



**SURGICAL TECHNOLOGY PROGRAM**

**DIVISION OF HEALTH SCIENCES AND BUSINESS  
TECHNOLOGY**

**STUDENT HANDBOOK**

**2020-2021**



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**MASTER CURRICULUM/PLAN**

The Master Curriculum/Plan reflects the program's purpose, values, goals, and student learning outcomes based on the Mission and educational values of the University and Division. The plan reflects compliance with the Standards for an Accredited Educational Program in Surgical Technology. The Master Curriculum/Plan is maintained and kept in the office of the Program Director.

**MISSION**

The LSU Eunice Surgical Technology Program is committed to providing a qualitative, comprehensive, and diverse education that enables students to become entry-level surgical technologist, who will provide quality patient care, contribute to their profession and dedicate themselves, as professionals, to lifelong learning.

**VISION**

The LSU Eunice Surgical Technology Program faculty is committed to providing students with the highest quality of education possible with the most efficient use of university resources. The highly qualified faculty provide students with the opportunity to develop the knowledge base and clinical skills necessary to become competent entry-level surgical technologists. The focus of program faculty and surgical tech students is to meet the future health care needs in southwest and central Louisiana.

**PROGRAM GOALS AND LEARNING DOMAINS**

The goal of the Surgical Technology program is to provide the student with planned learning experiences, which enable him/her to:

1. Enter the work force as certification-eligible surgical technologists who meet employer expectations with respect to cognitive (knowledge), psychomotor (skills), and affective (behavior) domains.
2. Work collaboratively as a team member.
3. Demonstrate a safe level of practice and knowledge related to: a.) Patient safety, b.) Surgical technique, c.) Surgical and obstetrical procedures, d.) Ethical/legal responsibilities, e.) Surgical conscience.
4. Demonstrate behavior commensurate with an ethical health care professional, capable of honesty and moral integrity necessary to uphold ideal patient care standards.
5. Recognize the importance of professional engagement through membership to professional organization, completion of the national certification exam thereby earning the credentials and title of Certified Surgical Technologist (CST), and understanding the necessity of life-long learning as a contribution to society.

**PROGRAM OUTCOMES**

1. The graduate will develop and apply fundamental surgical technology skills through practice and evaluation in the laboratory and clinical settings.
2. The graduate will accurately apply the principles of asepsis across the spectrum of common surgical experiences.

3. The graduate will practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

## **STUDENT LEARNING OUTCOMES**

### **Cognitive Domain**

The student will:

1. Apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.
2. Recognize potential hazards in the operating room.
3. Relate the roles and responsibilities of the surgical technologist to the perioperative patient.

### **Psychomotor Domain**

The student will:

1. Demonstrate fundamental surgical technology skills in general and surgical specialty procedures.
2. Accurately apply the principles of asepsis in sterile and unsterile roles.
3. Demonstrate effective use of verbal and written communication skills as a member of the surgical team.

### **Affective Domain**

The student will:

1. Respect the physical, psychosocial, and spiritual needs of surgical patients.
2. Demonstrate professional responsibility in performance, attitude, and personal conduct.
3. Adhere to the recognized scope of practice in providing optimal patient care.
4. Display a strong surgical conscience in the application of aseptic technique.

## **MINIMUM EXPECTATIONS**

To prepare competent entry-level surgical technologist [*or surgical assistants*] in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

## **PROGRAM ACCREDITATION**

The Surgical Technology Program is offered through Louisiana State University at Eunice, Division of Health Sciences and Business Technology.

The Surgical Technology program is seeking accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee for Surgical Technologists and Surgical Assisting (ARC-STSA). Upon CAAHEP accreditation, all graduates of this program will be eligible to take the National Certification Exam for Surgical Technologists administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), following successful completion of all required courses as mandated by the current degree plan.

**CAAHEP**

25400 US Highway 19 North Suite 158  
Clearwater, FL 33763  
Telephone: 727-210-2350  
[www.caahep.org](http://www.caahep.org)

**ARC-STSA**

6 W. Dry Creek Circle, Suite #110  
Littleton, CO 80120  
Telephone: 303-741-3655  
[www.arcst.org](http://www.arcst.org)

The professional association for the profession is the Association of Surgical Technologists (AST).

