# MORAINE PARK
## TECHNICAL COLLEGE

# *HEALTH AND HUMAN SERVICES*

# *Surgical Technology*

# *PROGRAM HANDBOOK*

# *2024 – 2025*

235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940

Revision Date: 08/16/2024

**Note: This handbook is accurate at the time of publishing. Policies contained herein are subject to change without notice. It is the student's responsibility to keep informed of changes. The online document, accessible through program Canvas courses, is the most current version.**

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# SECTION ONE: MORAINE PARK TECHNICAL COLLEGE

## 1.1 Moraine Park Mission, Vision and Strategic Priorities

Moraine Park's strategic planning process follows a specific planning framework, and includes high level vision, mission, strategic priority, and goal statements. Initiatives are developed representing annual tactics that staff implement to directly meet the strategic priorities and annual goals of Moraine Park.

For more information, see Innovation 2025 Strategic Plan.

### Mission
Growing minds, businesses and communities through **innovative learning experiences.**

### Vision
Your home for **lifelong learning** to achieve lifelong dreams.

### Strategic Priorities

### Enrollment
*Objectives*

- Continue to develop effective recruitment strategies for K-12, adult learners and diverse populations.
- Implement strategies to bridge the preparedness gaps facing students.
- Enhance innovative instruction methodologies, delivery modalities and support structures.
- Expand and increase awareness of pathway and transfer opportunities.
- Promote the lifelong advantages and value of earning a credential.

### Workplace Culture
*Objectives*

- Continue creative talent attraction and retention strategies that fulfill organizational needs.
- Strengthen trust, engagement and accountability to increase employees' sense of feeling valued.
- Foster a supportive environment that encourages wellbeing, celebrates unique abilities and embraces inclusivity.
- Empower employees to collaboratively improve processes and effectiveness.
- Maintain efforts to ensure a safe and secure virtual and physical environment.

### Economic Driver/Community Impact
*Objectives*

- Develop innovative approaches in experiential learning that meet the needs of learners, employers and communities.
- Respond to employers' workforce needs by focusing on relevant skills, competency development and credential attainment.
- Expand marketing presence, strategic partnerships and support of the College's programs, services and projects.
- Provide a data-informed environment to support responsive decision-making.

## 1.2 College Accreditation

Moraine Park Technical College is accredited by the Higher Learning Commission. Accreditation is official recognition that an institution meets industry standards of quality through external peer review. The quality standards encompass faculty, administration,

curriculum, student support services, financial management, governance, and institutional integrity.

For additional accreditation information please see Accreditation

### 1.3 The Moraine Park Technical College District Community

Moraine Park Technical College has campuses in Beaver Dam, Fond du Lac and West Bend, annually serving almost 14,000 students thru the offering of six-degree options and more than 100 programs and customized training opportunities.

For additional information regarding the campus and community, students are encouraged to visit this site Campus and Community Information.

### 1.4 Career and Life Skills

Moraine Park has recently updated and is in the process of transitioning the College's common learning outcomes from *Core Abilities* to *Career and Life Skills*. Transition continues to move all occupational programs and general education courses to have Career and Life Skills integrated into their curriculum. Once this transition is complete, Core Abilities will be discontinued. The five Career and Life Skills are:

- Communication
- Reasoning
- Professionalism
- Engagement
- Awareness

# SECTION TWO: MPTC STUDENT RESOURCES AND STUDENT SERVICES INFORMATION

## 2.1    Student Resources

**Academic Calendar**
Students are encouraged to review the Academic Calendar throughout the year.

**Admissions**
Registration and Student Records Information regarding admission, registration and student records can be found both on the MPTC website or via the MPTC Catalog.

**Course Descriptions**
Descriptions for all courses in each program can be found under the appropriate program heading in the Course Descriptions section of the College Catalog.

**Financial Aid**
Students are encouraged to visit the college catalog (Financial Aid) or the college website (Financial Aid) for additional information.

**Grading and Academic Standards**
Moraine Park Technical College is committed to assisting its students for success to meet their academic goals. As an institution of higher learning Moraine Park Technical College has established minimum standards for student academic performance. These standards will include procedures for registration, grading, graduation, and completion. Student compliance with these standards will be monitored by the Registrar and the Financial Aid Office (satisfactory academic progress for Title IV Federal Aid) to ensure compliance with external stakeholders and regulators. For more specific information, please visit the Grading and Academic Standards portion of the Student Handbook.

**MPTC College Catalog**
The contents of the MPTC College Catalog provides important information regarding various support services and institutional policies. Please take the opportunity to review this information, as it will be helpful in each student's academic career at Moraine Park.

**Student Code of Conduct Policy**
The Student Code of Conduct Policy applies to all individuals registered for classes or engaged in a college sanctioned activity, both on campus or at offsite locations, including international travel.

**Student Life**
Student Life at Moraine Park Technical College offers a variety of campus activities and events; student government and clubs; leadership development; community service; volunteerism; and award recognitions. Getting involved in student activities is linked to academic success.

**Student Portal**
Moraine Park Technical College offers a Student Portal to all enrolled students, containing valuable information to support success throughout the educational journey.

**Weather Closings (School Closing/Cancelation of Classes)**
Moraine Park Technical College utilizes the Rave Alert System as the official method to announce cancellation of classes and closure of MPTC campuses in the event of severe weather or other emergencies as determined by the MPTC administration. Decisions are made by approximately 5:30 a.m. if conditions are present in the morning. If the college closes in the morning, all evening classes are also canceled. If inclement weather conditions develop during later in the day, decisions for evening classes will be made by 2:00 p.m. MPTC.edu, the college website, will have information about class cancelation and campus closures.

When students are assigned to clinical/field placement rotation and the school is closed or class canceled, the students must refer to the assigned instructor for further directions. If the campus is not closed, but the weather is questionable, each faculty reserves the right to cancel their class. The faculty will notify the class participants and communicate their expectations.

The easiest and most effective way to receive college closing notifications is by signing up for MPTC Alerts. This service is only available to current students and employees.

## 2.2    Student Services
Moraine Park Technical College offers a wide-array of services to support student success. Student Services staff are dedicated to supporting all students to achieve individual educational goals, with many committed professionals in a wide variety of support offices that can help both in-person and online. These services are included as part of the cost to attend MPTC; therefore, students are encouraged to take advantage of the expertise and knowledge of the Student Services team. For additional information regarding the services available at MPTC, please visit Student Resources.

# SECTION THREE: STUDENT HEALTH AND SAFETY

### 3.1    Student Health and Safety

Moraine Park Technical College is committed to the health and safety of students, visitors, and employees. Students are encouraged to review this information in entirety.

**Student Injuries**

Any accidents/injuries occurring on College property or in the course of education must be reported immediately to College personnel. An MPTC Witness/Incident Report is to be completed and submitted as soon as possible after the accident/injury. Medical bills (physician and/or hospital) incurred as a result of an accident/injury are the responsibility of the individual.

**Significant Exposure Incident**

A Significant Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.

If a student experiences a significant exposure incident at MPTC:

- Thoroughly wash the affected area with soap and water.
- Immediately contact the course instructor.
- Seek medical treatment from a licensed healthcare professional.
- Complete an MPTC Incident / Witness Report

If a student experiences a significant exposure incident at an off-site location (clinical, job site, etc.):

- Thoroughly wash the affected area with soap and water.
- Immediately contact the clinical Site Supervisor/ course instructor.
- Follow the protocol at the site for the incident.
- Complete an MPTC Incident / Witness Report

**Student Insurance**

Enrolled students may be covered by the Student Accident Insurance Plan (SAIP). The SAIP is secondary to any health insurance program by which a student is currently covered. The student is responsible for accessing their SAIP account, printing their insurance card, and providing it to any healthcare providers if they receive medical treatment for a covered activity.

**Hazards and Risks**

Persons working in health and human services occupations can be exposed to occupational hazards which may include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussions, paralysis, exposure to bodily fluids, bloodborne pathogens, communicable disease, needle sticks and sharp injuries, damage/destruction to property, and even death.

In consideration of the possible hazards and risks related to a health or human services field of study, each student is required to complete and submit an Acceptance of Risks and Responsibility Agreement and Release of Liability at the beginning of each enrolled course.

# SECTION FOUR: STUDENT RIGHTS AND RESPONSIBILITIES

**4.1     Student Rights & Responsibilities**
Exercising individual student rights and acting in a responsible manner go together. It is the expectation of MPTC that all students comply with the policies and procedures as stated in the MPTC Student Code of Conduct and obey all public laws. This compliance assures all students the opportunity of having the best possible educational experience in a respectful and safe environment.

**4.2     Final Grade Appeal**
The purpose of the final grade appeal process is to provide a vehicle and structure for students to appeal final course grades. The grade appeal procedure only applies to final grades and not individual graded assignments.

Faculty members have the authority to establish course requirements and standards of performance within the college's established curriculum process. It is the responsibility of the faculty to articulate and communicate course requirements and grading standards to students at the beginning of each course via the syllabus. Instructors will apply grading criteria uniformly and in a timely manner. Final grades submitted to the Registrar's Office are presumed to be accurate and final.

All final grade appeals must be initiated by the student within **thirty (30) calendar days** of the grade being available via myMPTCStudent.

**4.3     Citizenship**
Students enrolled in a health program who are not citizens of the United States should be aware that, based on federal law, they may not be eligible to take licensing or certification examinations given by the state, region, or nation upon completion of the program. Non-citizens are advised to seek further information from appropriate agencies, specific to your occupation.

**4.4     Fair and Equal Treatment**
It is the policy of Moraine Park Technical College to maintain an Affirmative Action and Equal Opportunity Compliance Plan. This Plan ensures equal opportunity and nondiscrimination for all employees, students and non-employees by demonstrating its commitments and efforts toward equal employment opportunities and equal educational program opportunities that are conducive and supportive of cultural and ethnic diversity.

**4.5     Student Concerns/Issues/ Grievance**
Any student who has a concern, issue, or grievance is encouraged to seek to resolve the issue with the faculty member or employee concerned. In the event that a student is unable or uncomfortable doing so they can contact the appropriate Associate Dean for academic issues or the Director of Student Development for nonacademic issues**.**

**4.6     Title IX: Title IX Pregnancy and Parenting Protections**
Moraine Park Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex,

as mandated by <u>Title IX of the Education Amendments of 1972</u>. Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct, sexual violence, and pregnant and parenting students.

Students must contact the Directorof Student Development/Title IX Coordinator to ensure Title IX protection plan is correctly administered. It is the student's responsibility to contact the Director of Student Development and provide all the documentation required. Adjustments cannot be provided retroactively so timeliness is important.

Students are encouraged to work with their faculty members and Moraine Park Technical College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible.

## 4.7    Drug-Free Schools and Communities Act

Moraine Park Technical College is committed to the success and safety of our students and employees. The possession or use of illicit drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. For our students and employees who may suffer from the illicit use or misuse of alcohol and drugs, we want to provide opportunities to receive education and services to assist in overcoming or preventing addiction and/or misuse.

The Drug-Free Schools and Communities Act (Title 34 CFR § 86.3) requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

For additional information regarding the drug-free schools and communities act, please visit the following link <u>Drug-Free Schools and Communities Act</u>.

# SECTION FIVE: HEALTH AND HUMAN SERVICES

**5.1   Overview of Health and Human Services**

The Health and Human Services Department (HHS) goal is to provide exceptional education for students seeking occupations in health care or human services professions. Over twenty-five programs (including associate degree, technical diploma, or local certificates) are offered through the Health and Human Services Department. The information that follows begins with information common to all programs in the HHS Department and ends with information specific to each program area. Additional information pertaining at the course level will be found in the course syllabus, made available at the start of each course. Any questions or concerns regarding this information can be directed to the Associate Dean of the corresponding program area.

Health and Human Services Student Handbook: It is the intent of this handbook to follow the MPTC Student Handbook and Student Code of Conduct regarding grievances and student concerns/issues. Students should refer to these publications for their specific situation.

**Phone/E-mail Reference**

| Contact | Phone/Email |
|---|---|
| **Dean of Health and Human Services** | 920-924-3319 |
| Admin Assistant-Health and Human Services | 920-924-3320 |
| **Associate Dean of Health** | 262-335-5757 |
| Admin Assistant-Health | 262-335-5710 |
| **Associate Dean of Health Sciences** | 262-306-5313 |
| Admin Assistant-Health Sciences | 262-306-5314 |
| **Associate Dean of Human Services** | 920-924-3330 |
| Admin Assistant-Human Services | 920-924-3270 |
| Canvas Support: Phone | 877-230-3509 |
| Canvas Support: Email | https://www.morainepark.edu/technology/ |
| Technology Help Line: Phone | 877-230-3509 |
| Technology Help Line: Email | https://www.morainepark.edu/technology/ |
| Student Services | 800-472-4554 |

## 5.2 Programs Offered

**Health**
- Nursing – Associate Degree with a Practical Nursing Exit Point
  - Nursing Assistant
- Surgical Technology

**Health Sciences**
- Diagnostic Medical Sonography
- Health and Wellness
  - Health and Wellness Technician
    - Chiropractic Technician Certificate
- Health Information Technology
  - Medical Coding Specialist
- Medical Laboratory Technician
  - Phlebotomy/Specimen Processor
- Medical Office Management
  - Medical Assistant
    - Administrative Medical Assistant Certificate
- Radiography
- Respiratory Therapy

**Human Services**
- Criminal Justice
- Early Childhood Education
  - Child Care Services
    - Early Childhood Administrative Credential Certificate
    - Early Childhood Preschool Credential Certificate
    - Infant/Toddler Credential Certificate
- Fire Protection Technician (Starting Spring 2024)
- Paramedic Technician
  - Emergency Medical Technician (EMT)-Paramedic
  - Advanced Emergency Medical Technician (EMT)
  - Emergency Medical Technician (EMT
- Substance Use Disorders Counseling (SUDC)
  - Substance Use Disorders Counseling Certificate

# SECTION SIX: HEALTH AND HUMAN SERVICES POLICIES AND PROCEDURES

## 6.1 Academic Standards

Moraine Park Technical College has in place college-wide policy and procedures related to academic standards. Students are encouraged to review this information throughout their time enrolled at the college. Dependent upon the program enrolled, there may be additional program specific academic standards that apply. Details surrounding these additional academic standards may be found in Section Eight of this handbook and on individual course syllabi.

## 6.2 Required Documentation

**Criminal Background Check**

For the most up to date information regarding applicable policies regarding the completion of a criminal background check, please review the following link: https://catalog.morainepark.edu/student-policies/criminal-background-check/ Additional information can be found on specific program pages.

Although most/all students completed a required criminal background check/BID as part of the program admission process, there are times when there may be a need for additional criminal background check to occur during the time enrolled in a program. Should this need occur, additional cost would be incurred by the student. Furthermore, there are times when additional personal background documentation (criminal and/or health related) prior to and during clinical/field placement might also delay and/or prevent clinical/field placement.

Self-report: Health and Human Services program accepted students are required to report any new criminal charges that impact their criminal background check (CBC) within seven business days. They are informed of this requirement at the point of application as well as at points throughout the program. When a student reports a new charge to a designated official they will be directed to complete a new electronic Background Information Disclosure (BID) Form.

This form is processed and applicable information is added to their Student Record for internal use. The appropriate Program Associate Dean will then review the updated form and will indicate which letter template should be emailed to the student notifying them of required next steps.

Once the charge is closed, the student is responsible for submitting their court documents with disposition listed to the Criminal Background Check email address. These court documents are shared with the Program Associate Dean for review and potential action. If the charge and disposition lead to the student being ineligible for their current program, the student is communicated with and removed from their program by the Program Associate Dean.

If a student fails to report a new charge within the seven-day reporting period, the student may be immediately removed from their program for nondisclosure or a letter may be sent to student with required next steps.

** NOTE: MPTC makes no guarantee of future employment based upon an individual's criminal background check.

**Health Requirements/Drug Screen**
Many of MPTC health programs require all students to train at off-site agencies, external to the College. As such, students must remain compliant with established health requirements. These health requirements are set based upon external agency requirements, and in accordance with College Policy AP 605 Student Health Records.

Each student will be provided a document outlining current health requirements, due date, and method for submission to all MPTC health students. Depending upon the specific program, the student may access the Health Requirement Checklist from the program advisor, within the Canvas course, or from the Health and Human Services Program Specialist at the core program meeting. Should the student be assigned to a clinical agency with additional requirements this will be communicated in advance with an expectation that the student will comply within the provided timeline in order to continue program progression. Falling out of compliance with established health requirements may prevent the student from progressing in, or result in an administrative removal from, their program of study.

*NOTE: Clinical/Field placement will not occur if the student fails to meet either or both the requirement for an up to date Criminal Background Check and Health Requirements / Drug Screen.

## 6.3    Health Program Petition Process
Several health programs at MPTC currently require program petitions to move from pre-core into the core courses of the program. For the most up to date information visit the Program Petition section of the program of interest (example: Nursing Petition).

## 6.4    Readmission  Policy and Procedure
Applicable Programs: Diagnostic Medical Sonography, Emergency Medical Services, Fire, Health and Wellness, Health Information Technology, Medical Assistant, Medical Laboratory Technician, Nursing, Radiography, Respiratory Therapy, Substance Use Disorder Counseling and Surgical Technology.

**Readmission Policy Statement**
This policy and procedure applies to those students who have been required to exit from a health program for one of the reasons outlined below. Such students may elect to apply for Program Readmission through the Health Sciences Readmission Review Committee:

- **Academic:** Student was unable to continue in a Health Science program due to either the student withdrawing after the midpoint of a course and/or received a grade of *D, F* or *NC* twice in the same core/program course or in two different core/program courses.

- **Interruption of Study:** Student exited from a Health Science program for a continuous period of one to three years from the program.
- **Clinical/Skills Readmission:** Student received a failing grade in either a skills or clinical course due to unsafe or unprofessional behavior resulting in removal from the program.

A student is only allowed to apply one time per program enrollment for a Readmission Review and only if the student had extenuating circumstances that impacted the student's grades in

their core/program courses. If Program Readmission is granted and a student receives a grade of D or F in another program course (or withdraws after the midpoint), the student is ineligible to apply for Readmission again and will not be able to continue in their program.

In the event a student is registered for a future semester but is now ineligible to continue pending readmission, it is the student's responsibility to withdraw from future semester courses. If Program Readmission is granted, course placement will be determined based upon available openings, current students will have placement priority. The student must meet with their academic advisor to enroll in program/core courses.

The MPTC Academic Program Requirements Policy (AP 714) applies.

**Readmission Process Steps**
A student seeking readmission must complete each of the following steps:

1.  Submit a letter requesting program readmission and the necessary documentation to the Director of Enrollment Management. It is the student's responsibility to ensure receipt of this information by the due date listed below. Please submit via hard copy or email to the Director of Enrollment Management at 235 N. National Ave., P.O. Box 1940, Fond du Lac, WI 54936-1940 or readmissionshs@morainepark.edu by 4:30 p.m. the Friday **before** the requested meeting date. The information included in the letter sent must include:

    *   Student name, address, current phone number, student email address and student ID number.
    *   Name of the course(s) involved, along with dates enrolled.
    *   Reason for the withdrawal and/or unsatisfactory grades in courses, including the extenuating circumstances accounting for student's performance in each of the impacted courses.

        An extenuating circumstance is defined as any one of the following:

        o   Death of an immediate relative of the student
        o   Injury or illness of the student
        o   Other circumstances that result in undue hardship to the student

        *Supporting documentation must be included with the request for readmission to substantiate one or more of the extenuating circumstances. Requests without documentation and/or not meeting one of the above criteria will be deemed incomplete; therefore, not reviewed by the committee.

    *   Actions taken and plans to resolve or correct the unsatisfactory performance.
    *   Include in your letter whether you wish to appear in person before the Readmission Review Committee.

    **Be specific in describing these actions. Letters without evidence of clear actions or planning will be deemed incomplete.**

2.  Upon receipt of the letter, the Director of Enrollment Management will determine if all eligibility requirements have been met. If so, an email/letter from the Director of Enrollment Management will be sent to the student as acknowledgement of receipt of information and notification of the timeline for the appeal review.

3. **Readmission Committee Review**
   Unless the student included in their written appeal letter a request for an in-person appearance, all other reviews will be conducted by the members of the Readmission Review Committee. *The Health Sciences Readmission Review Committee is composed of the Director of Enrollment Management, the Director of Diversity, Accessibility and Student Support, Dean of Health and Human Services, Director of Student Development, and a representative of program faculty.*

   The outcome of the Readmission Review Committee will be communicated to the student via a letter from the Director of Enrollment Management identifying the Committee's decision, which will include one of the following:

   - Readmission granted (See below for additional details regarding Readmission).

   - Readmission denied with rationale.

   - Readmission decision contingent upon the outcome of a Skills Competency Check-off and Safety Standard Review. Completion of a Skills Competency Check-off and Safety Standards Review is a required component of the Readmission process for any student seeking return following failure of a skills or clinical course due to unsafe and/or unprofessional behavior. Additionally, where required by the Readmission Committee, a student may be required to complete the Skills Competency Check-off and Safety Standard review as part of the readmission application process.

4. For those students required to complete a Skills Competency Check-off and Safety Standard review, the following steps apply:

   **Complete a Skills Competency Check-off**
   This hands-on assessment will be used to determine currency of occupational skills of the last passed clinical and/or skills course. This process is outlined in greater detail in the next section. The outcome of this assessment is two-fold: (1) further inform the Readmission Committee in making their final determination of readmission and (2) establish at what course the student will re-enter the program, or if they need to repeat a course already passed.

   In advance of the Skills Competency Check off review, students will receive information in writing from the program director outlining the expectations of the evaluation. Included in this communication will be: (1) a date/time for the student to complete competency assessment. (2) a detailed description of what to expect during the Skills Competency Check-off and Safety Standard review including required skills and scoring rubric. The student will be asked to demonstrate each competency of the skills or clinical class(es) for which they last passed. This assessment will be completed with a member of the program faculty. Also present may be the program Associate Dean or designee.

   **Complete a Safety Standard Review**
   Completed along with the Competency Check-off, individuals seeking readmission due to a clinical safety concern must also complete a 1-hour Safety Standards review with program faculty.

The outcome of this evaluation will be submitted to the Readmission Committee for consideration. If the student is unable to achieve a *pass* on the competencies for the clinical or skills course last passed, the student may be required to repeat coursework previously passed (financial aid implications would apply). This decision of the skills competency assessment is final.

5. Readmission: Students permitted to re-enter a health program based upon Readmission Policy and Procedure will be required to complete each of the following:

**Advising**
Students permitted to re-enter a health program based upon Readmission should then work with their academic advisor to register for the appropriate course(s) identified.

**Student Success Center**
Recognizing that a student returning under this readmission process may only be enrolled in a limited number of course(s), it is important for student to remain proficient in their overall understanding of all course material previously covered. Therefore, it is required that all students entering under the Readmission Procedure spend dedicated time in the Student Success Center throughout the semester they return in to help them achieve success once they return to a full semester of coursework. Program Faculty will identify specific review materials to complete throughout the semester. As an example: a student may be required to complete a 2-hour "boot camp" tailored to the student need week in the Student Success Center.

**Note:** *The Health Sciences Readmission Review Committee meets in November, January and June. Contact your advisor for specific dates and times. The decision made by the Readmission Review Committee is final. Completion of these steps does not guarantee readmission; rather, this procedure is intended to provide an avenue for consideration to re-enter the program. If Readmission is granted, course placement will be determined based upon available openings; currently enrolled program students will have placement priority.*

## 6.5 Clinical Course Policies and Procedures

**Clinical /Field Placement Assignments**
Each MPTC Health program schedules clinical/field placement assignments in accordance with the approved number of course credits. The total number of required off-site hours are assigned following the college calendar, including non-student contact days (NSCD). NSCD is defined as a day where there is no student contact with faculty and staff. Students are not to attend clinical or theory (lecture) during Spring Break, Winter Break, and designated non-student contact days. With the exception of NSCD, it is important for all students to understand that in order for MPTC to ensure an appropriate and quality clinical/field placement experience is available for enrolled students, there may be times when a program(s) may schedule clinical/field placement hours to occur in the evenings or on weekends.

Each program has a process for clinical assignments. Please refer to section 9 regarding the program's clinical process.

NOTE: Students are prohibited from direct communication with clinical/field placement facilities to inquire regarding clinical/field placement processes, decisions, or placement

denials. Non-compliance may lead to disciplinary action, up to and including dismissal from a health care program.

**Dress Code**
Students must comply with the dress code for the classroom, lab and clinical/field placement sites. The standards for each program will be noted in Section Eight of this handbook.

**Transportation to Clinical/Field Placement**
Students are solely responsible for their transportation to and from any clinical/field placement site or agency. Students must arrive on time and leave according to their assigned schedules. Because of the need to ensure that students have clinical/field placement experiences in a number of different environments, there is no guarantee that required clinical sites will be within reach of public transportation or close proximity to a student's home. Students should be prepared to attend clinical sites within a 60-mile radius in some instances. In some programs, up to 100-mile radius may occur in order to provide students the opportunity for a specialized clinical experience.

**Protected Health Information (PHI)**
The PHI Privacy Rule defines how healthcare providers, staff in healthcare settings, and students inclinical training programs can access, use, disclose, and maintain confidential patient information called **P**rotected **H**ealth **I**nformation (PHI). PHI includes written, spoken, and electronic information. PHI encompasses any information that identifies a patient; demographically, financially, and/or medically; that is created by a healthcare provider or health plan and that relates to the past, present or future condition; treatment; or payment of the individual. The Privacy Rule very broadly defines "identifiers" to include not only patient name, address, and social security number, but also, for example, fax numbers, e-mail addresses, vehicle identifiers, URLs, photographs, and voices or images on tapes or electronic media. When in doubt, each student should assume that any individual's health information is protected under HIPAA. This topic will be covered in greater detail within the applicable program course of studies.

- PHI must not be transferred to or from, or stored within, any form of personal technology nor should it be shared in any form of social media.

- Students are not to access personal health records or records of anyone for whom they are not directly involved in care (including self)

- Students who witness a breach of this policy have a duty to report the breach to nursing faculty immediately upon of discovery.

- Failure to maintain confidentiality may result in liability to the healthcare facility as well as clients, and providers, and legal action may be taken.

- Failure of students to follow polices governing access to, and use and disclosure of PHI will result in being denied access to MPTC facilities and clinical/field placement sites. Failure of students to follow polices governing access to, and use and disclosure of PHI might also result incivil and criminal penalties under federal law.

