

# SAN JUAN COLLEGE

## **SURG 110 Introduction to Surgical Technology Section Name Section Credit Hours Credits** **Syllabus**

### **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 following **Topics**:

- Orientation to Surgical Technology
- Legal Concepts, Risk Management and Ethical Issues
- The Surgical Patient
- Special Populations
- Physical Environment and Safety Standards
- Biomedical Science and Minimally Invasive Surgery
- Preventing Perioperative Disease Transmission
- Emergency Situations and All Hazards Preparation
- Surgical Pharmacology and Anesthesia

And the students will meet the following **Course Level Objectives**:

- Demonstrate the principles of communication in the surgical setting.
- Trace the historical development of surgical technology
- Recognize members of the surgical team and their roles.
- Describe the surgical technology professional organizations: AST, ARC/STSA, NBSTSA.
- Compare and contrast the various roles of the surgical technologist

- Interpret the components of a job description for the surgical technologist.
- Analyze the components of effective teamwork and communication
- Discuss the meaning of surgical conscience and its application to surgical technology
- Summarize the different types of healthcare facilities
- Analyze a typical hospital organizational structure.
- Classify hospital departments and their relationship to surgical services.
- Analyze the legal concepts that pertain to surgical technology. Interpret the legal responsibilities of the certified surgical technologist and other surgical team members.
- Compare and contrast criminal and civil liabilities and the consequences of these acts.
- Analyze the American Hospital Association's Patient Care Partnership.
- Describe the need for professional liability insurance policies.
- Analyze the key elements related to the development of a surgical conscience.
- Assess the resources available to the certified surgical technologist to interpret and follow professional standards of conduct.
- Develop an increased sensitivity to the influence of ethics in professional practice.
- Analyze the role that morality plays during ethical decision making.
- Cite examples of ethical situations and problems in the health professions.
- Analyze scope of practice issues as they relate to surgical technology.
- Interpret prevention, correction, and documentation techniques that may positively affect risk management issues.
- Analyze the recommended practices and legal elements of proper documentation.
- Apply principles of problem solving to ethical decision making.
- Assess the errors that may occur in the operating room and devise a plan for investigation, correction, and notification
- Assess the patient's response to illness and hospitalization.
- Demonstrate awareness that all surgical patients have the right to the highest standards and practices in asepsis.
- Distinguish and assess the physical, spiritual, and psychological needs of a patient.
- Distinguish and assess cultural and religious influences of the surgical patient.
- Compare and contrast the patient's responses to the process of death.
- Discuss the procedure for a patient death in the operating room (OR).
- Compare and contrast the surgical care considerations for pediatric patients and patients who are obese, diabetic, pregnant, immunocompromised, disabled, or geriatric, as well as for trauma patients.

- Evaluate the unique physical and psychological needs of each special population.
- Compare and contrast the intraoperative considerations for pediatric patients, trauma patients, and patients who are obese, diabetic, immunocompromised, or geriatric that relate to postoperative wound healing.
- Evaluate the role of the CST for the surgical care of each special population.
- Assess the ethical commitment that is required of CSTs as it relates to special populations care.
- Determine the general needs associated with special populations of surgical patients.
- Recognize the hazards to the patient in the operative environment.
- Distinguish among the support services that work with the operating room (OR) team in the care of the patient.
- Review the type of air-handling system required in the OR and the temperature and humidity required to maintain a sterile field.
- Indicate cleaning procedures, traffic patterns, and routines required in the operative environment.
- Analyze the role of the surgical technologist in the protection of self, patients, and others from hazards in the operative environment.
- Recognize the design types of the OR.
- Classify hospital departments that relate to surgical services.
- Recognize the working environment of the OR.
- Determine the physical components of the OR.
- Identify basic components of a computer system.
- Discuss basic word processing, Internet, and email functions.
- Describe the role of computers in patient care.
- Apply electrical safety precautions.
- Cite the basic principles of electricity and their application in the operating room (OR).
- Compare and contrast the various surgical lasers and their clinical applications.
- Describe the benefit of a hybrid OR for reduction of healthcare acquired infection.
- Describe the role of the surgical technologist in robotic procedures.
- Discuss the potential risks for patients and surgical team members from use of lasers, electrosurgery, and diagnostic radiation.
- Discuss the relationship between the principles of asepsis and practice of sterile technique with the impact on surgical patient care and outcomes.
- Define and discuss the concept of surgical conscience.
- Discuss the principles of asepsis.