**AST**

6 West Dry Creek Circle, Suite 200  
Littleton CO 80120  
Telephone: 800-637-7433  
[www.ast.org](http://www.ast.org)

The certifying/credentialing body for the profession is the National Board for Surgical Technology and Surgical Assisting (NBSTSA).

**NBSTSA**

3 West Dry Creek Circle  
Littleton, CO 80120  
Telephone: 800-707-0057  
[www.nbstsa.org](http://www.nbstsa.org)

**ASSOCIATION OF SURGICAL TECHNOLOGISTS (AST)**

AST is the professional organization to which the Surgical Technology Program is associated. The program follows their policies and procedures, curriculum and standards. It is crucial for the student to join AST and to become familiar with its standards. All students will join AST as a group at the end of the Fall semester. Purchasing the group student package, the cost is less and membership is required to gain the available benefits, such as eligibility to scholarships, conferences and special events. At the end of the year, the student is required to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The fee is subject to change on an annual basis, \$247.00 in 2020.

**ASSOCIATION OF SURGICAL TECHNOLOGIST CODE OF ETHICS**

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.

10. Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.

## **THE ASSOCIATION OF SURGICAL TECHNOLOGISTS PROFESSIONAL CODE OF CONDUCT**

1. Adhere to AST policies and procedures including the bylaws, this Code of Conduct, the AST Code of Ethics and Conflict of Interest Policy.
2. Not have a certification, license or registration to practice suspended or revoked by any governmental authority.
3. Not engage in any unprofessional or unlawful conduct as set forth in federal, state or local law or regulations.
4. Maintain confidentiality of association business and matters under review or investigation at all times.
5. Adhere to the bylaws and policies and procedures of the association at all times when conducting business in any capacity.
6. Provide just and equitable treatment to all members and staff of the association in terms of professional rights and responsibilities.
7. Not use coercive means or promise special treatment in order to influence professional decisions of fellow members.
8. Present professional qualifications and credentials honestly to the association, membership, and public at all times.
9. Honestly represent the association or the constituent division with which that person is affiliated and shall refrain from expressing personal opinions that are contradictory to the association's positions.

## **PROFESSIONAL CONDUCT POLICY**

Students are expected to display a professional attitude and demeanor during lecture, laboratory, at their assigned clinical setting, and while representing LSUE. If a student breaches the professional conduct policy, disciplinary action will be taken. Disciplinary procedures are outlined below and are strictly enforced. They may include oral and/or written warnings. Certain infractions may result in suspension or dismissal from the program. All disciplinary actions remain in the student's file for the duration of their time in the program.

### **Stage 1-Verbal warning**

The student will receive a **verbal warning** for a first transgression. Even though the student is given a **verbal warning**, it is still part of a formal disciplinary process and the principles of equity and fairness apply at all times.

At the meeting the student should be advised of what the problem is and invited to respond and explain his or her actions. There should be no rush to judgement by the Program Director or Clinical Faculty member as the meeting is investigatory. Following the meeting, a confirmatory letter should be given to the student. This letter confirms that the student has been given a verbal/oral warning. It should also contain the improvements required of the student in

respect of the behavior which led to the warning and the timeframe within which the improvement must be made. This letter should also state that failure to improve will lead to the second stage of the disciplinary procedure and ultimately dismissal. If the student fails to improve or there is a repeat of the activity that caused the verbal warning in the first place, the Program Director or Clinical Faculty member can then issue a first written warning.

### **Stage 2-Written Warning**

The **written warning** can be issued within the period of time advised for monitoring after the verbal warning, provided there is no improvement in conduct or performance. Before issuing it, the student should be invited to another meeting, told of the transgression, and given the opportunity to respond. The **written warning** will then be issued. This warning should also clearly set out the nature of the problem, suggest solutions such as remediation, retraining, or behavior shifts and advise of the possible sanctions (including dismissal) if no improvement by the end of the semester. The Program Director or Clinical Faculty member should again afford all reasonable assistance to the student to help him or her improve conduct and/or performance.

