



2022

Uintah Basin Technical College

Surgical Technician Program
Student Handbook

Office of Surgical Technician
450 North 2000 West
Vernal Utah 84078

Surgical Technician Program

Welcome to Uintah Basin Technical College (UBTech) and the Surgical Technician program. We, as faculty at UBTech, want to congratulate you on your decision to pursue occupational training in this noble profession.

The Surgical Technician Student Handbook introduces you to the Surgical Technician program's philosophy, conceptual framework, educational goals, and policies. The information in this booklet has been prepared to answer questions you may have about the program. Within it, you will find information regarding tuition costs, courses, grading standards, and expectations. This handbook is an addendum to Uintah Basin Technical College's Policy and Procedure Manual, Catalog, and Student Handbook.

No policies are infallible and if these are found to be inoperable, the faculty would welcome constructive suggestions for change. All policies are subject to change as needed. Should it become necessary to change a policy within an academic year, students will receive both written and verbal notification.

Uintah Basin Technical College's Surgical Technician program is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

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Section I: Guiding Principles and Curriculum

Utah Systems of Technical Colleges Mission Statement

The mission of the Utah System of Technical Colleges is to meet the needs of Utah's employers for technically skilled workers by providing market-driven technical education to both secondary and adult students.

Uintah Basin Technical College Mission Statement

The mission of Uintah Basin Technical College (UBTech) is to provide technical education and training for secondary and adult students, to fulfill labor market needs, and promote economic development in the Uintah Basin.

Surgical Technician Mission Statement

It is the mission of the Surgical Technician Program at Uintah Basin Technical College to provide the community with caring and competent surgical Technicians who utilize critical thinking skills in structured settings to meet patient needs. This is accomplished by preparing graduates who value lifelong learning and who can safely address patient care, where policies and procedures are specified.

Surgical Technician Program Philosophy

The healthcare courses and programs at UBTech exists to meet the needs of our community for quality graduates. The courses and programs fill a basic need in the Tri-County area by educating individuals to fill healthcare roles to meet the well-being, health and safety needs of the community. Healthcare as a discipline responds to basic human needs in a holistic approach. Evidence based practice is utilized to assist the client in achieving their wellness goals. Professional development for faculty and program graduates grows from a dedication to lifelong learning.

Conceptual Framework

Becoming an essential part of the health care system and surgical Technician and other healthcare programs play an important component in the healthcare setting. The client is viewed in a holistic manner that encompasses care throughout the life span. Basic human needs are utilized as a curriculum framework, which also encompasses the core concepts of health promotion, therapeutic communication, cultural diversity, ethical/legal issues, pharmacology, and nutrition. The Surgical Technician process is utilized for the assessment, planning, intervention, and evaluation of care provided to the client, family, or community. Evidence based care strategies are incorporated throughout the program. Critical thinking skills are utilized in this process and through all aspects of the surgical technician's involvement in the delivery of healthcare. Psychomotor skills are developed throughout the program to facilitate safe delivery of care for the client and the surgical technician. These core concepts are integrated throughout the curriculum.

The curriculum is designed to provide a logical sequence of courses and content. Course content increases progressively in difficulty and complexity.

Course Outline

Surgical Technician Core Course Outline		
Course	Hours	Credit Equivalent
Introduction to Surgical Technology (STEC1000)	60	2
Microbiology and Infection Control (STEC1025)	30	1
Surgical Pharmacology (STEC1030)	60	2
Principles and Practices of Surgical Technology (STEC1045)	90	3
Surgical Procedures I (STEC1071)	60	2
Surgical Procedures II (STEC1081)	60	2
Surgical Procedures III (STEC 1086)	90	3
Surgical Technology Practicum I (STEC 2025)	90	3
Surgical Technology Practicum II (STEC 2035)	120	4
Surgical Technology Practicum III (STEC 2045)	90	3
Surgical Technology Practicum IV (STEC 2055)	120	4
Surgical Technology Seminar (STEC 2010)	30	1
Total	900	30

*Total length certification = 900 hours. (Using conversion factor of 30:1)

Course Descriptions and Competencies

Introduction to Surgical Technology (STEC 1000) **60 hours**

Students enrolled in this course will be introduced to the surgical Technician profession and will develop the fundamental concepts and principles necessary to successfully participate as a member of the surgical team. Emphasis is placed on the team approach to surgical patient care.

- Analyze relevant medical terminology
- Assess the operating room environment and associated hazards
- Differentiate common equipment and instruments
- Differentiate roles for the chain of command
- Illustrate communication techniques
- Validate what a surgical conscience is and explain medical law and ethics
- Classify different disinfection and decontamination techniques, and correlate the different chemicals used
- Contrast surgical attire worn in different areas of the surgery unit
- Demonstrate proper techniques while scrubbing, gowning, gloving
- Identify basic surgical instrumentation

Microbiology and Infection Control (STEC1025)

30 hours

Students enrolled in this course will be introduced to medications used in surgery, anesthesia care, and a foundation of the intraoperative phase in surgery.

- Assess Infection Control Related to Microbiology
- Distinguish Anatomy and Basic Physiology of Microorganisms
- Differentiate and Categorize Immune Responses
- Distinguish Infection and Disease Caused by Different Microbes and Differentiate Surgical Treatments
- Determine Biopsychosocial Needs of the Patient and Death and Dying for the Patient
- Analyze the Structure and Function of a Compound Microscope
- Determine Proper Steps and Prepare Items to be Disinfected and Sterilized
- Articulate Diagnostic and Assessment Procedures in a Pre-Operative Setting
- Demonstrate Care, Handling, and Labeling of Specimens

Surgical Pharmacology (STEC1030)

60 hours

Students enrolled in this course will be introduced to medications used in surgery, anesthesia care.

- Contrast different methods, agents, and techniques of anesthesia.
- Outline anesthesia preparation for the patient
- Calculate medication doses and calculations
- Distinguish estimated blood loss during a procedure
- Perform surgical counts
- Reflect different emergency situations and determine steps for treatment
- Distinguish and manage medication of the sterile field
- Structure a generalized case set up

Principles and Practices of Surgical Technology (STEC1045)

90 hours

Students enrolled in this course will be introduced to wound management, and healing. They will be familiar with perioperative care and the principles of asepsis, and attain skills for patient positioning, prepping, and draping.

- Describe different ways to achieve hemostasis
- Differentiate the phases of wound healing and closure
- Outline perioperative case management
- Analyze aseptic principle of sterile technique
- Differentiate patient positioning and drapes for associated procedures
- Analyze and demonstrate different skin prepping prior to surgery
- Demonstrate inserting a urinary catheter

Surgical Procedures I (STEC1071)
60 hours

Students enrolled in this course will review surgical specialties and differentiate anatomy, physiology, and instrumentation pertaining to the specialty. They will demonstrate several procedures set ups throughout the specialties.

- Identify instrumentation, equipment, supplies, and drugs used in associated specialties
- Describe Costs and Benefits to Minimally Invasive Surgery
- Analyze Medical Terminology associated with each body system
- Differentiate anatomy and physiology for each associated body system
- Demonstrate surgical set ups for specialized surgeries
- Describe postoperative complications for each associated specialty

Surgical Procedures II (STEC1081)
60 hours

Students enrolled in this course will review surgical specialties and differentiate anatomy, physiology, and instrumentation pertaining to the specialty. They will demonstrate several procedures set ups throughout the specialties.

- Identify instrumentation, equipment, supplies, and drugs used in associated specialties
- Describe Costs and Benefits to Minimally Invasive Surgery
- Analyze Medical Terminology associated with each body system
- Differentiate anatomy and physiology for each associated body system
- Demonstrate surgical set ups for specialized surgeries
- Describe postoperative complications for each associated specialty

Surgical Procedures III (STEC 1086)
90 hours

Students enrolled in this course will review surgical specialties and differentiate anatomy, physiology, and instrumentation pertaining to the specialty. They will demonstrate several procedures set ups throughout the specialties.

- Identify instrumentation, equipment, supplies, and drugs used in associated specialties
- Describe Costs and Benefits to Minimally Invasive Surgery
- Analyze Medical Terminology associated with each body system
- Differentiate anatomy and physiology for each associated body system
- Demonstrate surgical set ups for specialized surgeries
- Describe postoperative complications for each associated specialty

Surgical Technology Practicum I (STEC 2025)
90 hours

Students enrolled in this course will demonstrate the proper processing and sterilization techniques used in central processing. Differentiate and assist with disinfection protocols and demonstrate the principles of asepsis as a part of the sterile team in the operating room.

- Determine sterile vs non-sterile instrumentation and equipment
- Demonstrate spatial relations within a surgical field
- Differentiate infection control procedures
- Demonstrate all hazard communication
- Differentiate facility health and safety procedures
- Assist with patient care

Surgical Technology Practicum II (STEC 2035)
120 hours

Students enrolled in this course will demonstrate the proper processing and sterilization techniques used in central processing. Differentiate and assist with disinfection protocols and demonstrate the principles of asepsis as a part of the sterile team in the operating room.

- Determine sterile vs non-sterile instrumentation and equipment
- Demonstrate spatial relations within a surgical field
- Differentiate infection control procedures
- Demonstrate all hazard communication
- Differentiate facility health and safety procedures
- Assist with patient care

Surgical Technology Practicum III (STEC 2045)
90 hours

Students enrolled in this course will demonstrate the proper processing and sterilization techniques used in central processing. Differentiate and assist with disinfection protocols and demonstrate the principles of asepsis as a part of the sterile team in the operating room.

- Determine sterile vs non-sterile instrumentation and equipment
- Demonstrate spatial relations within a surgical field
- Differentiate infection control procedures
- Demonstrate all hazard communication
- Differentiate facility health and safety procedures
- Assist with patient care

Surgical Technology Practicum IV (STEC 2055)

120 hours

Students enrolled in this course will demonstrate the proper processing and sterilization techniques used in central processing. Differentiate and assist with disinfection protocols and demonstrate the principles of asepsis as a part of the sterile team in the operating room.

- Determine sterile vs non-sterile instrumentation and equipment
- Demonstrate spatial relations within a surgical field
- Differentiate infection control procedures
- Demonstrate all hazard communication
- Differentiate facility health and safety procedures
- Assist with patient care

Surgical Technology Seminar (STEC 2010)

30 hours

The student has, at this point, acquired the knowledge and skills necessary to become employed as an entry-level Surgical Technician. However, there is much more to a professional career than just “getting the job.” Professionalism implies that a worker demonstrates characteristics that will enable them to continue to progress and change with the career. This course discusses factors associated with making career decisions that can enhance a Surgical Technician’s professional growth and success.

- Demonstrate employability skills
- Prepare a resume
- Review test taking skills

Program Goals

A graduate Surgical Technician will demonstrate the following entry-level competencies:

1. Assess basic physical, emotional, spiritual, and socio-cultural needs of the healthcare client.
2. Provide safe and effective preoperative, intraoperative, and postoperative care according to accepted standards of practice, priority of client needs, and individual and family rights to dignity and privacy.
3. Utilize effective written and oral communication to establish and maintain therapeutic relationships with clients, their families, and the community.
4. Collaborate with the healthcare team in provision, revision, and evaluation of client care.
5. Identify personal strengths and weaknesses for the purpose of improving performance.
6. Adhere to a surgical Technician code of ethics.
7. Function as an advocate for the healthcare consumer.
8. Differentiate between care that can be provided by the surgical Technician, first assistant, second assistant, and circulator.
9. Demonstrate accountability for learning and professionalism.
10. Identify the importance of participating in professional and political activities to influence the health of the community.

Program Outcomes

Program outcomes are developed as performance indicators which give evidence that the program is meeting the mission and goals established by the college and program faculty. Program outcomes are evidenced by graduation rates, certification pass rates, training outcome forms, summary of program evaluations noting job placement rates, and program satisfaction. In addition, there is consistency noted between the program outcomes and the mission and philosophy of Utah System of Technical Colleges, Uintah Basin Technical College, and the program.

The program outcomes include the following:

Outcome #1: A minimum of 90 percent of admitted students will graduate within 150 percent of the defined program length. Graduates will be entry-level surgical Technician's prepared to be employed in a variety of healthcare settings and function within the scope of a Certified Surgical Technician

Outcome #2: A minimum of 90 percent of program graduates will pass the NBSTSA certification exam on the first attempt by 12 months' post-graduation. This benchmark will be assessed annually.

Outcome #3: A minimum of 80 percent of program graduates seeking employment will be employed as a surgical Technician within one year of graduation and/or a minimum of 80 percent of graduates desiring to continue their certified surgical Technician (CST) education will be enrolled with an institution of higher education within one year of graduation.

Outcome #4: A minimum of 80 percent of program graduates will rate their overall satisfaction level with the program as Satisfied or Very Satisfied one year after graduation from the program.

Outcome #5: Healthcare agencies will communicate their satisfaction with the students' surgical Technician care and performance.

Section II: Program Policies and Procedures

Tuition, Books, and Fee Payments

All costs associated with the program are the responsibility of each individual student and may include but is not limited to the following: tuition, books, lecture notes, supplies, uniforms, educational trips, immunizations, transportation, CPR certification, testing, graduation, and lab fees. If an agency, such as Department of Workforce Services (DWS), is funding a student, the student is responsible for obtaining the necessary forms from the funding agency and submitting them to the UBTech Student Services Office in adequate time to ensure payment. A student will not be allowed to attend class if tuition and fees have not been paid.

Student Health

As a student surgical Technician, you are a healthcare provider and now a role model to others. We encourage you to exert every effort to maintain optimal health as your example influences those around you. UBTech encourages you to be open and honest about any health problems which may exist as you enter the program and progress through graduation. Problems which might require special attention or special considerations should be documented as they are reported. Failure of a student to disclose a known serious health problem could result in a health crisis, with the program being unaware and unable to make accommodation. This request is made from concerns for your health and safety.

Reasonable Expectations of Students

Providing advance notice to instructors if they need to miss class due to disrupted or hazardous transportation and submitting assignments that were to be handed in during the class or clinical sessions as instructed by faculty.

Student-Instructor Communication

Students and faculty must be respectful in their communications (verbal, email, text, etc.). Faculty may be contacted Monday through Friday from 8a-12p and 1p to 5p. Faculty members are not required to respond outside of these hours, over the weekend, or on holidays. We encourage students to seek out instructor input during posted office hours. It would be helpful if students arranged appointments during these hours to ensure that the faculty members are not engaged in assisting other students or at a clinical facility. It is not appropriate to contact faculty for assistance during the weekend. If students have an emergent issue (hospitalization, death of family member, etc.) during weekends, holidays, or breaks, please contact the Nursing Director at (435) 722-6948.

Student Honor Code

The Honor Code is established to promote professional conduct and personal integrity on the part of all surgical Technician students. The program has a zero-tolerance policy for academic integrity violations of any kind. A student found to be in violation of any of the following will be dismissed from the program:

1. Copying from another student's work.
2. Using materials during a test not authorized by the person administering the test.
3. Collaborating with any other person during a quiz/test.
4. Brain dumping/re-creation of exams/quizzes is not allowed.
5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part of the contents of any test or assignment.
6. 'Plagiarism' meaning the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
7. 'Collusion' meaning the unauthorized collaboration with another person in preparing work offered for credit.
8. Furnishing false information to faculty/affiliates with the intent to deceive.
9. Forgery, alteration, or misuse of UBTech documents or records.
10. Theft or malicious destruction, damage, or misuse of UBTech property or the private property of another, whether occurring on or off campus.
11. Possession, use, or distribution on campus or at clinical of any alcohol, narcotic, dangers or unlawful drug, or controlled substance as defined by the laws of the United States or the State of Utah except as expressly permitted by law.

Students who believe that their peers have cheated on any course work have the ethical responsibility to themselves, fellow students, and the healthcare profession to immediately notify the faculty member of that course. When conducting academic inquiries, the report student's anonymity will be maintained by the faculty.

Technical Standards for Core Professional Healthcare

Communication Competencies: The Technical Standards include the ability to communicate effectively with a wide variety of individuals. **Rationale: Communication competencies include knowledge, attitude, and skills necessary to provide quality and safe patient care in all health care settings.** Examples of communication competencies include, without limitation, the ability to:

- communicate clearly in English, in a professional and sensitive manner, to patients or to a patient language interpreter (if the patient and/or family members/significant others do not speak English), and their family members/significant others, health team members, faculty, and peers of diverse ethnic, religious, and cultural backgrounds in professional nursing practice settings as well as in the academic

setting.

- elicit accurate information from patients, family member/significant others, health team members, and/or faculty related to a patient's medical history and current status necessary to adequately and effectively evaluate a patient's condition.
- use and comprehend standard professional surgical and medical terminology when using and/or documenting a patient's print or electronic health record.
- convey appropriate information to patients and the health care team and teach, direct and counsel a wide variety of individuals, including explaining treatment procedures and initiating health education.

Observation Competencies: The Technical Standards include the ability to make observations in connection with other identified professional nursing student competencies. **Rationale: Student observation competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples of observation competencies include, without limitation, the ability to accurately:

- use and interpret information obtained from digital, analog, and waveform diagnostic tools (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools that monitor or obtain physiological phenomena.
- observe a patient during a comprehensive or focused physical assessment to determine signs and symptoms of disease, pain, and infection.
- observe and interpret normal and deviations from normal the following: e.g., a patient's heart and body sounds, body language, color of wounds, drainage, urine, feces, expectoration, and sensitivity to heat, cold, pain, and pressure.

Cognitive Competencies: The Technical Standards include the ability to demonstrate cognitive abilities in connection with the other identified professional surgical Technician student competencies. **Rationale: Student cognitive competencies include demonstrating the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples of cognitive competencies include, without limitation, the ability to:

- demonstrate cognitive abilities related to course and program outcomes, which include intellectual, conceptual, integrative, quantitative, critical thinking, and comprehension skills that indicate that the student can carry out the surgical Technicians' process in the care of patients.
- retrieve and critically appraise patient related research to determine the best available research evidence (quantity and quality) to use in a patient's surgical Technicians' plan of care.
- comprehend extensive information from written documents, visual and/or oral presentations, and patient computer information systems in order to carry out the surgical Technician process.
- analyze and prioritize all aspects of patient care in a prompt and timely fashion.
- use synthesized data to initiate a surgical Technician plan of care/surgical set up which appropriately integrates patient preferences in order to provide appropriate, quality, and safe patient care.
- accurately follow course syllabi, assignment directions, patient protocols, and any action plan(s) developed by deans, faculty, administrators, or health care agency staff.

Motor Competencies: The Technical Standards include the ability to perform or assist with surgical Technician interventions to provide comprehensive general surgical Technician care and treatment in connection with other identified professional surgical Technician student competencies. **Rationale: Student motor competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care to patients in all health care settings.** Examples motor competencies include, without limitation, the ability to:

- obtain accurate information from patients using gross and fine motor skills appropriate to the technique

(e.g., palpation, auscultation, and percussion) and common medical digital, analog, and waveform diagnostic tools and equipment (e.g., sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) that monitor or obtain physiological phenomena or data.

- perform and/or assist appropriately with expected surgical Technician student procedures, treatments, and medication administration using sterile or clean techniques appropriate to the type of procedure, treatment or medication administration (e.g., drawing medications into syringes in precise measurements; inserting urinary catheters; creating sterile fields; sterile and clean dressing changes) and administering basic life support (BLS) cardiopulmonary resuscitation.
- move, transfer, and position patients or equipment safely under a variety of circumstances with or without a lift team or assistive devices during the delivery of general nursing care or in emergency situations.
- have the endurance to complete all required tasks during the assigned period of clinical practice in order to carry out the surgical Technician process in the context of patient care delivery.
- navigate patients' rooms, workspaces, and treatment areas with appropriate precision and speed to carry out the surgical Technician process during the delivery of general surgical Technician care or in emergency situations.

Behavioral and Social Attributes Competencies: The Technical Standards include the ability to demonstrate behavioral and social attributes in academic and in on-campus clinical and off-campus clinical settings in connection with other identified professional surgical Technician student competencies included in the Applied Surgical Technicians.

The Surgical Technician program follows the learning domains listed by the Association of Surgical Technicians. More information is stated in the Core Curriculum, 6th edition at:

https://www.ast.org/uploadedFiles/Main_Site/Content/Educators/Core%20Curriculum%20v2.pdf

Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements, and UBTech Student Handbook. **Rationale: Student behavioral and social attributes competencies include the knowledge, attitude, and skills necessary to provide quality and safe patient care in all health care settings.** Examples of behavioral and social attributes competencies include, without limitation, the ability to:

- Conform to all requirements set forth by UBTech/health care agency's affiliation agreements as well as any additional requirements of any clinical setting.
- Uphold professional surgical Technician standards related to the student's scope of practice.
- Conform to UBTech's attendance and clinical dress code/professional appearance requirements for on campus clinical simulation and off-campus clinical learning sessions.
- Communicate in a mature, professional, culturally sensitive, therapeutic, accurate and effective manner with patients, patients' family members/significant others, members of the health care team, faculty, staff, and peers.
- Maintain effective, appropriate, and sensitive relationships with patients, patients' family members/significant others, peers, faculty, staff, and other health care professionals.
- Work cooperatively and with honesty and integrity with peers, faculty, and members of the healthcare team adapt to changing environments and exhibit flexibility and composure in the face of uncertainties inherent in the clinical problems of diverse patients.
- Use conflict resolution strategies effectively in college, on-campus clinical simulation, and off-campus clinical learning settings
- Integrate constructive criticism received in college, on-campus clinical simulation and off-campus clinical learning settings.
- Correctly judge when a surgical Technician intervention requires additional assistance and seek help from UBTech's clinical instructor, preceptor, or appropriate agency health care team member.

External Work Expectations

Due to the extensive amount of time required by the program, it is strongly recommended that students not commit to external work of more than 16-20 hours per week. Absences and tardiness due to employment are not acceptable or excused. Students are not permitted to work a shift immediately preceding a scheduled clinical shift. It is required that students have a minimum of 6 hours off-duty time prior to attending a clinical. For the safety of the patients, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting, given an absence, and receive a zero for the clinical assignment that week.

Student Records

A record is kept for each student beginning with application to the surgical Technician program and maintained according to UBTech policy.

Grading Policies

Percentage	Letter Grade	Percentage	Letter Grade	Percentage	Letter Grade
93-100 %	A	All final grades at and below 85% halt progression in the program.			
90-92 %	A-	77-79%	C+	64-66%	D
87-89%	B+	74-76%	C	60-63%	D-
83-86%	B	70-73%	C-	59 -0%	F
80-82%	B-	67-69%	D+		

Each course must be passed with a grade of B (85%) or better for a student to continue progression in the program and receive credit for the course. If a student receives any final course grade at or below 85% the student will be required to start that course over.

Unit Assignments, Exams and Quizzes

Students must maintain an average of 85% or higher in each course to pass the course and for continued progression through the program. Failure to earn 85% in any course will result in restarting the course from the beginning. If it is necessary to delay an assigned task due to illness or emergency, the student is responsible for notifying the instructor and making arrangements as appropriate.

Midterm and Final Exams

Midterms and final exams are comprehensive and must be taken at the date, time, and place scheduled. Exceptions will be made for hospitalization and other extreme emergencies at the discretion of the faculty member and Director of Nursing and Health Professions.

Written Work

Written work must be completed using UBTech standard format and handed in on time. All assigned work is to be completed independently unless otherwise specified by UBTech faculty.

Late Work

Work will not be given full credit if it is submitted after a deadline. 10% of the points will be removed each day

for up to 5 days. After 5 days, the work will no longer be accepted. Exceptions will be made for hospitalization and other extreme emergencies at the discretion of the faculty member and Director of Nursing and Health Professions.

Withdrawal or Suspension Policy

If you wish to withdraw from the program, you must request an interview with the Director of Nursing and Health Professions to discuss the request. If you choose to withdraw or are suspended before completion of the program, you may re-apply to the program at any time. Upon re-admittance to the program, you must repeat the final exams in the previous courses to demonstrate retained competency.

Re-entry is at faculty discretion and dependent on space availability. Program coursework must be completed within two academic years from the initial admission date. If you are suspended or withdraw from the program twice, you will not be considered for readmission. Suspension for Academic Integrity requires a minimum one-year suspension with the possibility of permanent suspension.

Social Media Policy

Due to Health Insurance Portability and Accountability Act (HIPAA) and other privacy and security laws and regulations:

- Students are not authorized to create or manage a social media site, page, network, etc. that claims to belong or be affiliated with Uintah Basin Technical College (UBTech) or the Surgical Technician Program, either explicitly or otherwise.
- No health information of any kind can be share through social networking by UBTech students including but not limited to patient identifiers, diagnoses, treatment options, or medical advice.
- Students will be held accountable for their comments, posts, etc.
- The program discourages the use of cameras in clinical settings. Pictures taken at clinical sites cannot include clients, family members, or faculty.

Violation of this policy will be grounds for immediate dismissal from the program. In addition, to maintain professional student/faculty interaction, we respectfully request students not attempt to make personal contact with instructors through social media until after completion of the program.

Probationary Contracts

If a student violates program policies and procedures or is unsafe in lab or clinical the student will be placed on a probationary contract. The contract includes a specific period of observation and review of conduct during which the student must demonstrate compliance with the Surgical Technician Program policies and procedures. Any further violations or the continuation of such conduct or actions will result in further disciplinary actions up to immediate dismissal from the program. Terms of probation and the probationary period will be determined at the time the contract is initiated and appropriate UBTech administration will be notified as appropriate.

Penalty Waivers

Attendance, late work, exams, lab and clinical penalties may be waived for special circumstances including but not limited to military duty, court subpoenas, hospitalizations, etc. on a case-by-case basis. Adequate documentation must be provided to the Director of Nursing and Health Professions prior to absences when possible. Waivers are provided at the discretion of the program faculty.

Graduation Requirements

To receive a certificate of completion for the Uintah Basin Technical College Surgical Technician Program, the student must meet the following criteria:

1. All classroom, laboratory, and clinical experience must be completed with a B (85%) or higher.
2. Tuition and fees must be paid in full.
3. Adhere to attendance requirements of the program and institution, including completing immunization requirements.
4. Complete a mandatory proficiency examination with a score indicating NBSTSA success. The purpose of this examination is to provide the student with a predicted aptitude score for passing the national certification examination. In addition, the exam provides the student with an area-specific learning tool in preparing for the national certification examination. It also provides the faculty with a resource in developing stronger curriculum. Failure to pass the predictor exam will result in an incomplete grade and require remediation with the opportunity to take a second and/or third proctored examination, which must be passed at 90 percent or greater predicted probability of passing the NBSTSA exam.
5. Exit interview with assigned student advisor must be complete and documented with appropriate signatures. Clinical badges will be returned at the exit interview.

Section III: Didactic Policies and Procedures

Attendance: Theory Class

Didactic material will be covered over two semesters. If you are not in class, you cannot learn and may miss needed information; therefore, **attendance is mandatory**. If an absence is unavoidable, as a courtesy the student should notify the instructor prior to the absence when possible. Each student can be absent three times per class per semester without penalty. An absence is defined as more than 15 minutes of missed class time regardless of whether missed time occurs at the start, middle, or end of a scheduled class. **After three absences, each subsequent absence will result in a 2% reduction in the student's theory grade.**

Children are disruptive to the learning environment; therefore, children are not to be brought to class, lab practice, lab pass-offs, examinations, or any clinical experience. This is a UBTech policy and will be adhered to in this program. Pets of any kind are not allowed in the surgical Technician laboratory or classrooms, except for certified assistance animals as defined by the ADA.

Breaks will be given during the class periods. These breaks are for the purpose of taking care of personal needs. Cell phones and other electronic devices should be kept on silent mode during class time. **Please do not disrupt the class by receiving calls, being paged, or leaving inappropriately. Excessive text messaging during class will not be tolerated. Use of the above-mentioned technologies during class will result in you being asked to leave for the remainder of the class with an absence recorded on your attendance record.** If there is a particular problem, please discuss it with your instructor. In-class use of a personal computer/tablet is at the discretion of the instructor.

Punctuality: Theory Class

Arriving late, leaving early, or leaving class multiple times in class is disruptive for the instructor and fellow classmates. To mimic the workplace, tardiness will be tracked. A tardy is defined as missing less than 15 minutes of class time once class has begun. Habitual tardiness in the didactic setting will result in academic probation based on the following scale:

- 3 tardies/course = verbal warning
- 5 tardies/course = probationary contract and 1% grade deduction
- 7 tardies/course = suspension from program

If you have a health issue that requires additional break time, please visit with individual faculty members and request an accommodation.

Testing Honor Code

Computerized testing is utilized in the program.

1. When taking any written or computerized quizzes or exams, nothing except the exam, answer sheet, and program-issued whiteboard/marker and calculator should be on the table/desktop.
2. Once an exam is started it should be completed. Do not leave or discuss anything with anyone during the exam.
3. Students who arrive late to a scheduled exam (within 15 minutes) will be issued a tardy. If a student is more than 15 minutes late to a scheduled exam, they will be unable to take the exam at the scheduled time and the late penalty will apply.
4. No part of any exam should be discussed with anyone who has not yet taken the exam.
5. No children, spouses, friends, or others should be present during hours of testing.
6. Computerized exams are scored promptly. Students should review exams at this time. Hard copies of exams (for review purposes) will not be provided. Faculty strongly suggests all students review exam items they miss or do not clearly understand because exam questions and concepts will be revisited as course exams/quizzes are comprehensive.
7. It is inappropriate to ask fellow students about their exam scores. High scores and average scores may be given to everyone once testing is complete.
8. Please leave all belongings in your locker or the classroom during tests.
9. Cell phones and watches are prohibited during test times. Please leave on the instructors' desk at the front of the room.
10. Please select a different seat for every exam and ensure you are sitting by different peers. Sit forward in your cubicle with the chair pushed in as close as possible to the computer.

During testing, personal items, such as purses, watches, backpacks, cell phones (turned off), pagers, notebooks, laptops, drink or beverages and briefcases will be left in the classroom or at the front of the testing room. The instructor reserves the right to ask students to remove all hats/caps, jackets or articles of clothing that are bulky and could be suspicious of covering written material during the exam.

Section IV: Clinical Policies and Procedures

Clinical Requirements

Each student must be covered by malpractice insurance throughout the year. UBTEch has a blanket policy covering each student. The premium for this insurance is paid from part of your fees. However, each student may purchase and maintain his/her own malpractice insurance policy. If you have a question on how to obtain malpractice insurance, please see your faculty advisor.

UBTEch does not accept responsibility for injury or illness that occurs while students are enrolled in the program. Students are strongly encouraged to carry health insurance.

Students must be in good physical health to attend clinical experiences. Students will not be allowed to attend clinical with communicable diseases (please see www.cdc.gov for information regarding communicable or infectious diseases). In addition, students cannot have open wounds that are not dressed, continuous or intermittent intravenous infusions, or other medical conditions or treatments that put patients' or the student's own health at risk when participating in clinical experiences. The clinical faculty may attempt to reschedule clinical experiences that are missed due to significant illness, medical treatments, hospitalizations or medical emergencies when possible.

It is required that students have a minimum of 6 hours off-duty time prior to attending a clinical. For the safety of the patients, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting and given an absence.

A federal background investigation and random drug screen must be completed prior to entering any clinical setting. Admission and successful progression through the program are contingent upon submission of a satisfactory background investigation and drug screen. Convicted criminal actions may affect your status in the program and could lead to suspension/expulsion.

CPR Certification

All UBTech Healthcare students, prior to starting the clinical/externship sequence are required to have CPR Basic Life Support (BLS) Certification through the American Heart Association. Training sessions are **mandatory** and will take place on campus. There is no outside cost for the training as the fee is included in the Student Services Fee charged by the College Financial Office.

Health Clearance and Immunizations

UBTech Office of Nursing and Health Professions is responsible for ensuring that students follow hospital/healthcare agencies' policies and regulatory requirements prior to their clinical rotations, whether off-campus clinical or on-campus clinical simulation.

Any course that includes a clinical (off-campus or on-campus) experience has mandatory clearance requirements in order to:

1. Decrease health risks to students
2. Protect patients and other healthcare professionals with whom students interact
3. Comply with UBTech Office of Nursing and Health Professions healthcare agency contracts, UBTech Nursing and Health Professions Student Health Center policies, OSHA regulations, and Utah State Department of Health policies. Other clinical placement requirements, as defined UBTech Office of Nursing and Health Professions healthcare agency contracts, may include HIPAA compliance documentation, background checks and/or drug testing.

UBT

To follow the mandatory health clearance requirements, students must submit an [annual H&P and Tuberculosis screening on Forms A-1 & A-2](#). This is required on a **yearly** basis for all UBTech Nursing and Health Profession programs. To follow the mandatory immunization requirements, students must provide documentation of titers (laboratory blood tests to detect antibodies) that demonstrate immunity to the following: Measles, Mumps, Rubella, and Varicella. Vaccination history is required for Tetanus and Diphtheria, (Td or TdAP) Meningococcal Meningitis Vaccine, and Hepatitis B (one time only).

All students are required to keep their health clearance up to date as an essential part of their professional responsibility for patient safety. If your health clearance expires, you cannot be in a clinical setting. If you miss an on- or off-campus clinical day due to an expired health clearance, **this absence places you at risk for course failure and must be made up according to the course policy.**

Technical Standards for Core Professional Healthcare Performance Acknowledgement

In addition to health clearance, all students admitted to UBTech Office of Nursing and Health Professions, are required to read and sign the Technical Standards for Core Professional Surgical Technician Competency Performance for progression in and graduation from a UBTech Office of Nursing and Health Professions program. All students must submit a signed copy of the statement located on the last page of the Technical Standards document. This statement certifies that the student can effectively and safely meet the Technical Standards related to core professional surgical Technician competencies for progression and graduation. All students must notify the Office of Nursing and Health Professions if their ability to meet the Technical Standards changes at any time during their progression through the program.

Background Check / Drug Screen Protocol

All students will be required to complete a series of clinical learning experiences in order to successfully meet the learning outcomes for a given program of study. Prior to participating in clinical learning experiences at any off-campus healthcare facility, students are required to complete a criminal background check and a drug test. Each clinical facility has policies regarding possible convictions and potential drug use that may bar students from being accepted at the facility for clinical placement. If a student is not accepted to an assigned placement because of the findings of a background check or drug screen, UBTech does not guarantee an alternate clinical placement. College policy dictates those students who are unable to complete clinical requirements for any reason will be subject to dismissal from the program.

The process of obtaining a surgical Technician certification in Utah and many other states may involve consideration of an applicant's criminal history or other conduct (see link to Utah's Division of Occupational and Professional Licensing (DOPL) application (<https://secure.utah.gov/llv/search/index.html>)). Criminal convictions and/or a record of certain other conduct may prevent a surgical Technician student/graduate from being licensed and may preclude the surgical Technician graduate from obtaining gainful employment as a surgical Technician. Applicants to UBTech are encouraged to determine, prior to matriculation, the licensure requirements in the state(s) in which they intend to practice.

Mandatory Attendance: Clinical

The clinical experience allows students the opportunity to practice theory in a clinical setting under the direction of a clinical instructor; therefore, attendance is mandatory for clinical experiences.

Clinical orientations are required for all facilities and are considered clinical hours. If students are late, a grade reduction will result, and students are required to stay and complete the orientation.

Transportation to clinical facilities is the responsibility of the student. Students must be present for attendance at the designated time, or it will be counted as an unexcused absence. If an absence is necessary, the clinical coordinator must be notified prior to the absence. **Two days per semester is the maximum clinical time that a student may miss before receiving a failing grade.** A third clinical absence will result in suspension from the program. A grade deduction is assessed for any absence in a clinical setting. Please refer to individual clinical applications course syllabi for specific attendance guidelines and penalties.

Punctuality: Clinical

Arriving late, leaving early, or coming unprepared to clinical is unprofessional conduct and will not be tolerated. Students who arrive after the clinical shift has begun or leave before the shift ends will receive an unexcused absence and zero on the clinical assignment for that week.

Safety and Reporting

In the event that a clinical error or incident occurs, please contact your clinical instructor immediately. The clinical instructor, in conjunction with the facility staff, will assist you to complete all necessary paperwork and processes. Additionally, with the guidance of the clinical instructor, you need to complete the Uintah Basin Technical College Incident Report. The purpose of this report is to identify best practices for patient safety and to prevent future occurrences. Reports are reviewed for trends and curriculum strengthened if necessary.

Professional Conduct

(Adopted from the Association of Surgical Technicians Core Curriculum, 6th edition, https://www.ast.org/uploadedFiles/Main_Site/Content/Educators/Core%20Curriculum%20v2.pdf) Professional

conduct is surgical Technician behavior including acts, knowledge, and practices, which through professional experience, has become established by practicing surgical Technician as conduct which is reasonably necessary for the protection of public interest.

Unprofessional Conduct

Surgical Technician behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession, and which could jeopardize the health and welfare of the people shall constitute unprofessional conduct and shall include but not be limited to the following:

1. Failing to report mistakes made in a clinical setting is a serious violation of the surgical Technician's code of conduct. This is a violation of a client's safety and therefore may result in immediate dismissal from the program. The integrity of a surgical Technician is of utmost importance.
2. Failing to utilize appropriate judgment or exercise technical competence in administering safe surgical Technician practice based upon the level of surgical Technician for which the individual is prepared.
3. Failing to follow policies or procedures defined in the practice situation to safeguard client care.
4. Failing to safeguard the client's dignity and right to privacy.
5. Violating the confidentiality of information or knowledge concerning the client.
6. Verbally or physically abusing clients.
7. Performing new surgical Technician techniques or procedures without proper education and preparation.
8. Being unfit to perform because of physical or psychological impairment. (Students may be sent home from class or clinical for sleep deprivation if an instructor feels their judgment may be impaired.)
9. Using alcohol or other drugs to the point that there is interference with job performance. (UBTech Surgical Technician Program reserves the right to dismiss any student from a specific learning experience and/or the surgical Technician program for the use of alcohol and/or drugs prior to or during a learning experience. The faculty or surgical Technician administration has the right to request an alcohol/drug screen for suspicious behavior at the student's expense.)
10. Manipulating drug supplies, narcotics, or client's records.
11. Falsifying client's records or intentionally charting incorrectly.
12. Appropriating medications, supplies, or personal items of the client or agency.
13. Violating state and federal laws relative to drugs.
14. Intentionally committing any act that adversely affects the physical or psychosocial welfare of the client.
15. Delegating surgical Technician care, function, tasks, and/or responsibilities to others contrary to the Utah laws governing surgical Technician and/or to the detriment of the client's safety.
16. Leaving a surgical Technician assignment without properly notifying appropriate personnel.
17. Resorting to fraud, misrepresentation, or deceit in reference to the licensing examination or in obtaining a license.
18. Aiding, abetting, or assisting an individual to violate or circumvent any law or duly promulgated rule or regulation intended to guide the conduct of a surgical Technician or any other health care provider.
19. Failing to report through the proper channel's facts known to the individual regarding the incompetent, unethical, or illegal practice of any health care provider.

Inclement Weather Policy

1. When the College is open during weather events, it is expected that all classes will be held as scheduled.
2. Closure of the College is posted on the UBTech website (<http://www.ubtech.edu>). When the College is

- closed, all classes and on-site and off-site clinicals are canceled.
3. If the College is closed and faculty and students have already arrived at the clinical site, the clinical proceeds as normal if weather conditions permit.
 4. When the College closes during the day, if the closure occurs before a simulation begins, that simulation is canceled. If the simulation begins before the announced closure, the simulation proceeds as normal if weather conditions permit.
 5. When the College announces a delayed opening, class/clinical scheduled to begin before the delayed opening are canceled; class/clinical scheduled to begin after the delayed opening will be held as usual.
 6. If the College is open but travel to the clinical location and weather conditions are extremely dangerous, faculty may cancel a class or clinical.

Medical Clearance after Clinical Absence due to Medical Condition

Students who miss a clinical for hospitalization or for any health impairment, physical condition, or mental illness that renders the individual contagious and/or incapable of safely performing surgical Technician's student clinical responsibilities must submit health clearance authorization from an appropriate healthcare provider prior to returning to the clinical area to complete a rotation. Health Clearance is submitted to the UBTech Office of Nursing and Health Professions using the [Interim Health Clearance Form](#).

Once a student is cleared by the UBTech Office of Nursing and Health Professions, he/she needs to see the course faculty associate to review the UBTech Office of Nursing and Health Professions on- and off-campus clinical make-up policy.

Student ID Badges

A UBTech student ID badge will be issued to you upon entrance to the program. This badge is required to be worn at all clinical facilities. Replacement badges can be obtained through Student Services for a fee of \$5. Some clinical facilities may also issue mandatory ID badges which must be returned at the end of each semester.

PDA / Smartphone

Students entering the clinical sequence may use a PDA/Smartphone device if permitted by the clinical affiliate. The PDA/Smartphone device will only be used to access educational material and may not be permitted at the discretion of the faculty instructor despite affiliate approval.

Uniform and Dress Code

The required uniform for UBTech Surgical Technician students enrolling in clinical courses is a white scrub top, black scrub pants; an UBTech clinical name pin; nursing shoes which must be closed toe, closed back, leather-like finish and non-porous (i.e. cannot be mesh, without a back, or clogs); and white socks or nude stockings. If a head covering is necessary, it must be white. The nursing uniform must be worn to all on-campus clinical simulation and off-campus clinical settings. Students can purchase shoes on their own.

As per the policies and guidelines of our clinical affiliates, * the dress code listed below must be followed:

1. Non-natural multi-colored hair is not permitted. Shoulder length or longer hair must be worn pulled back from the face.
2. Fingernails within a reasonable length, approximately 1/4 of an inch from the tip of the finger. Artificial nails, wraps/tips of any kind and chipped nail polish are not permitted. Nail polish must be natural/neutral in color.
3. Jewelry should be simple and minimal. No visible body piercings permitted. Dangling earrings/jewelry is not permitted.

4. Makeup should be modest. Colognes and perfumes are not permitted in the patient care areas due to patient/staff allergic reactions.
5. Visible tattoos must be covered with an acceptable extension to the.
6. Clothing must be neat, clean, professional, and appropriate in length. No see-through fabrics, denim pants, capri pants, skorts, sweat suits, midriffs, t-shirts, halters, t-shirts with written statements.
7. Skirts or dresses length must be to the top of the knee or no longer than mid-calf.

Travel

Students are required to provide their own transportation to campus, clinical areas, professional conferences, etc. These experiences are an integral part of the surgical Technician program; therefore, they are mandatory. The cost of this travel is assumed by the student.

Note: Certain healthcare agencies/clinical sites may require additional documentation requirements (e. g., Background Check, state child abuse registry, HIPAA training, drug testing). Students will be contacted on an individual basis by the UBTech Office of Nursing and Health Professions if additional documentation is required.

Appendices

Appendix A: Estimated Expenses

Note: As there is no ability to predict changes that may occur in prices; these are estimates only.

Post-Program Fees for Testing and Licensure (paid by the student to the testing agency).

Surgical Technician- Certified (NCCT).....\$199.00

Books		ISBN	Edition	College Cost	Student Price
	Cengage Unlimited: Practical Pharmacology for the Surgical Technologist	978-1435469808	1st	\$161.99	\$179.99
	Cengage Unlimited: Surgical Technology for the Surgical Technologist	978-1305956414	5th		
	Cengage Unlimited: Microbiology for the Surgical Technologist.	978-1111306663	2nd		
	AST Study Guide	978-1305956438		\$84.51	\$110.00
	Operating Room Techniques	978-032339926	13th	\$106.99	\$139.09
	Surgical Technology: Principles and Practice	978-0323394734	7th	\$116.59	\$152.00
	Differentiating Surgical Instruments	978-0803625457		\$66.18	\$87.00
	Books Total			\$536.26	\$668.08
Student Fees					
	Supplies				See Below
	Scrubs				\$60.00
	Drug Screen				\$50.00
	BCI				\$15.00
	BLS CPR Card				\$2.50
	Assoc of Surgical Technology (AST)				\$45.00
	NCCT Interactive Review				\$60.00
	Pin				\$25.00
	Lab Fee Supplies				\$150.00
	Fees Total				\$407.50
Program					
	Tuition				\$1,800.00
	Program Fee				\$900.00
	Enrollment				\$60.00
	Tuition Total				\$2,760.00
Grand Total					\$3,835.58

Handbook Acknowledgement

I, _____, acknowledge that I have had the opportunity to review the UBTech Surgical Technician Student Handbook. I understand and agree to abide by the standards set forth therein.

Name (Print): _____ Date of Birth: _____
(MM/DD/YY)

Student Signature: _____ Date: _____