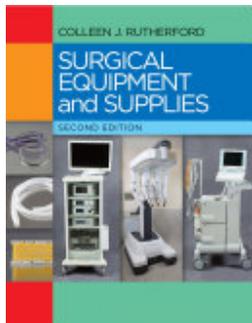
- Define the terms related to asepsis.
- Compare and contrast sterile techniques and practices related to the principles of asepsis.
- Identify the principles and procedures related to disinfection and sterilization.
- Demonstrate competency and explain the standards of practice related to sterile technique.
- Demonstrate competency in the procedures related to disinfection and sterilization.
- Discuss the surgical environment and the application of the principles of asepsis to control the potential for cross-contamination within the environment.
- Recognize developing emergency situations, initiate appropriate action, and assist in the treatment of the patient.
- Apply knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient.
- Discuss the various roles the surgical technologist can fulfill during an all-hazards event.
- Discuss nature-, human-, and nature/human-caused types of disasters.
- Explain the various components of personal, health care facility, and national disaster planning.
- Describe the initial response and steps taken when an all-hazards event occurs
- Assess the action, uses, and modes of administration of medications and anesthetic agents used in the care of the surgical patient.
- Convert equivalents from one system to another and accurately identify and measure medications for patient use.
- Recognize general terminology and abbreviations associated with pharmacology and anesthesia.
- Demonstrate safe practice in transferring medications and solutions from the nonsterile area to the sterile field.
- Demonstrate the procedure for identifying a medication or solution on the sterile field.
- Recognize the side effects and contraindications for the use of various medications and anesthetic drugs.
- Interpret the factors that influence anesthesia selection for individual patients.
- List the equipment used during anesthesia administration.
- Demonstrate the precautions when identifying medications and solutions in the operating room.
- Interpret the principles and demonstrate the measurement and recording of vital signs.
- Analyze how sterile technique is used in relation to anesthesia procedures.
- Compare and contrast the roles of the surgical technologist and circulator during the administration of anesthesia.

## Required Texts and/or Materials



### **Surgical Technology for the Surgical Technologist**

A Positive Care Approach, 6th + Study Guide + MindTap, 4 terms Printed  
Access Card  
9798214111803  
Association of Surgical Technologists  
Mindtap Course List  
2023-11-11  
6th



### **Surgical Equipment and Supplies**

9781719677530  
Colleen J Rutherford  
F.A. Davis  
2016-05-12

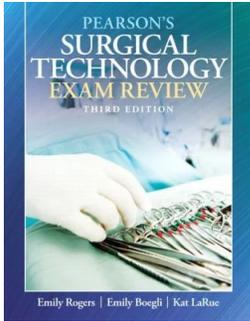


### **Pocket Guide to the Operating Room**

9780803668393  
Maxine A. Goldman  
2019-09-17  
4th

### **Pearson's Surgical Technology Exam Review**

9780135213421  
Rogers



Pearson Education  
4th

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## 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.

## Other Classroom Policies and Expectations

### **Methods of Evaluation**

The program will evaluate students by using the following:

- Daily/weekly exams and quizzes as scheduled

- Overall results will be shared with students either as a group or individually so each student is aware of their progress based on the class and as an individual
- Student will meet individually with the Program Director at mid-term to discuss progress
- Lab practicals and Check-off as assigned

### **Other Expectations/Policies**

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.

## Grading

### **Competencies Required for Graduation**

**ALL** program sections (SURG 110, 112, 114, 116, 210, 212, 215, and 217) must be completed to graduate from the Surgical Technology Program. Students must pass each program course section with a minimum of a C or better to move on to the next section. The following is the grading scale and how each category is weighed during the course

Grading Scale:

- A = 90 % or higher
- B = 80–89
- C = 70–79
- D = 60–69
- F = 59 or below.

Category	Weight
Quizzes, exams	30
Homework, lab, assignments	50
Class/Attendance	20
Total	100%

## 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.

# Canvas Participation and Expectations

## Canvas email

Notification and Assignments are sent through Canvas Email: Check Canvas at a minimum daily Monday-Friday, although it is encouraged to check on weekends for any updates

## 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-----Verbal Warning

2 Unexcused Absences-----Counseling

3 Unexcused Absences-----Written Warning

After **3 Unexcused Consecutive** Absences Student Will Be Dropped From the Program

Unexcused absence is an absence that some type of verification has not been submitted such as a doctors note.

## Instructor Response Times & Regular Interaction Expectations

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

## Key Dates to Remember

[Full Academic Calendar](#)

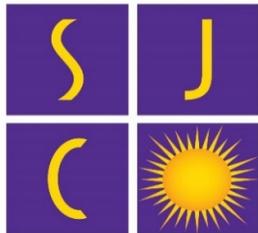
## Course Schedule

CLASS/Didactic : Monday and Wednesday 0900-1200

On Campus LAB: Monday/Wednesday 1:00-4:00 and Tuesday/Thursday 9:00-12:00 students will be assigned to either the Monday/Wednesday or Tuesday/Thursday group. No more than 6 students in lab during any session.