Also note that the letter confirming this **written warning** will advise that if there is no improvement or if the bad behavior/performance is repeated then dismissal will occur. This **warning letter** will be the final one prior to dismissal so it is important that it is well drafted as it will be scrutinized closely by the student and probably his or her legal advisor. This letter should only refer to the matters which have been the subject of the disciplinary procedure to date, not other matters which have never been put to the student.

### **Stage 3-Dismissal or action short of dismissal**

If there is no improvement after the **written warning**, then **dismissal** is the likely outcome. A meeting should be called, and the student and his or her representative invited. The Program Director or Clinical Faculty member should remind the student of the behavior/conduct and/or performance that has led to this point, the repeated transgressions/failure to improve performance sufficiently, and that the **dismissal** is in accordance with the disciplinary procedure. The student should be given the opportunity to appeal within 14 days. He or she should also be given a letter confirming the **dismissal** and the right to appeal, the time period for appeal, and who to appeal to as referenced in the **Grievance Policy**.

Areas subject to disciplinary action:

- Displaying unprofessional behavior (or language), to include insubordination, upon which the student conducts himself or herself in an inappropriate manner, is unresponsive to patient needs, or is unsupportive towards colleagues and associates.
- Failure to comply with “Standard (Universal) Precautions.”

- Failure to report communicable illness/infection to the PD and CC and/or obtain physician clearance to re-enter the clinical setting.
- Failure to comply with any part of the Professional Appearance Policy.
- Failure to sign in/out on Clinical Time Sheets.
- Failure to complete any daily clinical duties.
- Having a **cell phone** or a **smart watch with texting capabilities** in possession during clinical hours.
- Failure to notify the PD/CC/CI **directly by email** of tardiness or absence as stated in the Attendance Policy in this Handbook. **The student is also responsible for notifying the scheduled clinical site within 30 minutes of their scheduled time. (See NOTE A)**
- Intentional improper handling of supplies and/or equipment.
- Failure to report any incidents at any clinical site to the PD/CC/CI on the day it occurred immediately following the case.
- Failure to be flexible in clinical rotations, scheduling, and assignments.
- Failure to handle non-constructive criticism and stress in a mature adult manner.
- Leaving the clinical education setting without the PD/CC's/CI's permission.
- Improper clinical practice as identified by the PD/CC/CI.
- **Falsification** of **ANY** program documents or misleading information regarding a competency evaluation; i.e. incorrect recording of time in/out on Clinical Time Sheets.
- Failure to purchase ALL required textbooks by the second week of each semester.
- Theft.
- Any violation of the LSU Eunice Code of Student Conduct.
- Failure to comply with **LSU Eunice Ethics and Confidentiality Policy, Academic Honest Policy, Disruptive Behavior Policy, and/or AST Code of Ethics.**

**NOTE A:** If a student forgets to bring their LSUE badge to the clinical setting, the student must leave the facility to get the badge. The student will be marked tardy.

**NOTE B: Three tardies, 2 absences, or 2 of any combination drops a course grade for the semester**

**\*The PD will be notified of any disciplinary actions taken on any student.**

### **STUDENT TECHNICAL STANDARDS**

The following are essential job functions for any Surgical Technologist as compiled from observations of a wide variety of job experiences. The Technical Standards must be met and maintained throughout the length of the program. If the student cannot meet and maintain the following technical abilities, he or she will be counseled to better the situation and if this fails, then the student will be dropped from the program.



1. Visual Acuity
  - Distinguish between small objects within the sterile field and outside of the sterile field.
  - Perform necessary procedures involving assembling equipment, instruments, drills, and other necessary items.
  - Be able to load needle holders with small sutures and needles.
  - Read surgeon's preference cards and instruction manuals.
  - Perform data entry tasks using computer terminals.
  - Help during insertion of needles or catheters into small anatomical structures.
2. Hearing Acuity
  - Hearing must be sufficient to communicate with others.
  - Hear and retain instruction from surgeon, OR personnel, and instructor.
  - Hear and retain information to relay to others.
  - Hearing must be sufficient to answer telephones and intercoms in the operating room and department.
3. Speaking Ability
  - Speak clearly and loudly enough to be understood by a person in the operating room or on the phone and intercom.
  - Converse with surgeons, operating room personnel, classmates, and instructor using good communication skills.
4. Manual Dexterity
  - Must be able to grasp and manipulate small objects required to perform job function.
  - Must be able to hold and maintain instrumentation in one position for long periods of time.
  - Must be able to turn hands palm-up and palm-down.
5. Physical Stamina
  - Must be able to stand for the majority of a normal workday.
  - Lift instrument sets weighing 20 to 25 lbs.
  - Push or pull surgical equipment, furniture, supply carts.
  - Help transport and transfer patients to the OR table.
  - Help with positioning patients for surgical procedures.
  - Maintain balance while performing job functions.
  - Must be able to move freely and feel comfortable in confined areas.
  - Must not have any open wounds conditions on hands and/or arms
  - Must be able to function without eating for periods of 6-7 hours.
6. Adaptive Ability
  - Complete required tasks/function under stressful conditions.
  - Must be flexible to changes in assignments or tasks.
  - Perform independently and safely with minimal supervision
  - Interact appropriately with diverse personalities.
  - Be able to multi-task and remain focused.
  - Must be able to remain calm under stressful conditions

## **ATTENDANCE POLICY**

The following policies will be enforced in addition to the requirements for class attendance as stated in the University catalog. A student who is absent over the maximum allowed absences may be dropped from the course/program. The maximum allowed absences vary with the course, depending on the number of times a class meets each week. It is the Surgical Technology program's policy to only allow **20%** worth of missed lecture and laboratory instruction, while clinical courses are only allowed **10 %** of missed instruction. Clinical absences and tardies must be announced to the clinical instructor and clinical site at least 60 minutes prior to the start of the clinical day. Students may not leave early without permission from the clinical instructor. The preceptor and/or the clinical instructor determine the appropriate time for lunch during the clinical day. Lunch for students during the clinical day is mandatory, 30 minutes from the time you break scrub until the time the student returns to the assigned operating room, if the student returns late from lunch it will be considered a tardy and appropriate action will take place. Each time the student is late to didactic class, laboratory, or clinical, it counts as half of an absence. Excessive amounts of tardies may accrue to more than the allowed maximum absences and the student may be dropped due to excessive absenteeism. Leaving early from class is considered a tardy and is treated likewise. Being habitually late to class is considered unprofessional conduct and will not be tolerated in this program and profession. *Students will not be allowed to come into the classroom after the instructor begins class.* Once the "class in progress" sign is displayed on the door, the student must wait for a break to enter, do NOT interrupt. All missed information is the responsibility of the student. As a responsible adult, each student must keep track of the number of absences and tardies accrued during the semester in each course. Withdrawal of a student from a class/clinical is at the discretion of the faculty member.

A student, who misses class work or deadlines due to absence, including being tardy or leaving early, will be ineligible for make-up or late submission. The student will receive a zero (0%) for missed work. Class work is defined as any lab, competency, quiz, activity, or discussion that occurs during scheduled class hours.

A student that is ill **MUST** be fever, diarrhea, and vomit free for twenty-four (24) hours prior to returning to campus or clinic.

## **STUDENT BEREAVEMENT POLICY**

The student may be granted a maximum of two days of special leave on any one occasion to attend the funeral or burial rites of an immediate family member; spouse, parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, grandparent, or grandchild.

## **PROGRAM DISMISSAL, WITHDRAWAL, AND RE-STATEMENT POLICY**

Students may be dismissed from a Surgical Technology course and/or the Surgical Technology program for any of the following reasons:

1. A deliberate attempt to cover up any error or negligent performance during laboratory or clinical experiences.
2. Repetitive unsatisfactory laboratory or clinical performance of unsafe behaviors during laboratory or clinical experiences.
3. Falsification of any clinical documentation; to include timecards, case participation, and role participation.
4. Dishonesty concerning attendance, arriving tardy, and leaving early
5. Performance of unethical or illegal behaviors during laboratory or clinical experiences.
6. Failure to comply with University and/or clinical agency policies and regulations.
7. