

Baker College

College of Health Science

Surgical Technology Program Handbook



2023-2024

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PART I

INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that they have read this handbook and understand the material presented. Students are encouraged to review the [Baker College Student Handbook](#) for detailed information on all Baker College policies.

THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources, and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional, and compassionate graduates.

VISION

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client, and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff, and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program-specific questions are encouraged to seek out a program official.

CLASS SCHEDULES

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail, or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

ATTENDANCE

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for the content presented in didactic, laboratory, and work experiences. Many hours of self-directed study and preparation are required each week. Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, students must submit appropriate documentation. Reference the Baker College Student Handbook Attendance Policy for more information.

Attendance at Work Experiences, Clinical Internships, or Fieldwork Experiences

Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them and /or the site removes the student from the clinical experience, the college is not obligated to seek an alternative site. Work experiences may require attendance up to 40 hours per week. Inability to perform full-time may prevent the student from obtaining work experience placement. If the student is offered employment while participating in the work experience, a program official must be notified. Hours worked as a paid employee cannot be applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and report all absences or tardiness to the work experience site and program official before the scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness, or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- In the event of the student missing clinicals for a medical reason or admitted to the emergency department for treatment during the clinical experience. Documentation from a health provider is required detailing that the student is cleared, and able to return to clinical with no restrictions.
- Students will not arrange clinical site placement unless instructed to do so by program officials.

- Students will accommodate didactic and work experience schedules that may follow a non-traditional format. This may include evenings, weekends, and holidays.
- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will report their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program official promptly of any such change.
- Students must request time off for personal days, vacation, or interviews. These events must be previously approved by a program official and work experience supervisor.

LEAVE OF ABSENCE

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students are allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship as a result of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse ➤ Sibling
- Child ➤ Grandparent
- Parent ➤ Grandchild

Upon authorization from program officials and/or clinical instructors, bereavement leave may be granted for deceased persons not listed above.

OUTSIDE OBLIGATIONS

Completing program requirements is demanding, and it is recommended that students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reasons for changes in course schedules, academic, or clinical assignments.

PREGNANCY

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

PROFESSIONALISM

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.

PROFESSIONAL CONDUCT

Students will adhere to the code of conduct/ethics outlined by the professional standards for each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms., or Miss at all times while in the program unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

CONFIDENTIALITY

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

SOCIAL MEDIA

Students will abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

ETHICAL CARE RESPONSIBILITIES

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background, or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

APPEARANCE

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.
- Closed-toe shoes are required for laboratory and clinical settings.
- Hair, sideburns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and performance of skills.
- Attempts will be made to cover visible tattoos.
- Facial piercing jewelry may not be allowed in laboratory and clinical settings.
- Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will not smell of smoke.
- Students will practice proper personal hygiene.
- Students will wear a form of identification at all times within the clinical environment.

If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible to make up the time missed. See program specific information for more detailed requirements.

SMOKING

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis, and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience for the day and will be required to make up the absence.

EMAIL COMMUNICATIONS

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Account and are responsible for checking on a daily basis for important communications, updates, and course changes.

CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal, and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

IMMUNIZATION REQUIREMENTS

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022 students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements must align with specific clinical/work experience site policies.

- [Baker College Health Information Form](#), which includes emergency contact information and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test, or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- *Hepatitis B Immunization Series*: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.
- *Influenza Vaccine*: Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.
- *Covid-19 Vaccine*: Required for all students participating in clinical education at a facility that receives reimbursement from the centers for Medicare and Medicaid systems (CMS).
- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

Immunization Exemption

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

HEALTH INSURANCE

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical/work/fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: <https://www.healthcare.gov/> for more information on securing health insurance.

BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

PROFESSIONAL LIABILITY

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so.

Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification, and all other items or services required by the work experience site.

ESTIMATE OF FEES

Item or Service	Average Range of Fees
Background Check – Required. Based on number of counties of residence.	\$20 - \$50
Drug Screening – If required by clinical site.	\$25 - \$50
Fingerprinting – If required by clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam – Required.	\$85 - \$125
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

TRANSPORTATION

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a work experience, the cost will be at the student’s expense.

BLOOD BORNE PATHOGENS (BBP)

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty, and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

LATEX ALLERGIES

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free products for students who request them.

AFFECTIVE, COGNITIVE, and PSYCHOMOTOR DOMAIN REQUIREMENTS

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills, and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication, and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

Affective Domain

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of the student's profession, as well as applicable laws and regulations governing the healthcare profession.

Cognitive Domain

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management and demonstrate problem-solving skills.

Psychomotor Domain

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

Communication

- Ability to effectively communicate in English through speech, hearing, reading, writing, and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.

LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS

Full acceptance into the professional track of some programs is limited due to clinical or work site availability. Students compete to earn acceptance into these programs. All students having successfully completed the conditional acceptance requirements are eligible to apply. Admittance criteria for all limited enrollment health science programs feature a common set of prerequisite courses prior to acceptance to their selected program. Students have the opportunity to apply to multiple limited enrollment programs due to the common set of required courses used for the selection process.

The first two semesters require the following courses:

FIRST SEMESTER		
Course Code	Course Title	Credit Hours
COM 1010	Composition and Critical I	3
HSC 1010	Introduction to Health Professions	2
*BIO 1210	Human Anatomy & Physiology I	3
*BIO 1211	Human Anatomy & Physiology I Lab	1
ELECTIVE	General Education Elective	3
MTH 1010	Quantitative Literacy I	3
Total Credits – First Semester		15
SECOND SEMESTER		
Course Code	Course Title	Credit Hours
COM 1020	Composition and Critical Thinking II	3
PSY 2050	Self and Society	3
*BIO 1220	Human Anatomy and Physiology II	3
*BIO 1221	Human Anatomy and Physiology II Lab	1
*BIO 2150	Pathophysiology	3
Total Credits – Second Semester		13
*Indicates courses used for selection with equal weighting		
Total Credits Required for Application to Limited Enrollment Program		28

The Veterinary Technology program will register for an alternate Anatomy and Physiology course sequence. Student selection is based on the following criteria.

Criterion I

Required, Non-Weighted Courses:

- Required prior to program application and acceptance
- Hold no weight in the GPA calculation for admittance
- Must be satisfactorily completed with a grade of a C (2.0) or better
- HSC 1010 must be completed with a grade of a B- (2.7) or better

Required, Weighted Courses:

- Required prior to program application and acceptance
- Provides significant prerequisite knowledge and skills and therefore holds weight in the GPA calculations for admittance
- Must be satisfactorily completed with a grade of a B- (2.7) or better
 - BIO 1210 Anatomy & Physiology I 3 credits
 - BIO 1211 Anatomy & Physiology I Lab 1 credit
 - BIO 1220 Anatomy & Physiology II 3 credits
 - BIO 1221 Anatomy & Physiology II Lab 1 credit
 - BIO 2150 Pathophysiology 3 credits

*As noted, students interested in the Veterinary Technology program will enroll in an alternate Anatomy and Physiology course sequence.

Criterion II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students are allowed to test one time per application period. Admission points will be added based on the highest score attained. Exam results are valid for 1 year.

Should two or more students obtain the same points during the selection process and are competing for the last available open seat in the program, students will be selected based on the highest overall GPA.

Reapplication after Non-Acceptance

Students reapplying to a program will complete the program application process including submitting a new application.

Reentry after Voluntary Withdrawal

Students previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, will provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program. Voluntary withdrawal for non-academic reasons will only be approved one time. The Program Director and the Dean must approve program withdrawals to be eligible for reentry. Students may be required to audit previously completed core/major courses in sequence with a cohort. Students are responsible for any associated cost.

ACADEMIC CORRECTIVE ACTION PROCESS

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. *Documented Verbal Warning*: A meeting with program officials. This meeting will detail the academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation/Written Warning*: A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created which details the expectations, the method used to evaluate the student's progress, and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.
3. *Sanctions Review*: A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

PROFESSIONALISM

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

REQUIREMENTS FOR GRADUATION

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

PART II

SURGICAL TECHNOLOGY PROGRAM OVERVIEW

The surgical technologist is a skilled person, qualified by didactic and clinical training to provide services in the operating room under the supervision and responsibility of the operating room supervisor and surgeon. Surgical technologists function in association with nurses, physicians, and other health care providers to help provide the best possible care of the surgical patient.

ACCREDITATION INFORMATION

The Surgical Technology program is accredited by:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 - 113th St. N, #7709

Seminole, FL 33775

P:727-210-2350

F:727-210-2354

E: mail@caahep.org

Upon the recommendation of the:

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

19751 East Mainstreet, Suite #339

Parker, CO 80138

Phone: 303-694-9262

Email: info@arcstsa.org

STATE AND NATIONAL ORGANIZATIONS (MEMBERSHIP)

- Association of Surgical Technologists (AST)
- Michigan State Assembly of Surgical Technologists (MSA - ST)

MISSION

Baker College is committed to providing employment ready, entry level Surgical Technologists. Our graduates will not only possess the knowledge necessary to perform their duties, but also the compassion to provide the highest quality care for the patient while working as an integral part of the surgical team.

GOALS

The goal of the surgical technology program is to prepare competent, entry-level surgical technologists to become contributing members of the health care team. This will be accomplished by preparing competent graduates in the cognitive, psychomotor, and affective learning domains that meet or exceed the current standards as outlined by the Accreditation Review Council for Surgical Technology and Surgical Assisting (ARC/STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

PROGRAM OUTCOMES/PHILOSOPHY

Upon completion of this program, students will be able to demonstrate the following:

- Cognitive
 - Apply and relate the knowledge of biological sciences and surgical technology practices and functions.
 - Apply acquired skills and knowledge within the clinical setting.
 - Recognize the importance of providing culturally appropriate patient care.
 - Relate the importance of lifelong learning to professional practice.
- Psychomotor
 - Assemble and operate surgical instrumentation and equipment.
 - Anticipate and adapt appropriately to the changing surgical environment to meet the needs of the physician and patient.
 - Practice proper aseptic technique in diverse clinical backgrounds.
 - Function as a surgical team member to deliver excellence in patient care.
- Affective
 - Demonstrate behaviors consistent with professional ethical, legal and moral standards.
 - Demonstrate appropriate communication behaviors (verbal and nonverbal) in the clinical setting.
 - Demonstrate the social skills, professional appearance, attitudes and behavior that reflect a surgical conscience.
 - Practice accountability, competence and character demonstrative of a trained medical professional.

CODE OF ETHICS

Association of Surgical Technologists - Code of Ethics

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.

- To maintain a high degree of efficiency through continuing education.
- To maintain and practice surgical technology willingly, with pride and dignity.
- To report any unethical conduct or practice to the proper authority.
- To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

SAFETY REQUIREMENTS

Students may often be involved with activities and instruction that have the best outcome when hands on instruction is utilized. Certain activities are required elements for the student to successfully complete the program. These lab activities do require that the students participate by working with other students and instructors to learn the skills before being placed into a live patient setting. *Activities such as the following may require students to be involved in situations that involve hands on instruction by other students and/or Instructors:*

- Any and all lab activities in SUR 2210 & SUR 2220 including but not limited to:
 - Patient Transport; and associated activities
 - Patient Vitals; and associated activities
 - Surgical Hand Scrub
 - Opening Supplies
 - Gowning and Gloving

The surgical technology lab is run like an Operating Room and therefore students will be held to the same standards. During lab class time students will be exposed to the following conditions:

- Prolonged standing or sitting in one place
- Prolonged retraction of tissues that may be uncomfortable
- Exposure to sharp objects such as scalpel blades, hypodermic needles, suture needles and cautery tips
- Poor lighting conditions
- Pushing or pulling objects or items in excess of 25 pounds
- Bending, stooping or stretching
- Chemicals in surgical scrub solutions such as iodine, chlorhexidine, and alcohol
- Items that may cause irritation to mucous membranes
- Radiation

Students will participate in OSHA based blood borne pathogens training throughout the program. This will be verified prior to clinical assignment or labs. This training will be documented and documentation will be provided to the clinical sites upon request. BBP Training will initially be offered to each student during SUR1050 and must meet the course outcome requirement of 100%. Reinforcement of the BBP training will be incorporated into lab and other selected classes.

Prior to Surgical Observation days, students may be required to review the training by a stated deadline in order to participate. The test may be repeated one time only.

Course Fees

The following fees are associate with the Surgical Technology Program:

- Background check – Castle Branch \$20.90 x 2
- Gold Bundle - Association of Surgical Technologists - \$247
- Trajecsys Access – Clinical Tracking System - \$75

Sharps Injuries

Sharp injuries, although primarily accidental and preventable, are also inevitable in the operating room setting. If a student sustains some type of sharps injury while in the lab or clinical rotation, they are to:

- STOP what they are doing
- Isolate the injured anatomical part and the object that caused the injury
- Notify their preceptor or instructor immediately of the break in technique and injury
- Take themselves out of the picture once their preceptor or instructor steps in their place
- Flush the injury with an antiseptic solution such as Betadine, alcohol, etc.
- Notify the charge nurse or program director of the injury and follow their protocol for sharps injuries. What department the institution has the student go to in order to follow protocol varies from hospital to hospital, but may be any of the following
 - Employee Health/Occupational Health
 - Emergency Room
 - Off-site at an Employee Health Service
 - Or the student may see their own personal physician if none of these options are available
- Obtain a copy of the facility's incident report
- Inform the Program Director of injury
- Fill out a [Baker College incident report](#) next class session or email report of incident

Latex Allergies

As a concern for the safety and wellbeing of our students it is suggested that those individuals with a suspected or known Latex allergy understand the precautions to take for exposure. Students may require documentation of allergy testing confirming the extent of the allergy for accommodations. Because latex exposure in the surgical setting is unavoidable, it may be impossible for the student to be able to complete the clinical portion of this program; thus, resulting in the inability to complete a degree in Surgical Technology. Only Emergency Departments (ED's) in Michigan are required to provide a Latex-free environment. Surgical Technology Labs and experience day areas may have Latex products present.

Pregnancy

As a participant in the Surgical Technology program at Baker College, you may be exposed to hazardous materials and infectious diseases and perform activities that pose a risk to your health and well-being. Additionally, due to the physical demands of the program, it may not be safe for you to continue your participation if you are pregnant. The potential risks and hazards of working in the perioperative services environment include, but are not limited to:

- Radiation exposure: Radiation from X-rays and other imaging equipment used in the operating room can harm a developing fetus.
- Anesthesia: Anesthetic drugs can cross the placenta and affect the fetus, leading to potential complications.
- Infection: Operating rooms are high-risk areas for infection, and a pregnant woman working in an operating room may be at greater risk of infection, which can be dangerous for both the woman and her fetus.
- Physical strain: Pregnant women may be at increased risk of physical strain due to the increased weight and size of their uterus, as well as changes in their center of gravity.
- Exposure to hazardous materials: Operating rooms often contain hazardous materials such as chemicals, sharps, and medical waste, which can pose a risk to a developing fetus.
- Stress: The high-pressure, fast-paced environment of the operating room can cause stress, which can be harmful to a developing fetus.

Although it is not required, in order to protect the health of you and your unborn child, we recommend disclosing your pregnancy **in writing**, as soon as possible to the Program Director and/or the Clinical Coordinator. The voluntary disclosure of pregnancy to the Program requires:

1. Disclosure to the clinical site by either the Program Director or the student.
2. Signing a pregnancy waiver acknowledging:
 - a. Your understanding of the risks posed to the developing fetus in the operating room.
 - b. Your commitment to taking all precautions to limit exposure risks.

If the student requests to inform the clinical site, the student must provide documentation to the program in regard to who was informed, the role of the person and a signed acknowledgement from the OR educator or Manager of the pregnancy. The clinical site does have the right to remove the student from the site. However, Baker College will try to place the student in another clinical site location. In the event another clinical location is unable to be secured, the student will be withdrawn from the program and allowed to return during the subsequent clinical semester without penalty. Failure on the part of the student to notify a program official, in writing, of an existing pregnancy shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

PROFESSIONAL REQUIREMENTS AND TECHNICAL SKILLS

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified. Safely access, prepare, and operate equipment and supplies in a variety of settings.

Affective Domain (Attitude)

- Effectively communicate with classmates, faculty, and members of the surgical team when visualization of mouth/lips is restricted.
- Demonstrate positive interpersonal skills during interactions with patients, staff, faculty and health care team members.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli).

Cognitive Domain (Knowledge)

- Access information from books, reference manuals, computers, and paper and electronic medical documents to accurately perform duties and safely use equipment.
- Prioritize, organize, and utilize time-management skills to perform tasks such as, but not limited to, appropriately tracking surgical supplies and performing anticipation skills intraoperatively.
- Respond appropriately to activation/warning signals on equipment.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as SMS (Material Safety Sheets) and standard precautions.

Psychomotor Domain (Skills)

- Safely access, prepare, and operate equipment and supplies in a variety of settings.
- Assist with transport and transfer of patient and equipment being able to lift 25-40lb equipment and instrument trays.
- Assist with surgical procedures for prolonged periods without nourishment or restroom breaks.
- Safely perform tasks such as, loading a fine (10-0) suture onto needles and needle holders while wearing safety glasses which requires fine motor control with corresponding hand-eye coordination.
- Utilize instruments, supplies, and equipment safely within the operating suite.
- Perform or assist with and/or transfer, lift, move, position, and manipulate the client who is unconscious.

SUPERVISION REQUIREMENTS

- The student shall be supervised at all times by program officials when sharps are in use in the lab
- The student shall be supervised by hospital personnel/designated preceptors at all times when in the clinical setting
 - All student activities within the clinical setting will be educational in nature.
 - Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.
- Program officials will maintain contact with students through regular clinical observation, email and phone calls.

LICENSURE REQUIREMENTS

Students who graduate from the program are eligible to take the National Certification Examination through NBSTSA. Passing the national examination qualifies the individual as a Certified Surgical Technologist (CST®).

WEB BASED TESTING/CERTIFICATION EXAM

Baker College Surgical Technology Program participates in NBSTSA's WBT (Web Based Testing). Arrangements are made for current surgical technology students to sit for the National Certification Exam prior or just after graduation. This exam is administered by an approved AMP proctor with no Health Science Affiliation. The NBSTSA web-based exam cost is included in the AST Gold Package. Students will participate in the exam as a component of the SUR 2590 course.

- The CST exam is a mandatory component of program accreditation criteria and must be taken when a student meets all other graduation criteria. Failure to sit for the CST exam will result in a student not graduating the program.

CURRICULUM DESIGN - SEQUENCING OF COURSES

The Baker College Surgical Technology program utilizes the Association Surgical Technologists Core Curriculum, 7th Edition.

The program prerequisite coursework can be completed on a part-time basis; however, once fully accepted into the professional track students must complete the program rotation on a full-time basis. Students are required to achieve a C (2.0) GPA or better in all General Education courses and a B- or better in all other required courses by the end of the semester they are applying in order to be considered for full acceptance. During the professional track, students should expect to attend courses and clinical experiences during daytime, afternoon, or evening hours. Students must pass all courses in the professional track with an 80% to stay in the program. Failure to meet the 80% benchmark in any professional track course will result in an administrative withdrawal from the program. Professional track courses are only offered once per academic year.

- The student must complete all general education courses (ENG 1010, ENG 1020, PSY 2050) with a C (2.5) or better
- The student must complete all health science courses (BIO 1210, BIO 1211, BIO 1220, BIO 1221, BIO 2410, BIO 2411, BIO 2150) with a B- (2.7) or better
- The student must complete all Surgical Technology courses (SUR 1050, SUR 2050, SUR 2210, SUR 2220, SUR 2410, SUR 2420, SUR 2310, SUR 2350, SUR 2590, SUR 2510, SUR 2520) with an 80% or better.
- The student must complete 512 clinical hours in a clinical setting
- The student must sit for the Certifying Surgical Technologist (CST) exam

Suggested Academic Plan

The suggested academic plan for program completion can be found by clicking the link below: [Surgical Technology Suggested Academic Plan](#)

Schedule of Classes

Course offering times may vary by campus.

COMPETENCIES

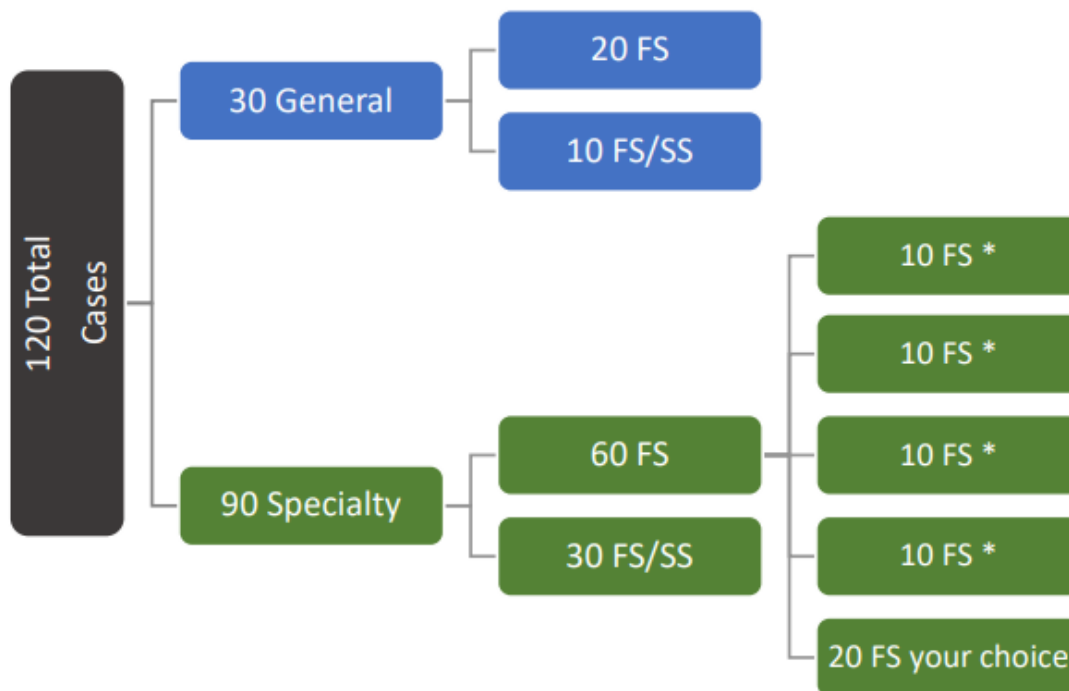
All lab and clinical competencies are pass or fail. Failure to pass individual competencies in the following SUR classes (SUR 2210 and SUR 2220, SUR 2510, SUR 2520) will result in failure of that class. SUR 2220 requires program director sign-off validating students have passed all competencies and the final lab practical.

Clinical Surgical Case Requirements - Counting Cases

Case Requirements - A student must complete a minimum of 120 cases as delineated below:

- A. General Surgery
 - a. A student must complete a minimum of 30 cases in General Surgery.
 - i. 20 of these cases must be performed in the First Scrub (FS) role
 - ii. The remaining 10 cases may be performed in either the FS or SS role.
- B. Specialty Surgery
 - a. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
 - i. 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 10 cases in four different specialties must be completed in the FS role
 - 2. The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - ii. The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
 - b. Surgical specialties (excluding general surgery)
 - i. cardiothoracic
 - ii. genitourinary
 - iii. neurologic
 - iv. obstetric and gynecologic
 - v. orthopedic
 - vi. otorhinolaryngologic
 - vii. ophthalmologic
 - viii. oral/maxillofacial
 - ix. peripheral vascular
 - x. plastics and reconstructive
 - xi. procurement and transplant
- C. Counting cases
 - a. cases may be counted according to surgical specialty as defined by the core curriculum
 - i. one pathology is counted as one procedure
 - 1. breast biopsy followed by mastectomy - one procedure
 - ii. counting more than one case on the same patient
 - 1. a procedure that requires different set-ups and includes different specialties may be counted as two separate cases. A mastectomy procedure followed by immediate reconstruction or augmentation are counted as separate cases.

- D. 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 classified as 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 10 of the 120 cases
 - i. example: a cystoscopy is a diagnostic procedure. If an adjunct procedure is performed (such as the placement of a stent) it is an operative procedure.
 - e. vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.



First Scrub Role

The student surgical technologist shall perform the following duties during any given procedure with proficiency. The student must meet the following five criteria to count the case in the First Scrub Role:

- Verify Supplies and Equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medication(s) 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 student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

Observation Role

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.

Required Clinical Case Documentation:

1. case performed
2. role performed
3. performance evaluations
 - a. weekly preceptor
 - b. clinical coordinator

Documentation of clinical cases and roles performed must be validated by a clinical and preceptor and verified by the program director or clinical coordinator.

Clinical Competencies:

- Prepare for a Surgical Case
- Surgical Counts
- Wound Closure and Suture
- Assistant circulator

CLINICAL HOURS

SUR 2510 and SUR 2520 are the clinical internship courses that contain clinical hours. Each course requires a full-time equivalent of weekly clinical hours that the student must complete to receive a grade (up to 40 hours per week). Each clinical internship course requires the students to complete **256** clinical hours per site. Clinical hours are generally first shift and require the student to be on-site at their clinical facility up to four days per week. Clinical placements are determined by the Program Director and Clinical Coordinator and are based on availability. Students may be placed in sites up to 50 miles from their home. If a student refuses a clinical placement the College and the program are not obligated to find another placement for the student.

Clinical Attendance

1. Clinical experiences are based on site availability and determined by the Program Director and/or the Clinical Coordinator. If the student refuses the assigned clinical placement, the College is not obligated to seek an alternative placement.
2. Clinical placement sites are located throughout the state of Michigan and may require considerable driving. Reliable transportation is a requirement for all scheduled class and clinical obligations.
3. Because of the variety of surgical cases students must participate in, students may be rotated through more than one clinical site during their clinical rotations. Students who decline to go to alternative clinical sites risk not meeting clinical case requirements which would result in an Incomplete in the clinical component of the program, preclude the student from sitting for the Certifying Surgical Technologist Exam, and therefore not meet the requirements for graduation.
4. Students who are removed from a clinical site due to violations of hospital or college policies will automatically fail the clinical course and face other disciplinary action.
5. Attendance at your clinical site during regular clinical hours IS MANDATORY. Failure to meet the minimum hour requirement during a clinical rotation will result in the student receiving an Incomplete grade and inability to move to the next clinical site, sit for the Certification Exam and/or meet the requirements for graduation.
6. **Unplanned Absence:** If a student is absent from a clinical site for ANY REASON, the student must notify the site **by telephone** as well as the Program Director and Clinical Coordinator no less than 30 minutes prior to the start of the clinical shift and provide documentation as to who they spoke with at the clinical site.
7. **Planned Absence:** If a student is aware of a planned absence, they must work with the clinical site, the Program Director, and the Clinical Coordinator to make up the hours missed.
 - a. Students are allowed to miss up to 16 hours **OR** 2 days of clinical time for personal reasons. These missed hours or days **MUST** be approved and documented by the Program Director and/or the Clinical Coordinator. **Documentation must be provided by the student to the Program Director and Clinical Coordinator proving the student informed their clinical site of a planned absence.**
 - b. If the student misses more than 2 days of clinical, the student will be placed on a learning contract for the duration of the semester. Any missed clinical time above 2 missed days or 16 hours will result in an incomplete in the clinical course and require the student to make up the missed time.
 - c. If the Program Director or Clinical Coordinator is made aware of an **undocumented student absence**, the student will be placed on a Learning Contract and any further violation of the attendance policy will result in dismissal from the Surgical Technology program.
8. You will arrive at your clinical site a minimum of **15 minutes prior** to the start of your shift.
 - a. **Tardiness** to clinical sites will not be tolerated. If a student is late to their clinical site more than twice, they will be placed on a Learning Contract. Future late arrivals will result in dismissal from the Surgical Technology Program.
 - b. Students must notify the Program Director or Clinical Coordinator if they are staying past their normal clinical hours.

- c. Students may participate in “on-call” shifts but only with the advanced notice and permission of the Clinical Coordinator or Program Director.
- d. If a student needs to leave their clinical site early for **any reason**, they must follow the policies of the clinical site and inform the Program Director and Clinical Coordinator.
- e. In the event the Baker College of Muskegon campus closes (power outage, weather, etc.) the student will still report to their clinical site unless specifically instructed by the Program Director or Clinical Coordinator. If travel conditions are deemed unsafe, the student must inform the Program Director and Clinical Coordinator and a plan will be made to make up the clinical hours.
- f. BC is unable to find additional clinical placements for students who are removed from clinicals due to unprofessional behaviors and/or at the request of the clinical site. The Program Director and Dean will review clinical placement requests for extenuating circumstances.

Re-Entry into the Surgical Technology Program

Re-entry to the surgical technology program may be granted only once and is subject to review by the Program Director and Dean of the College of Health Science. Re-entry will be on a probationary status as determined through the re-entry process. Re-entry may only occur within one year of withdrawal. If a student is eligible for re-entry after one year of withdrawal, all Surgical Technology courses must be repeated.

- **Re-Entry due to academic or health reasons:** The student must submit a formal program application and successfully complete a written test and comprehensive ab practical. All of their Surgical Technology courses must have been passed with an 80% or better. Eligibility will be based on conditions of withdrawal and successful completion of the written test and lab practical.
- **Re-Entry involving non-academic reasons:** If a student is withdrawn from a course or clinical site for non-academic reasons, they may submit a formal application for re-entrance. Eligibility will be based upon the nature of the withdrawal, completion of a written exam, and a comprehensive lab practical.
- **Re-entry will be denied to students who fail to demonstrate a surgical conscience or demonstrate behavior that does not meet the ethical and professional standards set forth by the Association of Surgical Technologists, and/or violations of the Academic Honor Code.**
- **Re-admittance is at the discretion of the program director.**

Clinical Work Policy

Hours worked as a paid employee may be applied to the clinical experience, however the student and the clinical site must abide by the following restrictions.

1. The clinical site will provide a job description for the paid intern position that attests to the educational nature of the position.
2. All student activities done at the clinical site must be educational in nature.
3. **The student must never be substituted for paid staff.**
4. The clinical site must not use paid clinical time as a substitution for new employee orientation.

5. The student must be classified as a “Student Intern” or other similar classification to distinguish the student from regular employees.
 - a. The clinical site must provide a job description for the position.
 - i. The job description must specifically say the student is not a paid employee and is never to be substituted for one.
 - ii. The job description must state the student intern is observed or working with an employed facility surgical technologist in the role of Clinical Preceptor.
6. **The student must never perform duties without the direct supervision of the clinical preceptor.**
 - a. The clinical preceptor must be an employed Surgical Technologist of the clinical site.
7. **If a student performs in the role of Surgical Technologist without the direct supervision of a clinical preceptor all duties, all hours and cases accrued at the clinical site will be void and unable to be counted as an educational experience.**

If a clinical site is interested in hiring a student as a paid intern, **the site must contact the Program Director or Clinical Coordinator** and a representative must sign a contract attesting to the information above. The contract will also be signed by the Program Director and the student. Any violation of the contract will result in the student losing all hours and clinical cases accrued at the clinical site after the notification of becoming a paid student intern.

ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Surgical Technology 2022-2023 Program Handbook. I understand that I am responsible for the information it contains regarding the Surgical Technology Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in, or re- entering my program.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct, and professional attitude are professional requirements.

The policies and procedures within the Baker College Surgical Technology Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order to enter and complete the Surgical Technology Program.

Print Name

Student Number

Student Signature

Date

College Representative

Date