Online/Off Campus Lab: Tuesday 9:00-12:00 and Thursday 9:00- 12:00

## Program Handbook



**SAN JUAN COLLEGE**  
Surgical Technology



## **WELCOME**

This handbook is provided for prospective and current students. Hello, we are very glad to have you interested in our program here at San Juan College. We hope that the experience and knowledge you gain as a student/or prospective student in Surgical Technology 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**  
**Program Director**  
**chapmanm@sanjuancollege.edu**  
**505-566-3492**

Arlene Gutierrez, CST, CSFA  
Program Instructor/Clinical Coordinator  
gutierrezam@sanjuancollege.edu  
505-566-3853

#### NON-DISCRIMINATION POLICY

It is the policy of the San Juan College Surgical Technology Program to provide education and services to all individuals who seek this service both in and beyond its service area by adhering to the San Juan College non-discrimination policy as outlined: <https://www.sanjuancollege.edu/titleix/>

Inquiries or complaints concerning these matters should be brought to the attention of: Stacey Allen, Assistant Director of Human Resources, Title IX Coordinator, and Equity, Diversity & Inclusion Officer; Education Services Center, Second Floor, Room 4238; San Juan College, 4601 College Boulevard, Farmington, New Mexico 87402. Phone: (505) 566-3515 or Email: [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

#### STUDENTS WITH SPECIAL NEEDS/ADA STATEMENT

In accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, it is the responsibility of the student to self-identify with Disability Services concerning special accommodations. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation.

The Disability Services office is a component of the Advising and Counseling Center and provides academic support services and accommodations to San Juan College. You can reach the disability counselor at 505-566-3271 or in the Clock Tower Building – Educational Services Bldg., Room 4106 or email: [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). Webpage: <https://www.sanjuancollege.edu/disabilityservices/>

## SAN JUAN COLLEGE INFORMATION ON SELECTED STUDENT SERVICES/FACILITIES

### **Advising**

<https://www.sanjuancollege.edu/advising/>  
(505) 566-3404

New and current students who have not completed 24 credit hours must meet with an academic advisor. Working with an Academic Advisor helps ensure you start and stay on track to achieve educational and career goals.

### **Center for Student Careers and Employment**

<https://www.sanjuancollege.edu/student-services/career-center/>  
(505)566-3423

The Center for Student Careers and Employment is San Juan College's career services center. We provide currently enrolled students and alumni with a variety of services and resources focused on employment and career readiness to meet their career goals in today's evolving workplace.

### **Disability Services**

<https://www.sanjuancollege.edu/disabilityservices/>  
(505) 566-3404

San Juan College was founded with the commitment that anyone with a desire to succeed should have access to education. Our Disability Services team is committed to ensuring that students with disabilities have the same access as other SJC students to the variety of educational programs, opportunities, and activities offered at SJC. Our approach is to coordinate our services with you, faculty, and staff to remove any barriers to learning you might encounter while maintaining the highest level of academic integrity. Our vision is to be a resource to SJC employees and all members of the community by promoting access and disability awareness through workshops, resources, and outreach.

### **Financial Aid**

<https://www.sanjuancollege.edu/student-services/financial-aid/>

**(505) 566-3323**

The Financial Aid Office serves students who need financial assistance to obtain a college education. Financial aid is an investment in your college education. Online students are eligible for the same types of financial assistance available to on campus students. Learning to budget your dollars while in school will help you on your path to graduation.

### **Health and Human Performance Center (HHPC)**

<https://www.sanjuancollege.edu/administrative-services/departments/health-and-human-performance-center/>

**(505) 566-3410**

San Juan College students, faculty, staff, and community are all invited to take advantage of the San Juan College HHPC. The 130,000 square foot facility opened in December 2000 and includes a Fitness Conditioning Center (FCC), 6,000 square foot climbing tower, indoor elevated track, a 3-court gymnasium, dance studio, group exercise studio, assessment lab, wellness resource center, and an outdoor equipment and rental center.

### **Herencia Latina Center**

<https://www.sanjuancollege.edu/student-services/herencia-latina-center/>

**(505) 566-4055**

The Herencia Latina Center is one of the cultural centers on campus that engages with students and provides them with support services to succeed. Promoting Latino/Hispanic culture while facilitating student success by fostering and nourishing an equitable, inclusive campus community, where we value, cherish, and respect all cultures of every individual. We encourage students to engage in a serious academic journey while cultivating a campus atmosphere conducive to safe learning.

### **Library Services**

<https://www.sanjuancollege.edu/library/>

**(505) 566-3249**

Main campus and West campus in Kirtland. The College Library collection includes books, DVDs CDs and other media resources, computers, newspapers, inter-library loans, and library instruction, as well as, access to digital research data bases. The Library has evening and Saturday hours.

### **Native American Center**

<https://www.sanjuacollege.edu/student-services/native-american-center/>

**(505) 566-3321**

The Native American Center focuses on integrating social, cultural, and academic life for Native American students. The center assists Native American students in their college entrance and college adjustment processes. Coordination of advisement is provided in academic, vocational, financial assistance, personal guidance, and other college-assisted programs and informational sources. The Native American Center also promotes extracurricular learning that is purposeful and holistic.

### **SMART Lab**

<https://www.sanjuacollege.edu/tutoringcenter/smart-lab/>

**(505) 566-3587**

The San Juan College SMART Lab is located near the Student Success Center, room 1600L. The SMART Lab is a resource to help students and community members brush-up on various skills or subjects ranging from basic fundamentals to advanced studies.

### **Student Achievement Center**

<https://www.sanjuacollege.edu/studentsuccesscenter/programs/student-achievement-center/>

**(505) 566-3378**

The Student Achievement Center is a place for you to ask any question about San Juan College and what it has to offer. The center starts your academic career with an online New Student Orientation, providing a presentation about the campus, a tour of the campus, help you to set up your student account on the computer through the Portal, and connect you to any resources needed.

### **Student Counseling**

<https://www.sanjuacollege.edu/student-services/advising-and-counseling-center/counseling-center/>

**(505)566-3311**

The San Juan College (SJC) Student Counseling provides free, solution-focused personal counseling for currently enrolled students at SJC. "Students" include all persons who are registered in a San Juan College credit class. Adult Basic Education, General Education Degree, San Juan College High School, and Dual Credit students are included in this definition.

### **Student Engagement and Campus Life**

<https://www.sanjuancollege.edu/sjclife/associated-students-of-sjc/>

(505) 566-3403

The Office of Student Engagement and Campus Life at San Juan College provides excellent opportunities for students to enrich their educational experience with social, recreational and cultural activities

### **Student Services**

<https://www.sanjuancollege.edu/student-services/>

(505) 566-3320

Student Services provides a variety of programs and services to assist students in personal and educational areas. It is the responsibility of the Student Services staff to advocate for the common good and the rights of the individual, to encourage independent thought and decision-making, and to set limits on student behavior. Student Services strives to create opportunities for personal, social, cultural, and intellectual growth within the campus environment.

### **Student Success Center**

<https://www.sanjuancollege.edu/studentsuccesscenter/>

(505) 566-3362

The Student Success Center empowers students to achieve their goals by establishing positive connections with faculty, staff and fellow students through classes and student support programs.

### **Testing Center**

<https://www.sanjuancollege.edu/student-services/testing-center/>

(505) 566-3139

The San Juan College Testing Center is a full-service center offering proctoring services for SJC students as well as students from other colleges and universities. In addition, the Testing Center offers GED examinations, entrance examinations for various programs, and certification and licensure examinations. We offer CLEP examinations and other college course challenge examinations. The SJC Testing Center is a regional Prometric Testing Center, Microsoft Office Specialist Certified Testing Center, Person Vue Authorized Center, a Utah State Parks authorized site, Performance Assessment

Network (PAN) site, Kryterion Host location, a Comira site, and Assessment Technologies Institute testing site.

### **TRIO Center/STEM-H**

<http://www.sanjuancollege.edu/student-services/departments/trio-center-edg-stem-h/>  
(505) 566-3147

EDGE/Student Support Services is a TRIO program that provides support to low-income, first generation or disabled students to assist them in maintaining good grades and successfully completing a degree or certificate. EDGE offers the following services to students:

Academic advising

Individual tutoring

Degree planning

Financial aid counseling

Financial literacy information

Cultural activities and field trips

Transfer counseling and field trips to four-year colleges and universities

Workshops on academic, personal, and financial topics

Support for students with disabilities

### **Tutoring Center**

<https://www.sanjuancollege.edu/tutoringcenter/>  
(505) 566-3981

The ultimate goal of the Tutoring Program is to help each student become an independent life-long learner. Come to the Tutoring Center for walk-in assistance with math, science, writing and business assignments. Tutoring for other topics is available upon request.

### **Veteran Center**

<https://www.sanjuancollege.edu/veterancenter/>  
(505) 566-3970

The Veteran Center focuses on supporting the educational success of U.S. military Veterans and their families at San Juan College. The Center assists Veterans with college entrance and financial aid application processes, adjustment into post-secondary lifestyle, and academic success strategies. Coordination and advisement are provided on career goals, academic planning, GI Bill and financial aid benefits, personal guidance, and educational support services. In addition, the Veteran Center can be used as a liaison with other Veteran specific assistance offices and programs. The Center conducts outreach efforts, promotional events, and offers special programs and enrichment activities.

#### EMERGENCY INFORMATION

DPS-<https://www.sanjuancollege.edu/student-services/department-of-public-safety/>

In case of an emergency call 911 first, and then Department of Public Safety at 505-566-3333 or dial 3333 from any campus telephone.

24 hour on-call service non-emergency: (505)566-4444

Office number: 505-566-3263

#### TUITION AND TUITION REFUND

The tuition and fee schedule for the surgical technology students is the same as for regular college students. Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

Students officially dropping or withdrawing from courses at San Juan College will have their tuition refunded, which is calculated according to the student's withdrawal date. The tuition refund schedule is subject to change without notice. Tuition and fees are subject to change by the San Juan College Board of Trustees. See the current tuition rates, fees and refund information on the following webpage: <https://www.sanjuancollege.edu/paymentoptions/>

Some Surgical Technology classes have additional course fees. These fees are non-refundable

#### VISION STATEMENT

Inspire success through world-class education.

#### MISSION STATEMENT

The mission of San Juan College is to “Educate and empower individuals to thrive in an ever-changing world.”

#### SJC College: Values

San Juan College is committed to serving the needs of our students and the community through a process of continuous quality improvement. We uphold and affirm the following iCare core values:

Innovation

Collaboration

Accountability

Respect

Excellence

(Approved by San Juan College Board of Trustees, May 3, 2011)

#### 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.

##### GENERAL PROGRAM DESCRIPTION

The Surgical Technology Program is a sequenced 12-month, three semesters Associate of Applied Science (AAS) degree program consisting of lecture, laboratory, and clinical instruction. Semester one consists of classroom instruction and lab during the spring semester. The summer semester has classroom instruction and lab along with some clinical observation experience. Clinical experience courses begin in the fall semester and consists of four (4) clinical courses. The first two clinical courses are four (4) credit and the last two clinical courses are three (3) credit clinical courses.

Spring	Summer	Fall
Didactic/Lab	Didactic/Lab	Clinical
SURG 110, 112	SURG 114, 116	SURG 210, 212, 215, 217

## 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 ACCREDITATION

The San Juan College Surgical Technology Program is accredited by Commission on Accreditation of Allied Health Education Program (CAAHEP) at 9355 113th St. N, #7708 Seminole, FL 33775 and

reviewed by Accreditation Review Council on education in Surgical Technology and Surgical Assisting (ARC/STSA) at 19751 Mainstreet, Suite #339, Parker, CO 80138

## **PROGRAM OBJECTIVES**

### **MINIMUM EXPECTATION:**

“To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

### **PROGRAM GOALS:**

The foundation of any educational program is the formulation of program goals and learning outcomes. These outcomes should be based on the three educational domains which include cognitive, affective, and psychomotor classifications. The San Juan College Surgical Technology Program has based its goals, objectives, and curriculum on the three learning domains.

The goal of the surgical technology program is to prepare competent entry-level Certified Surgical Technologist and to meet the surgical technologist needs in the region.

The program utilizes the Core Curriculum for Surgical Technologist 6th edition (CCST6e) to help ensure that students are meeting accreditation standards. In addition, students will meet requirements to receive an Associates of Applied Science degree, which is an accreditation model. Meeting these standards helps assure that the program is providing qualified entry level Surgical Technologist.

In addition, the program must undergo an Academic Program Review every five years. San Juan College recognizes the importance of a systematic program review and evaluation process to guide the continuous improvement of quality academic programs and support unit services. Program review is a collaborative process that involves staff, students, faculty, alumni, community members, administrative unit (i.e., Learning, Student Services, Administrative Services) staff and administrators, and external specialists in the profession to (1) gather information about a unit, (2) review and analyze this information, (3) synthesize all available information and make judgments about overall quality and recommendations for improvement, (4) develop Action Plans to guide appropriate improvement efforts, and (5) ensure the allocation of required resources to implement approved Action Plans.

The Program Assesses its Goals through:

The program regularly assesses its goal's and learning domains, program personnel Identify and respond to changes in the needs and/or expectations of its communities of interest by regularly meeting with the program advisory committee.

The advisory committee meets twice annually and it is represented by the communities of interest. The committee helps to formulate and revise goals and learning domains when necessary, they also assist in monitoring needs and expectations and help to ensure the program is responsive to change.

entry-levelOther ways the program must periodically assess its effectiveness in achieving its stated goals and learning domains and outcomes is by using the results of assessment exams, retention, graduate satisfaction, employer satisfaction, and job placement.

### **Program Outcomes**

- The program continues to uphold the goal of meeting community needs by providing Certified Surgical Technologist.
- Also, we continually exceed the 70% retention rate and 85% graduate satisfaction rate.
- The program continually works to identify problems and modify the program to assure we meet ARC Standards of minimum 85% employer satisfaction.
- The program looks at acquiring success as meeting graduate job placement. Our goal is 80% placement and we strive to continue to work towards maintaining that goal.
- The program also strives to achieve and maintain a minimum of 70% first-time pass rate on the CST certification examination for San Juan College graduates.
- The program has managed to maintain a 100% participation rate by making necessary changes to the program.

The program continues to work towards meeting all ARC/STSA minimum requirements to fulfill our local community needs and regional area so that we can respond to changes and need by fulfilling the needs of the region

### **LEARNING DOMAINS**

#### 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:
    1. patient safety
    2. surgical technique
    3. surgical and obstetrical procedures
    4. ethical/legal responsibilities
1. Meet the requirements for a Surgical Technologist AAS/Certificate from San Juan College
  2. Be eligible to write the National Certification Examination for Surgical Technologists to become a Certified Surgical Technologist.

#### SURGICAL TECHNOLOGY PROGRAM COURSES

Associates of Applied Science in Surgical Technology, total of 69-70 credits

Prerequisite Requirements= 12 credits

Course Section	Course Name	Credits
BIOL-2210	Human Anatomy & Physiology I	3
BIOL-2210L	Human Anatomy & Physiology I- Lab	1
BIOL-2225	Human Anatomy & Physiology II	3
BIOL-2225L	Human Anatomy & Physiology II-Lab	1
BIOL-2310	Microbiology	3
BIOL-2310L	Microbiology-Lab	1

Program Requirements= 6 credits

Course Section	Course Name	Credits
ENGL 1120 OR	Composition II	3
ENGL 2210	Professional & Tech Communication	3
HITP 110	Medical Terminology	3

General Education Requirements= 13-14 credits

Course Section	Course Name	Credits
COMM 1130 OR	Public Speaking OR	3
COMM 2120	Interpersonal Communication	3
MATH 1130 OR other	Survey of Mathematics	3-4
BIOL 2110	Prin of Biology: Cellular & Molecular Bio	3
BIOL 2210L	Prin of Biology: Cellular & Molecular Bio- Lab	1
PSYC 1110	Intro to Psychology	3

Program Core Requirements= 38 credits

Semester	Course Section	Course Name	Credits
Spring	SURG 110	Intro to Surgical Technology	6
Spring	SURG 112	2nd Level to Surgical Tech	6
Summer	SURG 114	3rd Level to Surgical Tech	6
Summer	SURG 116	4th Level to Surgical Tech	6
Fall	SURG 210	Introduction to Surg Tech Clinicals	4
Fall	SURG 212	2nd Level to Surg Tech Clinicals	4
Fall	SURG 215	3rd Level to Surg Tech Clinicals	3
Fall	SURG 217	4th Level to Surg Tech Clinicals	3

## COURSE SEQUENCING

Throughout the curriculum, each Surgical Technology program course offered by the School of Health Sciences must be taken in sequence as courses are only offered once each year. Courses can only be taken during the semester in which they are officially listed.

## 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

- Perform a full-range of body motion including handling and lifting patients, manual and finger dexterity, eye-hand coordination, and distinguish left from right.
- Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
- Lift and carry up to sixty (60) pounds.
- Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.
- Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
- Withstand unusual smells.
- Wear full surgical attire including personal protective equipment including double gloving.
- Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
- Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions.
- 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.]
- Adapt to irregular working hours as well as ability to stay over shift as necessary and stand unassisted for eight continuous hours maintaining alertness.
- Respond quickly and in an emotionally controlled manner in emergency situations.
- Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
- Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy, and so forth).
- Show evidence of skin integrity, without open weeping lesions of skin.

- Be able to problem solve using conceptually, integrative, and quantitative reasoning skills.
- The ability to develop and improve skills in organization of work and in learning to use economy of time and motion.
- The ability to use English language to communicate with individuals of all professions and social levels.
- 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

1. Be accountable for your own actions. The student is to immediately inform the instructor of any error or accident that occurred in clinical.
2. 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/case log 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.
19. If clinical education center refuses to allow a student into their facility for violations such as theft or misconduct, the student will not be allowed to continue.

20. Insubordination to faculty members and/or personnel in any clinical rotation site.

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.

## BEHAVIOR

Students are expected to demonstrate professional behavior at all times in the classroom and laboratory. All students, teachers, visitors, and employees of the Health Campus are to be treated with courtesy and respect. Foolish questions or comments, bad language or behavior will not be tolerated.

- Students are expected to be on time when reporting to classroom and laboratory sessions.
- Cheating is grounds for dismissal.
- Meeting personal needs such as going to the bathroom should be taken care of during breaks.
- Required textbooks, needed supplies, etc., must be available for all classes.
- If a student has any problems, he/she is to go through the proper chain of command to resolve the situation.

