settings.

PHILOSOPHY

As part of the School of Health Sciences, the major function of the Surgical Technology Program is to provide a program of education which will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field, to pass the National Certification Exam, to be accountable as a health care provider, and to be a contributing, self-directing responsible member of society.

The teaching/learning process is a mutual responsibility on the part of the teacher and the learner. The instructor uses a variety of methods to stimulate both didactic, problem solving and clinical learning in order to meet specific course, program and certification objectives and to enable students to grow as a person. An essential outcome of learning is to increase the learner’s ability to apply and transfer the learning to new problems or situations.

We believe the Surgical Technologist student should be a part of the general College and participate in the College social and cultural activities to attain those attitudes, skills, and understanding necessary to be a more responsible citizen and informed professional understanding and responsiveness to diverse groups is an important component of building successful health care teams and healthy communities.

In light of the emerging trends in surgical care, continual education and evaluation must be the professional responsibility of the faculty. All changes made must be consistent with the core values and objectives of San Juan College and the School of Health Sciences.

PROGRAM OBJECTIVES

MINIMUM EXPECTATION:

The goal of the Surgical Technology Program is prepare competent entry-level surgical technologist the following gives brief example of minimum expectations:

Cognitive Domain

- Knowledge-case preparation
- Comprehension-problem solving skills
- Application-illustrate previously learned skills
- Synthesis-combines theory and learned skills
- Evaluation-understands abilities and shortcomings

Psychomotor Domain

- Perception-sensory skills used to guide performance
- Perform-by guided response
- Practice-imitation practice
- Demonstrate-preparation of skills
- Execute-carry out plan
- Adaptation-complex movement patterns, can change plans when necessary
- Origination-creating new skills

Affective Domain

- Receiving-paying attention, listens to criticism
- Responding-apply care and empathy, answers questions, communicates appropriately
- Valuing-respect others
- Reinforce- professionalism
- Exhibit- use surgical conscience

ETHICS

1. Develop professional attitudes and responsibilities.
2. Work collaboratively as a constructive team member in classes and clinical settings.
3. Use feedback for personal and professional development.
4. Understand and apply knowledge gained from the Basic Sciences.
5. Demonstrate a safe level of practice and knowledge related to:
6. patient safety
7. surgical technique
8. surgical and obstetrical procedures
9. ethical/legal responsibilities
10. Meet the requirements for a Surgical Technologist AAS/Certificate from San Juan College
11. Be eligible to write the National Certification Examination for Surgical Technologists to become a Certified Surgical Technologist.

BEING A HEALTH PROFESSIONAL

Becoming a health professional can be an exciting, rewarding experience. However, being a student in a health program or working in a health career may expose you to certain hazards that you should know about. The following information is being shared with you to increase your awareness.

Many health occupations require standing for many hours, walking much of employment shift, lifting heavy patients and equipment, and stooping or assuming uncomfortable positions. Consequently, it is possible to be subjected to back injuries if improper techniques are used. Students with existing back and joint problems run the risk of aggravating such conditions. To minimize this risk, we suggest that students with specific problems contact their physicians to determine their physical limitations and their ability to participate in a selected program.

Health workers frequently are exposed to diseases such as hepatitis and Human Immunodeficiency Virus (HIV). Of course, universal precautions that professionals and students are expected to follow minimize contagion, but the potential danger (particularly to needle sticks and sharps), even with efficient use of precautions, must be recognized. Other potential workplace risks include chemical, electrical and fire hazards, and exposure to radiation.

Pregnant women may be particularly susceptible to infectious diseases, such as rubella, that could affect the well-being of their babies. Exposure to radiation is also a hazard. Women of child-bearing age, therefore, should be aware of these potential dangers when they enter a health occupations program. Discussing these problems with your physician is highly recommended when pregnancy is suspected. If a student finds themselves pregnant or suspects they are pregnant, it is the student's responsibility to notify the clinical coordinator, program director, preceptors and OR supervisors.

Occasionally, health professionals encounter violent or uncooperative patients who could inflict bodily harm to themselves and others. Learning how to cope with such patients is usually included in the curricula of health programs.

We do not want to dampen your enthusiasm for participating in a health career. Rather, we hope this information will make you aware of some of the potential problems and stressors that could affect your own well-being. We urge you to carefully adhere to the safety measures that the faculty emphasizes in class.

Please contact your instructor if you have questions concerning these matters.

SKILLS TYPICALLY PERFORMED BY A SURGICAL TECHNOLOGIST

1. Perform a full-range of body motion including handling and lifting patients, manual and finger dexterity, eye-hand coordination, and distinguish left from right.
2. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
3. Lift and carry up to sixty (60) pounds.
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.

5. Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
6. Withstand unusual smells.
7. Wear full surgical attire including personal protective equipment including double gloving.
8. Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
9. Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions.
10. Perform fine motor skills with both right and left hands. [Dexterity and application in working with microscopic pieces of equipment and sutures (finer than a human hair), hold retractors, etc.]
11. Adapt to irregular working hours as well as ability to stay over shift as necessary and stand unassisted for eight continuous hours maintaining alertness.
12. Respond quickly and in an emotionally controlled manner in emergency situations.
13. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
14. Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy, and so forth).
15. Show evidence of skin integrity, without open weeping lesions of skin.
16. Be able to problem solve using conceptually, integrative, and quantitative reasoning skills.
17. The ability to develop and improve skills in organization of work and in learning to use economy of time and motion.
18. The ability to use English language to communicate with individuals of all professions and social levels.
19. If you have latex allergy; please let your instructor know before beginning this course.

If you have concerns that you don't meet these standards, please make an appointment with Program Director.

STUDENT RESPONSIBILITIES

Specific responsibilities of the students include:

Background Check and Clearance:

Students will complete a national background check and fingerprinting.

1. If student has any discrepancies on the background check, their file will go before a review committee. If deemed necessary student will not be permitted to register in the program.
2. At any time during training, if a student has a legal/criminal incidence they are required to report this to their instructor and program director. The student's file will be sent to review for possible further action related to enrollment in courses and/or clinical placements.

Refraining from:

- Giving false or misleading information to any college official or tampering with any college record
- Possessing or taking any narcotic, stimulant, or drug except as prescribed by a physician
- Giving, exchanging, or selling any drug to another person
- Possessing or consuming any alcoholic beverage on campus or clinical site
- Giving, exchanging, or selling such beverage to another
- Using the College name or emblems in an unauthorized or unseemly manner
- Harassing members of the program or college or in other ways damaging a positive learning environment for peers, faculty and staff
- Violating any rules, policies or procedures of clinical placements

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or college authorities. If students are in doubt about any particular matter, they should consult the Vice President for Student Affairs.

Health Occupations and Student Responsibilities:

Health occupation students have additional rights and responsibilities because of the sensitive and confidential role they will be assuming during their education.

These additional responsibilities include:

1. PERSONAL HONESTY/INTEGRITY AND PROFESSIONAL ETHICAL BEHAVIOR

A. Be accountable for your own actions. The student is to immediately inform the instructor of any error or accident that occurred in clinical.

B. Complete a clinical incident report and follow protocol in the event of unusual occurrence (e.g., handling medication, burns, and personal harm such as needle sticks).

2. MAINTAINING CONFIDENTIALITY

1. Discuss information related to patients in appropriate learning situations in classroom or conferences only.
2. Read hospital records of assigned patients only. Student must obtain instructor's permission to read hospital records other than assigned patients.
3. Not use patient's name in written assignments.

3. BEING FULLY PREPARED TO FUNCTION IN CLINICAL PRACTIUM

1. If there is a difference in policies, procedures, and student affiliation guidelines of the Clinical Sites and San Juan College Surgical Technology Program, the students will report it to the Director. The Director will resolve the issue with the surgical site director.
2. Be punctual reporting to assigned clinical unit. Students are required to attend an allotted amount of hours in clinical rotations. Students will make any doctor or other personal appointments outside of clinical time.
3. Complete preclinical preparations to provide safe competent care to assigned clients. Students whose behavior indicates lack of preparation or unsafe practice may be dismissed from the clinical unit and may result in dismissal of Surgical Technology Program (see Professionalism and/or Patient Safety policy below).
4. Notify Clinical Instructor and Program Director of absence prior to scheduled clinical practicum session.
5. Keep in mind that your clinical rotation is basically your job interview. How you present yourself and perform during this time is how facilities determine who they will hire.
6. Come to clinical sites with appropriate attire and reference materials.

4. STUDENTS MAY BE DISMISSED FROM THE PROGRAM FOR THE FOLLOWING ACTIONS:

1. Use of profanity
2. Falsifying or altering records or cheating on exams/quizzes.
3. Abusing, stealing, and destroying any property on the school agency premises.
4. Leaving a clinical assignment without properly notifying instructor or charge personnel
5. Violating confidentiality policy
6. Possession of guns or weapons on campus or at agency
7. Violating or falsifying health/incident forms (includes failure to report properly)
8. Willfully disregarding College or Clinical Agency policies
9. Failure to maintain satisfactory clinical performance and classroom grades (C and above is required for all ST courses)
10. Failure to follow and maintain attendance policies
11. Unprofessional or unsafe patient care upon recommendation of clinical personnel or instructor
12. Sexual harassment (read college policy)
13. Smoking in prohibited areas of campus or agency
14. As part of process of chemical impairment policy implementation
15. Representing self as a San Juan College Student to patients during nonscheduled clinical times
16. Theft of any kind
17. Failure to complete allotted required case load

18. Failure to complete minimum required clinical hours; additionally students must continue clinical until the end date is reached regardless of number of scrubs.

At any time throughout the program, a faculty member may request that the student leave the clinical area because of an altered state of health in which, in the professional judgment of the faculty, the student is unable to perform the assigned duties. This may be counted as an absence. The Chemical Impairment Policy may be initiated. See policy below.

Matters relating to academic honesty or contrary action such as cheating, plagiarizing, flagrant disruptiveness, unsafe practice in clinical assignments, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for the assignment or test and also recommending the student to be given a failing grade for the course and/or be subject to dismissal. Situations involving academic dishonesty as well as other situations which, in an instructor's opinion, might create problems should a student remain in a class or program are referred by the instructor to the program director, who, after consulting with the appropriate Dean, also may recommend a failing grade for the course and/or suspension or dismissal. Concurrence of the consulted Dean of Health Sciences, Vice President of Learning and Vice President of Student Service is necessary.

Serious violations of professional or ethical standards by a student may result in suspension or dismissal from a course or the program. Any student dismissed from the program must meet with Program Director. Student dismissal from the program does not necessarily mean dismissal from the college. A student may appeal dismissals by following the Colleges Grievance Procedure.

Violations of any of these responsibilities may subject the student to disciplinary sanctions in accordance with the procedure in the San Juan College Student handbook and as outlined in Attendance and Professionalism and/or Patient Safety Policy.

Student conduct:

College is preparation for professional opportunities, and professional conduct is expected in courses, online communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. A student, who demonstrates disrespectful, rude, hostile, belittling, bullying or other disruptive behavior, including threats to self and others, will be subject to potential academic consequences and possible dismissal from the college. Students should refer to the Code of Conduct in the Student Handbook for additional information.

Discipline of a serious nature involving probation, suspension or dismissal, which may be from the College or from an individual class, must be approved by the Vice President for Learning.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

Attendance to theory and clinical is an integral part of student learning. When a student misses more than three days of theory or clinical rotations then this interferes with the student's ability to perform the role of surgical technologists. Attendance will be documented thoroughly and if a student has an unexcused absence in either theory or clinical then the following disciplinary sanctions will be taken:

Attendance-Theory:	
One (1) unexcused absence----- ---	Counseling
Two (2) unexcused absence----- --	Verbal Warning
Three (3) unexcused absence----- ---	Written Warning
Four (4) unexcused absence----- ---	Student Will be Dismissed from Program
	Tardiness: three (3) unexcused tardies will count as an absence.

Attendance-Clinical:	
One (1) unexcused absence----- ---	Counseling
Two (2) unexcused absence----- --	Verbal Warning
Three (3) unexcused absence----- ---	Written Warning
Four (4) unexcused absence----- ---	Student Will be Dismissed from Program Tardiness: three (3) unexcused tardies will count as an absence.

Counseling includes a meeting with the instructor and/or program director to discuss the attendance policy.

Verbal Warning includes a meeting with the program director and instructor.

Written Warning includes a meeting with the program director, instructor and the Dean of Health Sciences.

Dismissal includes a meeting with the Dean of Health Sciences, Program director (Dismissal would include withdrawal from all courses and an "F" in all courses).

PROFESSIONALISM AND/OR PATIENT SAFETY - THEORY AND CLINICAL

Professionalism and/or Patient Safety are imperative to the surgical technology field. Professionalism includes positive conduct amongst student peers, instructors, college staff, clinical site personnel, patients and community members. If at any time a student does not act professionally towards another during theory or clinical rotation then disciplinary sanctions will be taken. Patient Safety is the most important role that the surgical technologist fulfills. Unprofessionalism or a violation of AST standards related to patient safety by a student will result in disciplinary sanctions.

Professionalism and/or Patient Safety-Theory and Clinical:	
One (1) incident-----	Counseling
Two (2) incidents-----	Verbal Warning
Three (3) incidents-----	Written Warning
Four (4) incidents-----	Student Will be Dismissed from Program

Counseling includes a meeting with the Program director and/or instructor to discuss the professionalism/patient safety policy.

Verbal Warning includes a meeting with the program director and instructor.

Written Warning includes a meeting with the Dean of Health Sciences, Program director, and instructor.

Dismissal includes a meeting with the program director and the Dean of Health Sciences (Dismissal would include withdrawal from all courses and an “F” in all courses).

ADVISEMENT

The program director is assigned to serve as academic advisor upon admission to the program. The student should make an appointment to meet with the program director for course selection before registering for classes for the following semester. The student should make an appointment by calling 566-3492 or 566-3853. Career, as well as course and program questions are welcomed.

COUNSELING

Counseling Services are available to help students who have stress, personal, emotional and/or transition problems. The office is open from 8:00 a.m. to 4:30 p.m., Monday & Friday, and 8:00 a.m. to 12:00 p.m. Tuesday through Thurs. If a student wants help in making an appointment, the program director may help.

EMPLOYMENT

The college catalog provides guidelines for employment. “Students carrying a full-time course load should be employed no more than 10-15 hours per week. Employment in excess of 15 hours per week should be accompanied by corresponding reduction of course load.”

The student has an obligation to the College and the program in which the student is enrolled. Generally, the students should plan to study three hours for each semester hour of credit carried, remembering that surgical technology courses tend to require

more. For most students a full-time course load is equivalent to time demands of a full-time job.

Because the clinical agency and faculty cannot assume the added responsibility for the student's safe performance, students are requested not to work any shift immediately preceding their clinical experience.

Students may not seek employment under the title Student Surgical Technologist, clinical rotations are for educational experience only. At no time are students to wear a student uniform or name pin on the job. The College assumes no responsibility for work performance related to skills learned as part of the program courses. You are held personally liable and responsible for your actions in the clinical setting. Students may not receive pay or compensation of any type during assigned clinical experiences, and may not be substituted for any paid personnel during their clinical rotations.

FINANCIAL ASSISTANCE

Financial assistance available to students includes state and federal grants, local and state scholarships, long-term loans, and employment opportunities. Students who need assistance should contact the Financial Assistance Office.

Office: (505) 566-3323,

Fax: (505) 566-3568/3593

E-mail: financialaid@sanjuancollege.edu

INSURANCE/HEALTH REQUIREMENTS

If a student becomes ill or is injured during a clinical day, the instructor and program director must be notified, and the proper incident report completed immediately. The student is responsible for expenses resulting from any injury requiring medical attention during the program.

PHYSICAL EXAMINATION

A physical examination is required after admission to the program. These documents: (1) a completed physical examination form and (2) evidence of Hepatitis B immunization (series of 3) and an annual Hepatitis B Titer is recommended for all who work in healthcare and must be submitted to the Program 30 days after classes have begun.

Readmission students must have current physical examination, insurance, and hepatitis forms on file in the Health Science office by the first day of classes. It is the student's

responsibility to review the immunization record with the Health Science administrative assistant or program director to make sure all immunization requirements are met.

A Ten Panel Drug Screen is required for clinical site admission. Students can obtain a Ten Panel Drug Screen from such places at Advanced Safety, Alternative Monitoring Services, Basin Occupational and Urgent Care, Cedar Diagnostics (Durango) Reliance Medical Group, SED Medical Laboratories and/or the Director of the Program may make accommodations to have a drug test completed by another source. The documentation for the Ten Panel Drug Screen should be performed within the month prior to starting clinical rotation. Students will not be allowed to start at the clinical site without this documentation in the students file.

HEALTH PROBLEMS

The student with preexisting controlled health problems such as back problems, hypertension, diabetes, or seizure disorders must notify the clinical faculty prior to the start of each clinical rotation. Be sure to read and understand Communicable Disease policy in this handbook.

The student, who becomes pregnant, develops a health problem or is on prescription/ nonprescription medication that may affect clinical performance may continue in the program provided that the student:

1. Submits a written statement from a physician regarding the nature of the health problem, the nature and the duration of the restriction, and the student's ability to continue in the program to the program supervisor.
2. Informs current clinical faculty.
3. Meets all clinical and didactic objectives and requirements.
4. If absent for three (3) or more days, must have a release from the attending physician before returning to clinical.
5. Student completes all work in a timely manner from missed classes.

LEARNING RESOURCE CENTER (LRC)

The Library has a fine collection of medical reference material and related subjects. The LRC subscribes to many health-related periodicals. During the first weeks of school, it is advisable to visit the LRC and become acquainted with the facility.

The Audiovisual Department is located in the library. Audiovisual media is used to support theoretical and clinical content in the program. Throughout the program,

independent study will be required in this department. All books and materials must be returned before reimbursement or transcripts are released.

SAFETY

The student must:

1. Report all accidents or errors immediately to the instructor and/or clinical director if at clinical site
2. Complete a San Juan College incident report
3. Fill out the proper forms according to hospital policy
4. Submit all forms to Program Director

BOOKS

A book list for each course is available at the Bookstore. Required books and a ST manual must be purchased prior to the first day of the semester. Prices of required and recommended textbooks can be found at the college bookstore webpage:
<https://bookstore.sanjuacollege.edu/>

SMOKING REGULATION

San Juan College and San Juan Regional Medical Center is a smoke-free campus. No smoking is permitted inside the campus buildings. Smoking is also prohibited on the premises of the affiliating clinical facilities.

DRESS POLICY

The student is expected to follow the dress code policies of the agencies in which clinical experience is obtained.

Class:

Students will be required to wear scrubs to class. The color and style must be appropriate. To promote professionalism, no ball caps are to be worn during class/lab times, in the hospital, or at professional meetings.

Clinical area:

1. Students in professional program are representing SJC as they perform clinical assignments. Students will wear scrubs to the clinical facilities. They will be neat and clean. They will then change into the facilities scrubs and the students designated shoes when they arrive. Please project a professional appearance at all times.

2. Dedicated shoes are to be worn only to the clinical unit. Shoes must be clean and must be brought from outside in a sealed plastic bag.
3. A student name badge must be worn on scrubs at the clinical unit. You will receive information about when pictures will be taken for ID badges during the first week of the program. There is no charge.
4. Protective eye wear will be required for preventing blood and body fluid exposure and is currently provided by the clinical site.
5. NO dangly jewelry. The only jewelry allowed is small studs, will be worn during assigned clinical experiences.
6. Anything that has the potential to fall into the wound is not permitted.
7. Hair must be clean, neat, appropriately styled, and worn away from the face. Male students are expected to keep beards and mustaches trimmed, neat, and clean and short.
8. Makeup must be in good taste. Fingernail polish and acrylic nails are unacceptable, long nails must be trimmed to a $\frac{1}{4}$ inch. Cologne of any kind will not be permitted in case the patient has allergies.
9. Cigarette breath, halitosis, and body odors are most distasteful. Deodorants, mouthwash, breathe fresheners, or mints are recommended.

WRITTEN ASSIGNMENTS

All written assignments must be printed, or legibly written. A patient's full name is never used in submitted written assignments. First names or initials may be used to identify the patient. Unless specific permission is received from instructor, all materials submitted after the due date will be penalized by loss of points from the final grade.

TESTS AND EXAMS

Dates of examinations in ST courses are identified in the lecture schedule. The final examination may be given on a different day and/or time than is listed on the College final examination schedule. When a change is necessary, students will be notified in class.

GRADE SCHEMING

Absolutely no scheming, scamming or grade calculating will be tolerated or allowed! All class work and assignments are to be completed in full, regardless of the student's

grade in the course, including assignments in which student had an unexcused absence and received a zero (0). Grade scheming will result in dismissal from the program.

PROMOTION, GRADUATION, NATIONAL CERTIFICATION

All ST courses require a "C" grade in order to progress to the next course in the sequence. If student does not perform satisfactorily in clinical portion (to include professionalism) they will not be permitted to graduate. In addition, the student must fulfill the graduation requirements of the Surgical Technologist Program. It is the responsibility of the student to know the San Juan College Catalog Program requirements for the year in which the student enrolled. The student must complete all requirements to graduate to and establish eligibility to write the National Surgical Technologist Certification Exam. Failure to complete the required courses needed for this exam by the designated graduation day will result in inability to write the exam.

CLINICAL EXPERIENCE

All transportation to clinical facilities is the responsibility of the student. Students will park in designated parking areas only. Occasionally clinical agencies will restrict parking; on those occasions information will be given by the clinical site.

Lockers for purses and coats are provided by some clinical agencies. When lockers are available, students will be asked to share. Location of lockers will be indicated during the orientation session at the agency. Please remember to take only small amounts of money to the agencies.

The student is not allowed in the hospital in a student capacity except during assigned clinical hours or when picking up assignments. The students in the Surgical Technology Program are not allowed to perform as agency employees while on clinical assignments. The student uniform policy is in effect during these times (name badge worn so can be seen). No cellular phones are permitted in the operating room.

It is to be known that while in Clinical Rotation, students will not be paid. At no time will a student be used as a staff member. A clinical preceptor is to be assigned to each student, with a different preceptor routinely giving students a different aspect on case set-up and flow. Preceptors will be required to be scrubbed in with student always in case an emergency arises. At no time will a relative to a student be in the preceptor position. It is also inappropriate for a student to be in the room when a relative or friend is the patient.

The Program Instructor and the Facility Charge Person must be notified when you are ill or when a family emergency occurs at least one hour prior to the designated clinical time. This ensures faculty can re-adjust assignments with the clinical agency. Some

faculty may require a longer notification time. Clarifications as to the specifics of the missed time are your responsibility to explain to the clinical site. It is your responsibility to be sure that your family, child's schools, etc. know how to reach you in an emergency. You should instruct them to call your assigned operating room placement and ask for your instructor to relay a message to you.

When inclement weather threatens to interfere with local activities, students should refer to Rave Alert, listen to the radio or TV for an announcement of closing of the College. If there is no announcement made over Rave Alert, radio or TV, then classes and clinical are being held as usual. If an announcement concerning closing is not made before a student must leave for the hospital or College, the student must use their own judgment and properly contact the instructor or clinical affiliate of attending or lateness. When in doubt contact the program director.

The student should report to the clinical unit properly attired and prepared to function at the designated time. This is basically your job interview so please act and perform professionally. Remember that we are at the clinical facilities as their guests so please act appropriately. If there is any inappropriate behavior or conversations the student can be asked by the facility to leave. If this happens; the student should realize that this will lead to counseling and/or dismissal from the program.

Student conduct:

College is preparation for professional opportunities, and professional conduct is expected in courses, online communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, rude, hostile, belittling, bullying or other disruptive behavior, including threats to self and others, will be subject to potential academic consequences and possible dismissal from the college. Students should refer to the Code of Conduct in the Student Handbook for additional information.

Discipline of a serious nature involving probation, suspension or dismissal, which may be from the College or from an individual class, must be approved by the Vice President for Learning.

CLINICAL EVALUATION

Clinical evaluation criteria for each of the four clinical courses (SURG 210, 212, 215 and 217) have been established. The student's performance in the following areas is evaluated:

- Preparation
 - Aseptic Technique

- Priority of Duties
- Use of Time
- Professional/Personal Habits
- Safety/Ethical Aspects
- Skills

CLINICAL CASE REQUIREMENTS

The student receives a satisfactory clinical performance rating by achieving the established numerical value stipulated on each clinical evaluation criteria form which combined will meet the minimum requirement of one hundred and twenty cases (120); 90 cases must be in first scrub roll and within the surgical specialties below, 30 cases can be in the second scrub role within the surgical specialties below, of these 30 ten (10) cases in diagnostic endoscopy can be counted towards second scrub only. If the student does not achieve this, clinical performance is rated as unsatisfactory and results in an "F" grade for the ST course regardless of the grade the student has achieved in the academic portion of the course. The final clinical course grade will be determined by the cumulative number of cases attained from all clinical courses case logs.

SURGICAL ROTATION CASE REQUIREMENTS

SURGICAL SPECIALTY	TOTAL # OF CASES REQUIRED	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/ Maxillofacial • Orthopedics • Peripheral vascular • Plastics • Procurement/Transplant 	90	60	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy 			10 diagnostic endoscopy cases may be applied toward the second scrub cases.
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases
TOTALS	120	80	40

FIRST & SECOND SCRUB ROLE & OBSERVATION

First Scrub Role: The following list is provided to identify items that must be completed in order to document a case in the first scrub role. All five criteria below must be met otherwise the case must be documented as a second scrub role or observation.

- Verify supplies & equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medication and solutions needed for the procedure
- Perform counts with the circulator prior to the procedure and before the incision is closed
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role: The second scrub role is defined as the student who is at the sterile field who has not met all criteria for first scrub role but actively participates in the surgical procedure by completing the following.

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role: The observation role is defined as a student who is in the operating room performing roles that do not meet the criteria for first or second scrub roles. These cases cannot be counted as required cases, however they must be documented.

WITHDRAWAL

A student who wishes to withdraw from the program is requested to do so through the Program Director. If the student chooses to withdraw on his/her own, a written note verifying withdrawal to the Program Director is requested for student files. Be sure to follow the San Juan College Catalog procedures for official withdrawal from the courses and college. Failure to withdraw can result in an "F" or "X" grade.

READMISSION

A written request for readmission should be initiated through the Program Director. The date of the request will be considered in eligibility. Readmission status is determined on

a case by case evaluation by the Program Director, Instructor. Appeals can be made to the Dean of Health Sciences.

A Surgical Technology student who has received lower than a C or has withdrawn from a ST course may be readmitted only once to a subsequent Surgical Technology program. Admission is based on a space-available basis beyond the first semester. Failure to earn a "C" (2.00 or better) on the second attempt will result in permanent dismissal from the program. The student seeking readmission will be asked to demonstrate retention of previously learned material; to ensure retention and preparation to resume class and clinical responsibilities. Based on this evaluation; placement will be determined; this can include up to repeating all courses.

Students who have withdrawn from the program must follow the readmission policy of the College. Application the Surgical Technology Program is by written application.

To Get Started: HAVE YOU COMPLETED THE FOLLOWING?

*Physical Examination

*Completed all vaccinations and provided proof

*Purchased scrubs and good shoes

*Purchased books and manuals

*Signed and returned all forms required by the Surgical Technology Program and the Clinical Affiliates due on the first day of class.

NEED HELP?

Consult with program faculty before:

1. you drop a class,
2. Get too far behind,
3. Or become too overwhelmed by college or personal responsibilities.

Careful planning and consideration of your problems may save you time and money. Most problems can be solved. Your program faculty are here to help; please consult with us! Remember the faculty are here for you. Come see us when the need arises. Appointments with instructors may be made by calling 566-3856. Emergency situations do arise and the Administrative Assistant will assist you at these times. Message can be left by calling 566-3853.

ENJOY! ENJOY! YOU'RE COLLEGE LIFE

College is more than books. Now is the time to explore (and to learn) many activities with relatively little expense to you. San Juan College offers many opportunities for you in music, drama, art, concerts, movies, dances, and informal get-togethers. There are also opportunities to participate in different sports activities. Involvement in student government may be an area of interest to you.

Remember: College is more than books, but you must be the one to create a balance between your academic and social life. Extremes in either direction can be detrimental to your success.

REQUIRED: STATEMENT OF CONFIDENTIALITY

As a student in a health occupations program, I recognize the necessity of maintaining confidentiality and understand the following statements. It is the responsibility of every health occupations student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency's plans and operations.

In the course of clinical learning, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students unless information is required directly for the care of the patient or as a learning opportunity within the educational setting minus the patient's name.

In addition to patient information, students are expected to use the utmost discretion concerning other confidential information such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under the Federal or State laws, pursuant to, but not limited to, the Federal or State Alcoholism and other Drug Dependency Acts, Abused and Neglected Child Reporting Act, Medical Patients Privacy and Confidentiality and Health Care Act, AIDS Confidentiality Act, and Mental Health and Developmental Disability Confidentiality Act.

The integrity of all data produced by a Hospital Information System should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.

Violation of this policy could result in disciplinary action, including dismissal from the program.

HEALTH CAREERS and PUBLIC SERVICES DEPARTMENT

POLICY ON CHEMICAL IMPAIRMENT

Introduction

The School of Health Sciences faculty believes they have a professional and ethical responsibility to provide a safe teaching and learning environment for students and clients who receive care from students. To fulfill this purpose, students must be free from chemical impairment during participation in all aspects of School of Health Sciences Programs including classroom, laboratory, clinical, and field settings.

The chemically impaired student is defined as a person in the academic or clinical/lab/field setting under the influence of, either separately or in combination: alcohol, illegal drugs, prescribed or over-the-counter medication*, synthetic designer drugs, or inhalants. Abuse of these substances includes episodic misuse or chronic use that produces psychological or physical symptomatology. (Asteriadis, Marilyn et al. Nurse Educator, Volume 20, No. 2, March/April 1995)

The following may be indications of the behavioral and physiological effects in the chemically impaired students:

Behavioral effects

- *Absenteeism; tardiness
- *Behavioral changes, e.g., mood swings, and irritability
- *Excuses or apologies for failure to meet deadlines
- *Isolation/withdrawal from group
- *Decreased classroom and clinical productivity
- *Difficulty in calculations
- *Inability to follow directions
- *Fluctuating clinical performance
- *Inappropriate physical appearance

Physiological effects

- *Pervasive alcoholic odor
- *Flushed face
- *Red eyes or dilated/constricted pupils

*Unsteady gait

*Slurred speech

*Blackouts

*Fine motor tremors

*Nausea, vomiting or sweating

*General decline in health

*It is a student's responsibility to determine from the physician whether these medications may affect clinical performance.

HEALTH CAREERS & PUBLIC SERVICES DEPARTMENT

STUDENT COMMUNICAL DISEASE POLICY

Purpose: This policy has been adopted to protect the rights of and to ensure the safety of the infected individual student and all those with whom he/she interacts.

Definition: An infected individual, as defined in this policy, means an individual student who is diagnosed as having a communicable disease or exhibiting classic symptoms thereof, but has not been diagnosed by a physician.

All those with whom he/she interacts mean all interactions between the infected individual student and other persons in the following areas: classrooms; laboratories; clinical areas; office areas.

Procedure:

1. Infected individuals who determine that their medical condition may pose an imminent risk to patients/others or are unsure of their ability to perform essential function as students SHALL IMMEDIATELY NOTIFY the supervisor of the specific Health Career Program they are enrolled in.
2. After conferring with the involved Program Director, the individual may be requested to obtain a letter from his/her treating physician. The letter must state whether or not the students can safely perform in a clinical setting and if any specific precautions need to be taken for that student to perform without posing a risk to others.
3. Each infected individual's situation will be considered individually and decisions will be based on the written statement provided by the physician. In those situations in which a physician has not yet been consulted, decisions will be based on "reasonable medical judgments given the state of medical knowledge" about the nature of the stated condition, the potential risk to others and the probability of transmission. These decisions will be made by the Program Director, the Health Sciences Dean, and any other person deemed appropriate.

4. The Health Sciences Faculty will make reasonable efforts to accommodate the infected individual with the understanding that regulations set forth by the clinical agencies must be considered.
5. The infected individual is assured of confidentiality in accordance with state and federal requirements.
6. The Program Director and Health Sciences Dean reserve the right to initiate contact with an individual who exhibits the signs and symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or may be unable to perform as a student.

DRUG and ALCOHOL POLICY

San Juan College policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on College property or as a part of any College activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the College in conformance with College policy. (See the College Catalog and Student Handbook.) In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the College's Health Careers and Public Services Programs.

WELLNESS CONTRACT AND POLICY

All Health Sciences students will be required to sign and adhere to the San Juan College Wellness Contract.

When a faculty member or a clinical agency representative suspects a Health Sciences student may be chemically impaired, the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implanted:

1. Seek corroboration regarding the observed student behavior, if possible.
2. Should the impaired behavior occur at a clinical site, the faculty or agency representative will relieve the student from the clinical assignment.
3. Should the observed behavior occur on campus, the faculty member should use his/her discretion in allowing continued participation in the learning activity.
4. Immediately notify program supervisor and provide written documentation of observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
5. Upon request, the student will undergo a drug screen, blood alcohol level, and mental health evaluation. Drug screens and alcohol levels will be completed at the student's expense at the nearest Emergency Department. If the student is at a facility without an emergency room, the instructor will call Public Safety who will arrange for transportation from the clinical site/agency to the nearest Emergency Department that provides appropriate testing. Public safety will notify the testing site that a student is being referred for evaluation. Transportation costs to the testing site will be paid by San Juan College. Students will not be allowed to use personal transportation. Students will be responsible for arranging transportation from the testing site to their home.

6. If results are negative San Juan College will be responsible for costs incurred by the student.
7. Failure to comply with a request for evaluation will result in termination from the respective program.

HIPAA

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

MEDICAL RECORDS

Student Name: _____

D.O.B. ___/___/___ S.S.N: _____

Dates of Clinical Rotation: Start: _____ End: _____

AUTHORIZATION:

I, _____, authorize the disclosure of my protected health information as described herein.

1. I authorize the following person(s) and/or organization(s) to disclose the protected health information describe in paragraph 3.

San Juan College's Surgical Technology Program

2. I authorize the following person(s) or organization(s) to receive the protected health information described in paragraph

San Juan Regional Medical Center
Four Corners Ambulatory Surgery Center
Northern Navajo Medical Center/ Indian Health Services
Mercy Regional Medical Center
Southwest Memorial Medical Center, Cortez
Animas Surgical Hospital, Durango
Gerald Champion Regional Medical Center, Alamogordo
Scenic View Medical Center
Mountain View, Las Cruces
Memorial Hospital, Las Cruces
RUST Rio Rancho, Presbyterian
Lincoln County Hospital, Ruidoso Presbyterian
Presbyterian Hospitals Albuquerque
UNM Hospital

3. The records authorized to be released include:

All medical records and billing records including without limitation: medical reports, clinical notes, nurse's notes, history of injury, subjective and objective complaints, other diagnostic tests (including a copy of the report), diagnosis and prognosis; if applicable, emergency room records or logs, history and physical examination report, laboratory reports tissue committee reports, reports of operation, progress notes, doctors' orders, nurse's notes, physical therapy records, admission and discharge summaries, and all out-patient records; and any other documents, records, or information in your possession relative to my past, present or future physical condition.

I expressly waive any laws, regulations and rules of ethics which might prevent any health care provider who has examined or treated me from disclosing my records pursuant to this Authorization.

The purpose of the Authorization relates to my clinical rotation as it relates to completing my program of study for Medical Laboratory Technology and Phlebotomy

I understand that I may revoke this Authorization at any time by sending a letter to the person or organization listed in paragraph one (1), except to the extent that such person(s) and/or organization(s) may have already taken action in reliance on this Authorization. If I do not sign, or if I later revoke, this Authorization, the services provided to me by such person or organization will not be affected in any way

This Authorization expires one year from its date of execution.

THIS AUTHORIZATION DOES NOT PERMIT THE PERSON OR ORGANIZATION LISTED IN PARAGRAPH TWO (2) TO OBTAIN OR REQUEST FROM THE PERSON OR ORGANIZATION IDENTIFIED IN PARAGRAPH ONE (1) ORAL STATEMENTS, OPINIONS, INTERVIEWS, OR REPORTS THAT ARE NOT ALREADY IN EXISTENCE.

Copying costs will be borne by the person or organization named in paragraph (2).

A photocopy or facsimile of this Authorization is as valid as an original.

I understand that a potential exists for information that is disclosed pursuant to this Authorization to be subject to re-disclosure by the recipient and therefore be no longer protected by federal confidentiality rules.

SIGNATURE OF STUDENT: _____

DATE OF SIGNATURE: _____

PHOTOGRAPH AND AUDIO/VIDEO RECORDING

I hereby grant San Juan College and its agents and assigns the unlimited right to use my name, image, likeness, voice, and/or simulated patient care performance as captured by photograph, audio recording, or video recording for release and/or reproduction in any medium for any legal purpose including, but not limited to, educational and promotional purposes. I release San Juan College and all persons acting on its behalf from any liability associated with the aforementioned. I waive my right to compensation and to inspect, approve, own, or control the use.

Signature: _____ Date: _____

CONFIDENTIALITY STATEMENT

I have read and understand the contents of the Confidentiality Statement in the Surgical Technologist Student Information Booklet and accept my responsibilities as a student in the health care setting.

Student Signature _____ Program Date _____

SURGICAL TECHNOLOGY HANDBOOK RECEIPT

The ST Program Supervisor has reviewed the information and policies in the ST Student Handbook with me. As a Surgical Technology student, I accept the responsibility to abide by all policies as outlined in this handbook and the College Handbook.

Student Signature _____ Date _____

PERSONAL INFORMATION CONTRACT

I, _____, will not release personal information regarding program director, instructors, college staff, clinical site personnel or patients to family members and community members. Personal information includes home or cell phone numbers, home address or personal email.

Student Signature _____ Date _____