**HIPAA**
The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires health care personnel to protect patients' health information. Students enrolled in a MPTC health program are required to learn about the health information privacy requirements ("Privacy Rule") of the federal law, HIPAA. Program faculty will review the requirements of HIPAA with students in advance of off-site clinical. Health care personnel must agree to maintain strict confidentiality of any information and agree not to disclose this information to third parties, unless, (1)

authorized in writing by the health care facility, and as appropriate, the patient, practitioner, or provider involved; (2) as required by law. The student can be subject to legal action including, but not limited to, lawsuits for invasion of privacy.

**Confidentiality**
Students are required to sign a confidentiality agreement signifying that HIPAA regulations are understood and will be adhered to prior to participation in all clinical placement rotations.

Noncompliance with MPTC and clinical agency policies may result in disciplinary action, which may include dismissal from the program.

# SECTION SEVEN: PROFESSIONAL EXPECTATIONS

Healthcare students are expected to conduct themselves in a manner consistent with the standards governing their chosen profession. While professionalism looks different in each profession, MPTC identifies the Civility Standard, Medication Administration Safety Standards, Standards of Safe Care, and the Technology Usage Standards as standards outlining what professionalism looks like both as a current student, and in the development as a new health and/or human services profession. It is the expectation of MPTC that students act in accordance with these Standards of Care.

### 7.1    Civility Standard
Civility is a critical principle of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication and team collaboration. All students are expected to conduct themselves, both on and off campus, in a civil manner and to comply with requirements of standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the program Lead Faculty (i.e., Department/Program Chair). If the problem warrants immediate action, the Lead Faculty may recommend to the Dean/designee that the student be dismissed from the health or human services program. For additional information, please refer to <u>MPTC Policy AP 724 Student Code of Conduct.</u>

### 7.2    Medication Administration Safety Standards
As applicable, see individual program section of handbook.

### 7.3    Standards of Safe Care
In addition to professional standards of behavior, all Health and Human Service (HHS) programs are expected to comply with standards of safe patient care. Safety is of utmost importance in all HHS programs and any breach of the below standards may result in disciplinary action.

**At all times a student shall:**
- Delineate, establish, and maintain professional boundaries with each patient.
- Have a legal and valid prescription issued for controlled substances or other medications self-administered.
- Immediately and accurately report to the instructor and/or preceptor any errors or deviations in patient care.
- Promote a safe environment.
- Professionally report and document patient care.
- Treat each patient with courtesy, respect, and with full recognition of human dignity, self-worth, and individuality.
- Practice within the appropriate scope of practice.
- Use standard precautions established by federal, state, and local government or established by any clinical site to which the student is assigned.

**A student shall not:**
- Use controlled substances or other medications self-administered by a student. Student must have a legal and valid prescription issued to the student.

- Assault, cause harm to a patient, or deprive a patient of the means to summon assistance.
- Submit any false or misleading information to the program faculty, clinical agencies, preceptors, or to any licensing board or commission.
- Obtain or attempt to obtain money, or anything of value, through providing patient care.
- Misrepresent credentials or student status or impersonate a licensed or otherwise credentialed person.
- Engage in behavior that causes, may cause, or interpreted as physical, verbal, mental or emotional abuse to a patient.
- Engage in sexual conduct with a patient.
- Engage in any verbal or nonverbal behavior interpreted as seductive, or sexually demeaning to a patient.
- Engage in behavior interpreted as behavior to seek or obtain personal gain at the patient's expense.
- Engage in behavior interpreted as inappropriate involvement in the patient and provider relationship.

## 7.4    Technology Usage Standard

Moraine Park Technical College provides access to computer systems and networks it owns or operates to Moraine Park Technical College students in order to promote legitimate educational and administrative efforts in keeping with the College's role as an educational institution. Such access has broad impact and imposes certain responsibilities and obligations. Students have the responsibility to use these resources in an efficient, ethical and responsible manner, consistent with the law, college policy and the mission of the College.

Individual academic programs may offer further clarity on the usage of any/all of the following technology uses or mobile devices:

- Mobile devices, including mobile device regulations and care of the mobile device
- Digital content, including digital content copyright
- Email and electronic communications
- Social media
- Code of ethics in social media

Further details regarding program specific information may be found in Section Eight of this handbook or in a given course syllabus.

## 7.5    Professional Integrity

As noted throughout Section Seven of this handbook, there is an expectation of appropriate behavior when enrolled in a health or human services program. These expectations include behaviors required of students in general and for those enrolled in a health or human services program of study. In addition to this handbook, MPTC publications, including but not limited to college policies, describe academic integrity, its violations, and consequences. A Student Conduct Code for the campus community, as well as other college policies, is available for review by both students and visitors to the college website.

## 7.6    Program Progression

Students may not be allowed to progress in their program of study for any of the following reasons:

- Unsatisfactory academic performance
- Violation of professional practice. Ethics, and/or safety standards in the college or cooperating agencies
- Failure to abide by the policies of the school, the program or cooperating agencies as otherwise stated in this handbook.

Should a student's status in an academic program require an <u>Administrative Withdrawal</u> to occur, college policy and procedure will apply.

**For more detailed information regarding program progression for a particular health program, please refer to section 8.**

# SECTION EIGHT AND NINE: PROGRAM INFORMATION

## 8.1    Program Description
The Moraine Park Technical College Associate Degree Surgical Technology program is a 2-year program which provides the student with the knowledge and skills required to enter the field of Surgical Technology in accordance with the American Medical Association and the Association of Surgical Technologist guidelines.

During the first year of the program, emphasis is placed on classroom and laboratory instruction as preparation for participation in the clinical phase of the curriculum. Classroom instruction includes anatomy and physiology, medical terminology, microbiology, patient care in surgery, sterile technique, surgical techniques, instrumentation and sterilization.

Clinical experiences are performed at various surgical facilities. The student functions under the supervision of a Certified Surgical Technologist Preceptor, Registered Nurses, Surgical First Assistants, Surgeons, and MPTC instructors in performing as a member of the operating room team. The clinical phase includes further classroom instruction with emphasis in actual surgical procedures.

The state aligned Surgical Technology curriculum is similar at all technical colleges in Wisconsin.

## 8.2    Mission Statement
The Surgical Technology program at Moraine Park Technical College is committed to preparing competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Our goal is to provide local and regional community healthcare agencies with graduates who are competent, team oriented Surgical Technologists who demonstrate surgical conscience and are knowledgeable of the skill sets specializing in the application of aseptic technique.

This will be accomplished by:
- Preparing competent graduates in the cognitive, psychomotor, and affective learning domains.
  - o **Cognitive:** Utilize concepts from the program's core curriculum framework and apply to the certification exam and care of the surgical patient.

- o **Psychomotor:** Acquire and apply Surgical Technology skills as an integral part of the healthcare team of surgical practitioners providing care to patients in a variety of fast-paced surgical environments.

- o **Affective:** Display a high level of surgical conscience identified by the Association of Surgical Technologists code of ethics, with emphasis on critical thinking and problem-solving skills.

- Meeting or exceeding criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology.

## 8.3 Goals
1. Assist with circulating duties
2. Adapt to clinical site
3. Practice standard precautions
4. Maintain sterile technique
5. Perform preoperative case management
6. Perform intraoperative scrub techniques
7. Perform postoperative case management
8. Manage pharmacological agents
9. Operate within the legal, moral, and ethical responsibilities of the Surgical Technologist
10. Demonstrate professionalism

## 8.4 Student Learning Outcomes/Program Outcomes
- Apply healthcare and technological science principles to the perioperative environment.
- Maintain principles of sterile technique in the surgical environment.
- Provide a safe, efficient, and supportive environment for the patient.
- Prepare the patient, operating room, and surgical team for the preoperative phase.
- Perform intraoperative case management in the scrub role.
- Perform postoperative case management.
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies.

**8.5    Technical Standards/Functional Abilities**

The students enrolled in the Surgical Technology Program should be able to meet the established technical standards identified below with or without reasonable accommodation. The technical standards for the Surgical Technology Program are representative of those foundin the Surgical Technology profession.

## ABILITIES

### Sensory Skills

**Students must have:**
- Hearing sufficient to perform Surgical Technology tasks.
- Possess auditory ability to monitor and assess needs of the surgeon and other operating room team members.
- Vision sufficient for observation and assessment necessary during a surgical procedure.
- The tactile ability to perform a surgical technologist's duties in a timely manner.

**Examples (not inclusive):**
- Hear and understand muffled communication without visualization of the person's mouth and lips.
- Detect activation/warning signals on equipment.
- See the sterile field, back table, instruments, and supplies clearly without holding items closer than 12 inches from the face with or without corrective lenses and wearing safety glasses.
- Demonstrate sufficient peripheral vision to anticipate the surgeon and function in the sterile field
- Hold and operate instruments/retractors at correct strength for surgical procedures.
- Able to tolerate exposure to a wide range of chemical and biological agents that could bepotentially harmful.

### Communication Skills

**Students must effectively:**
- Communicate verbally, nonverbally, in writing, with groups and using information technology.
- Be able to interact appropriately with patients, peers, and with all members of the surgical team.
- Be able to interpret and convey information gathered.

**Examples (not inclusive):**
- Discuss and ask questions regarding surgical procedures both preoperatively and intraoperatively.
- Convey information in a clear, professional and timely manner.
- Listen and respond to others inan accepting and respectful manner.

### Professionalism

**Students must:**
- Demonstrate cross-cultural competency, integrity, moral reasoning, ethical behaviors and concern for others.
- Acquire interpersonal skills for professional interactions with diverse individuals and communities.
- Work cooperatively with intra- and inter- professional teams, adapt to changing environments inherent in clinical practice, and function effectively under stress.

**Examples (not inclusive):**
- Establish a professional working rapport with surgeons, anesthesia personnel, surgical technologists, nurses and a variety of other departmental staff as well as patients.
- Exhibit positive interpersonal skills in patient, staff and faculty interactions.
- Demonstrate appropriate impulse control and professional level of maturity.
- Recognize appropriate boundaries in relationships withpatients and colleagues.
- Demonstrate positive team building skills.
- Handle demanding clinical assignments and handle the stress that goes with it.
- Demonstrate calm and effective behavior and responses, especially during emergency situations.

## 8.6    Code of Ethics

Surgical Technology students are preparing for a discipline that has standards of conduct for its members. The Association of Surgical Technologists Professional Code of Ethics identifies desirable conduct for surgical technologists. Students are expected to conduct themselves in a manner consistent with the standards of the Surgical Technology profession.

## 8.7    Accreditation Statement

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. (www.arcstsa.org)

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

ARC/STSA
19751 East Mainstreet
Suite #339
Parker, CO 80138
303-694-9262

### 8.8    Program Policies and Procedures

**Admission**
Ten core students begin the Surgical Technology program every fall semester. The program is a full-time program with no part-time enrollment allowed unless repeating courses or approval from the Associate Dean of Health. Any student who independently enrolls in Surgical Technology courses without first being accepted into the program will be administratively withdrawn.

A student seeking admission through transfer from another program shall meet the criteria required of the regularly enrolled students.

The Surgical Technology program is based on the Fond du Lac campus. Classroom and laboratory courses will take place on the Fond du Lac campus and online format. Clinical placements are at various hospitals and surgery centers including, but not limited to, those in the following cities: Beaver Dam, Berlin, Columbus, Fond du Lac, Grafton, Hartford, Ripon, Sheboygan, Waupun, and West Bend.

**Course Syllabus Expectations**
Students will receive a course syllabus at the beginning of each Surgical Technology Program course. The syllabus informs the student of the guidelines relevant to each particular course. The syllabus includes information regarding the objectives of the course, attendance, conduct, methods of testing, and methods of grading to satisfy the objectives of the course. The instructor reviews the syllabus which is located in the online Learning Management System (LMS), Canvas.  The student is responsible for the information within the syllabus.

### 8.9    Courses

**Grading:  Academic Requirements**
Many associate degree programs require a minimum grade to count towards graduation requirements. The course syllabus details the academic rules specific to each course. For additional information regarding college-wide academic requirements, please visit Academic Standards.

To successfully complete a Surgical Technology course, a student must earn a grade of C or above. Grades of D or F are not considered passing. Performance Assessment criteria for each course are specified in the course syllabus. Students will receive a course grade based on these criteria.

**Grade Scale:**
  A      94-100
  B      87-93
  C      80-86
  D      73-79
  F      Below 73

The grading plan for each course identifies the evaluation standards for graded activities. A final grade of 80% or better is needed to successfully complete each course. Students will be graded on daily assignments, exams and quizzes, Career and Life Skills, Lab Competency Skills (Performance Assessment Tasks), and class and Lab participation.

**Assignments:** A passing grade of 80% is required for each assignment.

**Lab Competency Skills (Performance Assessment Tasks):** A passing grade of 87% is required for each Lab Competency Skill. Scores will be rounded to the nearest tenth. One retake will be allowed per course; failing more than one Lab Competency Skill will result in failure of the course.

*It is expected that successful achievement of a prior Lab Competency Skill will be applied to future Lab Competency Skills without error. Therefore, only self-corrected errors without assistance will be considered acceptable in Lab Competency Skill Assessments. However, no more than two self-corrections may be made in any first attempt or a retake is required. No self-corrections of a prior achieved skill may be made on a second attempt to successfully pass.

**Final Exams and Final Lab Competency Skill Test Outs may not be retaken.**

**Course Failure**

A passing grade of 80% is required for each exam and quiz. Test scores will not be rounded; the average of the test score must total 80% without rounding. One retake will be allowed on an exam or quiz per course. Failure of more than one exam or quiz will result in failure of the course.

**Course Withdrawal**

All attempted Surgical Technology courses are considered when determining eligibility for continuing in the Surgical Technology program. Surgical Technology program students are only allowed to repeat an unsuccessfully attempted Surgical Technology course once.

**Unsuccessful attempts are defined as:**
1. A course withdrawal after the halfway point of the Surgical Technology course when a student is not meeting course competencies at the time of withdrawal.

2. An unsuccessfully completed course with a final grade of D or F.

**Attempted Surgical technology courses which will not negatively impact a student's ability to continue in the Surgical Technology program are defined as:**
1. A course withdrawal before or at the halfway point of the Surgical Technology course when a student is either meeting or not meeting course competencies at the time of withdrawal.

2. A successfully completed course where a grade of C or better is earned.

   Any student who withdraws from or receives a grade of less than C in a Surgical Technology course must repeat it before progressing in the program. Students are unable to progress in the program when an incomplete grade is recorded in a Surgical Technology course until the Incomplete is resolved with a grade of C or better.

   Both a student who withdraws from a Surgical Technology course and a student who earns a grade of D or F may need to complete required remediation, as identified via the Internal Referral System (IRS),prior to course re-enrollment.

Any student who has been out of clinical Surgical Technology courses for one or more years willbe required to complete remediation activities prior to course re-enrollment as identified by the Surgical Technology Program Personnel. See 6.7.

If a student has two (2) unsuccessful Surgical Technology course attempts, enrollment in the Surgical Technology program will be inactivated and the student will no longer be eligible to continue in the Surgical Technology program. A student no longer eligible to continue in the surgical technology program may apply for Program Readmission. Please see section on MPTC Health Science Readmission Policy and Process. See 6.7.

## Program Attendance and Punctuality

Absence from class must be communicated to the instructor via phone or email prior to the start of class. One absence per course will be considered excused. All coursework missed must be made up within 1 week of the absence.

More than two didactic/lab absences will result in the drop of a letter grade based on the percentage of class hours missed. Please refer to 9.1 Clinicals in this document for more details regarding clinical absence.

If the student is absent for more than two consecutive clinical days due to illness, the student must provide the instructor a signed written statement from a healthcare provider that the student's health is acceptable to return to clinical.

A student may be dropped from their Surgical Technology Program course(s) for excessive absenteeism whenever the instructor determines it is no longer possible for the student to meet the course objectives. The instructor will advise the student as soon as it becomes apparent that the student can no longer meet the course objectives in the remaining time. This applies to theory class, skills labs, clinical visits, and off-campus clinical placement experiences. Refer to the attendance requirements outlined in each Surgical Technology program course syllabus.

Students must attend the full first week of each Surgical Technology course in order to remain inthe course.

## Technology Requirements

All students will be required to have a smart phone or tablet for use in the Surgical Technology program. The device is used to record clinical attendance and completed cases in Trajecsys. The device must be compatible with MPTC's testing software and other required online platforms.

Students should review the minimal requirements required at the following links:

Cengage

Trajecsys

**Technology Guidelines**

Online textbook materials are integrated into the curriculum and will be used throughout the program, in every semester, and are required for all program students. Review your book list in eCampus for your courses. All students must have access to a reliable internet source for learning. Students are required to have the online textbook materials at semester start.

The student is responsible for the information within the course and syllabus in the learning management system: Canvas.

- A student must request permission prior to audio/videotaping/recording any faculty-led theory, lecture or discussions. Any audio/videos/pictures/drawings obtained with permission from the course instructor cannot be posted on social media or other non-educational sites. The content is only for the student's own personal use and shall not be used after the course has concluded. Any violation of this policy, involving patient or student confidentiality or academic honesty, will result in disciplinary action and the student failing the course with possible removal from the nursing program.

- If the course is conducted virtually, students are encouraged to log on at least five (5) minutes before the start. The student must turn the camera on to be present during the course. Students should be mindful of the camera angle. Proper attire is expected. Please make every attempt to secure arrangements for children, pets or other family members. Students are not able to record any part of the virtual class. Faculty may decide to record for learning purposes.

- Students are responsible for the security and liability of their own personal computer device both on and off campus. Students are required to bring their fully charged computer device to course exams.

- If allowed per clinical agency, students may bring their computer device and/or an electronic watch may be worn to the clinical site for use. The electronic watch must be turned to airplane mode to ensure no pictures, texts, and/or social media is displayed during clinical. During clinical and/or simulation, any texting, taking pictures or other inappropriate technology uses is strictly prohibited. Students may not use the camera to take pictures of patients, patient documents, agency policies & procedures at the clinical site. If the clinical site allows pictures of case setups photos may be allowed at the preceptor's discretion.

## 9.0 Graduation:
**Program Completion Requirements**

Students accepted into the Surgical Technology program are required to meet the following CAAHEP and ARC/STSA Accreditation program criteria for graduation: Satisfactory completion of program courses Surgical Interventions II and Surgical Technology Clinical 4, completion of 120 Surgery Experience cases as established according to CAAHEP and ARC/STSA Clinical Student Scrub Roles, Clinical Experience Surgery Case Requirements, and completion of the Certified Surgical Technologist (CST) exam. All CAAHEP-accredited programs are required to administer the NBSTSA Certified Surgical Technologist (CST) Exam. Please reference the ARC/STSA for any questions.

**Technical Skill Attainment (TSA)**

- Apply healthcare and technological science principles to the perioperative environment
- Maintain principles of sterile technique in the surgical environment
- Provide a safe, efficient, and supportive environment for the patient
- Prepare the patient, operating room and surgical team for the preoperative phase
- Perform intraoperative case management in the scrub role
- Perform postoperative case management
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

## 9.1     Clinicals

**Clinicals:** All Clinical I students will be required to complete the "Clinical Skills Test Out" with a 100% prior to advancing to the clinical site. The test will take place the first week of the third semester in the program. Students will be allowed one retake if not successful on the first attempt. Failure to achieve 100% on the second attempt will result in failure of the clinical course.

All competencies on the Clinical Evaluation must be achieved with an 80% or better by the end of the clinical or a grade of D or F will be given for the clinical. A pattern of unsafe clinical behaviors will lead to a grade of F in clinical. Absences from clinical may lead to a student's inability to demonstrate clinical competency at an 80% level. A grade of C or better is required to pass the clinical course.

Clinical hours required equal 192 hours on-site at the assigned clinical agency. If absent, the student must contact the clinical instructor and the clinical agency before the scheduled start time. Failure to do so will be considered an unexcused absence. One excused absence will be allowed. An excused absence will be considered under the following circumstances; illness with a provider's excuse that clinical attendance was unadvised, death or funeral leave of an immediate family member, or a family emergency with appropriate documentation at the discretion of the clinical instructor. Excused absence hours can be made up within the course timeline at the discretion of the clinical agency and the clinical instructor. Unexcused absence hours will be treated as follows:

192 hours – 180 hours = Full Grade

180 hours – 167 hours = Drop 1 Grade

167 hours – 153 hours = Drop 2 Grades

Less than 153 hours results in failure of clinical course.

Any student released from clinical for the day due to low census of the clinical agency must present in writing a letter from the nurse supervisor stating date/time and reason for being released from clinical site.

*ANY STUDENT DISPLAYING BEHAVIOR THAT SERIOUSLY THREATENS THE MENTAL OR PHYSICAL SAFETY OF PATIENTS, STAFF, PEERS, INSTRUCTOR, OR SELF MAY BE GROUNDS FROM REMOVAL FROM THE CLINICAL COURSE AND DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM. The student is not to be on the clinical agency's premises or attend any clinical course activities if removed from the program.*

**Clinical Placement Assignments**

Due to the nature of Surgery, clinical placement hours will be eight hours, during the day shift, beginning 0600-0700, and three days a week, with the days ranging Monday-Thursday; or unless otherwise noted by Surgical Technology Program to meet the requirements of the clinical expectations. The hours and days of the week are determined by the agency based on caseloads, not the program personnel or student. Healthcare practices and changes are ongoing in the healthcare industry that might affect the availability of clinical placement sites. This availability could delay clinical placement and could extend the length of the student's program.

The need for additional personal background documentation (criminal and/or health related) prior and during clinical placement might also delay and/or prevent clinical placement. Clinical placement will not occur if the student fails to meet these requirements.

The clinical placement assignment schedule cannot accommodate students' work schedules, childcare plans, travel arrangements, or other personal matters. Because there are multiple factors involved in preparing clinical placement schedules, including the accreditation clinical case requirements, students may be required to travel outside of their area of residence to meet requirements. Changes in clinical placement are not allowed unless initiated by the Surgical Technology program.

The Surgical Technology student should direct clinical concerns to their instructor and/or the Program Director.

Students are prohibited from direct communication with clinical agencies to inquire regarding clinical/field placement processes, decisions or placement denials. Noncompliance could lead to disciplinary action, up to and including dismissal from the program.

**Transportation to Clinical Placement Assignment**

Students are solely responsible for their transportation to and from any clinical placement site or agency. Students must arrive and be changed on time and leave according to their assigned schedule. Extra expenses including travel costs may be associated with clinical placement.

**Disciplinary & Dismissal Procedures**

Students in the Surgical Technology Program must provide safe care and maintain all standards described in this handbook and professional standards specific to and governed by the surgical technology profession. Behaviors that violate the expectations of safe care or behavioral expectations may be grounds for removal of the student from the course, dismissal from the Surgical Technology Program, and/or other disciplinary actions (warning, probationary status, etc.).

The behavior of any student which is considered: 1) unsafe, or 2) a breach of either the civility expectations, professional behaviors, or the standards of safe care during either clinical or classroom instruction, or 3) while on college property or during a college sponsored service learning or field trip activity, or 4) at a clinical agency approved for study will be reviewed by the Surgical Technology Program faculty and Associate Dean of Health.

Situations may result in dismissal from the Surgical Technology Program but not from the college, including violation of Surgical Technology Program student conduct, professional standards and standards of safe care. For such situation, the student will have an opportunity to be heard by the faculty, then by the Associate Dean of Health or designee

prior to imposition of disciplinary sanctions, including dismissal, except in cases where the student's violation of safe care standards and continuation in the Surgical Technology Program poses a direct threat to the health and safety of patients or others.

Students will be informed in writing of decisions of the Associate Dean of Health or designee as to sanctions, including removal from the course or dismissal from the program. Students may appeal disciplinary sanctions imposed by the Associate Dean of Health or designee.

Students are to follow the appeal process as outlined in the MPTC Student Handbook. In the case of disciplinary action, due process is followed.

**Due process includes:**

- Notice in writing of violation of student code of conduct
- Opportunity for a meeting to review facts related to the incident and determination of informal resolution or disciplinary sanctions
- Right to appeal the decision/sanction

## 9.2    Uniforms/Required Equipment for Program of Study

Clinical agencies require all personnel to wear agency-issued scrubs. Students may wear a white tank top under the scrub top if no part of the clothing is visible under it. Socks are required. Shoes must be non-porous, closed toe and heel and cannot have perforations on the top. One pair of shoes will need to be purchased for use only in the OR during clinicals. Protective eyewear must be worn during ALL surgical procedures and other times PPE is appropriate such as OR turnover or instrument cleaning. The name badge must be worn at all times and visible when not scrubbed in. No alterations to the badge are allowed. At all times, student dress will be in accordance with the dress code of the Surgical Technology program and in accordance with the health care agency.

Students are expected to be well-groomed in accordance with agency policy and long hair must be tied back. Barrettes, hair clips, and headbands must be plain and without ornamentation. No jewelry is allowed.

Guidelines for piercings and tattoos will reflect the policy of the clinical agency. Students are not allowed to wear body-piercings on the tongue or any visible body part during clinical and simulation. Concealing body piercing with a bandage is not acceptable.

Removable eyelashes may not be worn in clinical settings. Nail polish may not be worn in clinical settings. Fingernails will be cut to a safe length; not to extend beyond the fingertips. No artificial nails are allowed.

Students are expected to bathe frequently, use deodorant, brush their teeth, use mouthwash or breathe freshener as necessary, and take any other steps deemed necessary to eliminate odors that others may find offensive. Cigarette odors on person or clothing must be avoided before and during clinical hours. A laundering fee, amount determined by hospital facility, will be added to those who leave on lunch to smoke. No perfume or aftershave will be worn in clinical.

Facial hair will be groomed appropriately to maintain standards of sanitation and according to agency policy. Students should only wear student uniform during clinical, simulation, and on MPTC campus.

**REVISION HISTORY DOCUMENT**

| Section # | Document Program Year | Revision Date | Revision Description | Revision Tracking Notes |
|---|---|---|---|---|
| 1.1 | 2024-2025 | 6/27/24 | Enrollment, Workplace Culture and Economic Driver/Community Impact Objectives | Objectives updated per MPTC changes. |
| 4.1 | 2024-2025 | 8/1/24 | Student Resources | Changed student handbook to college catalog. |
| 4.7 | 2024-2025 | 7/29/24 | Drug-Free Schools and Communities Act | New section added. |
| 6.2, 6.4, 7.1 | 2024-2025 | 7/16/24 | Updated links for AP605, AP714 & AP724 | Updated links not working. |
| 6.4 | 2024-2025 | 7/25/24 | Readmission Policy & Procedures | Removed Paramedic and added EMS, Fire and SUDC. |