## POLICIES AND PROCEDURES

### POLICY FOR GRADING

The Surgical Technology Program follows the policy relating to the standards for academic progress found in the School Handbook. The grading scale is listed below:

90- 100 A Excellent

80-89 B Good

70-79 C Average

60-69 D Unsatisfactory

0-59 F Unsatisfactory

Satisfactory completion of any and all courses requires at least a 70% (C). Since the Surgical Technology Program is progressive in nature, courses in one semester must be successfully completed before the student may enter the next semester. All students will receive grade report each semester.

Course Grades will be determined by an average of grades for exams, quizzes, assignments, and final exam. All exam dates will be announced by the instructor and on course calendar. Quizzes and AST Practice exams may or may not be announced in advance.

#### GRADE APPEAL PROCESS

Prior to filing a grade appeal, all students are required to meet informally with the course instructor to discuss the grade. This initial discussion could lead to corrections of a grade that was miscalculated or entered incorrectly. The course instructor and student can often resolve the issue through this first informal meeting. If the student is not satisfied with the resolution at this point, the student is required to meet first with the program director, then the appropriate dean to address his/her concerns. After both of these meetings, if the student is still interested in pursuing an appeal, the student must complete the Formal Application for Grade Appeal. Formal grade appeal procedures must be followed and are outlined in the SJC Student Handbook, found at:  
<https://www.sanjuancollege.edu/studenthandbook/>

#### 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-----Verbal Warning  
Two (2) unexcused absence-----  
----Counseling  
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: Schedules will accommodate for all students to acquire all their cases, students will have to travel to Durango, Albuquerque, Las Cruces, Farmington and other locations as assigned. Students will be required to attend clinical when/where scheduled

One (1) unexcused absence-----Verbal Warning  
Two (2) unexcused absence-----  
----Counseling  
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.

Verbal Warning includes a meeting with the program director and/or instructor, a follow up email regarding the meeting will be sent to the student and be placed in the student's file. Counseling includes a meeting with the instructor and program director to discuss the attendance policy, and a signed understanding of the policy will be provided to the student with a copy placed in the student's file. Written Warning includes a meeting with the program director, instructor and the Dean of Health Science. 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 and Written Warning  
Two (2) incidents-----Student Will be Dismissed from Program

Counseling and Written Warning includes a meeting with the Program director, instructor and the Dean of Health Sciences to discuss the professionalism/patient safety policy.

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 IN CLINICAL MAY NOT WORK AS A SURGICAL TECHNOLOGIST WHILE IN THE PROGRAM** and/or during clinical hours. 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.**

## 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. The physical and immunizations must be submitted to the Program within 30 days after classes have begun. A ten-panel drug screen is required before students are allowed to attend clinical (see item 9)

Immunization records are the STUDENT'S RESPONSIBILITY.

The required immunizations are listed below:

1. Proof of 2 MMR immunizations or positive MMR titer

Titer results must be shown

1. Proof of 2 Varicella immunizations or positive Varicella titer

Titer results must be shown or signed physician statement of disease

1. PPD (TB skin test) within the last 12 months (need it to be good through the entirety of the program-expire every year ex: if you get it 12/31/22 it will be good through 12/31/23).
2. Flu shot is optional (a signed waiver may be necessary, per clinical site policy) – however, if student declines flu shot per policy they must wear a mask while doing patient care between October 1st and March 31st
3. Tdap/Td vaccination within the last 10 years
4. Hep B (3 part series)
5. 10-panel drug screen. (Drug screen due at a later time to be determined by the Director-wait to have this done)

6. Copy of Covid-19 Vaccination: While having the vaccination is not required by San Juan College, some (or possibly all) clinical sites require proof of the immunization

1. 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.

### **Re-Admission**

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. Students who leave the program and wish to be re-admitted must do so within 1 (one) year of the student leaving the program. If the student does not return within the year all previous program courses will have to be retaken. Returning 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.

### 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.

## 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 most clinical site are smoke-free campuses. 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 street clothes, no ball caps are to be worn during class/lab times, in the hospital, or at professional meetings.

- Lab

Students will be required to wear scrubs (top and bottoms), and lab coats in the lab area. Lab coats must be street dress length (Knee). Lab coats should be white in color. Wrinkled, stained, or soiled coats are NOT acceptable.

- Clinical area

Because people form impressions, usually within the first 15-30 seconds after being introduced, appropriate visual impressions are important as they influence how others perceive your abilities.

1. Students in professional program are representing SJC as they perform clinical assignments. Students will wear Uniform (scrubs/lab coat) 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. During clinical rotations NO dangly jewelry. The only jewelry allowed (see facility requirements) is small studs in clinical facilities

6. Anything that has the potential to fall into the wound is not permitted. This includes false eyelashes

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 ¼ 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 the charge nurse/preceptor to relay a message to you.

When inclement weather threatens to interfere with local activities, students should refer to Suns Alert, listen to the radio or TV for an announcement of closing of the College. If there is no announcement made over SJC Suns 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.

## **Clinical Guidelines**

ATTENDANCE IS MANDATORY TO FULFILL CLINICAL HOURS

NOTE: Students who are absent from the clinical area will receive a zero (0) for the day. The zero will be averaged in with the Clinical Evaluation.

## ATTENDANCE IN CLINICAL AREAS

Students are expected to attend all scheduled clinical sessions. ATTENDANCE IS MANDATORY.

Students who are unable to attend a clinical session must call or text the lab instructor/clinical coordinator 1 hour before clinicals are scheduled as well as contacting the Charge Nurse in the operating room.

Students may not leave the clinical facility during clinical time without first obtaining permission from the instructor.

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);

Case requirements – A student must complete a minimum of 120 cases as delineated below:

### 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.

1. 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.

#### B. 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

#### Counting cases

1. Cases may be counted according to surgical specialty as defined in the core curriculum.

1. One pathology is counted as one procedure.

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.

1. 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 oralmaxillofacial 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

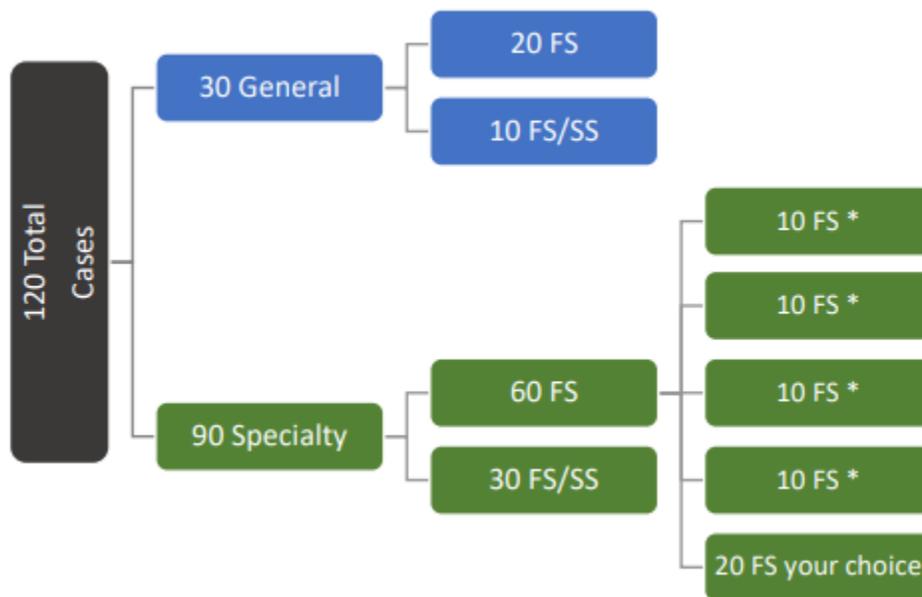
1. Diagnostic vs. operative endoscopy cases

- 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

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



#### 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.

#### CLINICAL TRAVEL

All students: maybe required to travel outside the area for a minimum of one rotation (up to 3 weeks). All transportation and lodging to clinical facilities are the responsibility of the student.

Signature of Student\_\_\_\_\_

Date of Signature\_\_\_\_\_

Distant students Las Cruces/Alamogordo/Las Vegas area students: Will be required to travel to any and all of the facilities in the Las Cruces/Alamogordo/Santa Fe/Albuquerque area. All transportation

and lodging to clinical facilities are the responsibility of the student.

Signature of Student \_\_\_\_\_

Date of Signature \_\_\_\_\_

#### 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 of 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. \_\_\_/\_\_\_/\_\_\_ Student ID #: \_\_\_\_\_

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 below.

**San Juan College's  
Surgical Technology Program**

2. I authorize the following person(s) and/or organization(s) to receive the protected health information described in paragraph 3 below.

- Animas Surgical Hospital (Durango, CO)
- Four Corners Ambulatory Surgery Center (Farmington)
- Gerald Champion Regional Medical Center (Alamogordo)
- Indian Health Services (Gallup and other locations)
- Memorial Hospital (Las Cruces)
- Mercy Regional Medical Center -Centura(Durango, CO)
- Northern Navajo Medical Center- IHS (Shiprock)
- Presbyterian Hospitals-(Albuquerque, Ruidoso, Rio Rancho, Santa Fe)
- San Juan Regional Medical Center (Farmington)
- Scenic View Medical Center (Las Cruces)
- Southwest Memorial Medical Center (Cortez, CO)

- Three Crosses Regional Hospital(Las Cruces)
- UNM (Albuquerque, Rio Rancho)

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.

1. 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.

2. The purpose of the Authorization relates to my clinical rotation as it relates to completing my program of study for Surgical Technology.

3. 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.

a. This Authorization expires one year from its date of execution.

b. 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.

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

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



## 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.

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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.

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Student Signature

Date

## 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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

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

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your

instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.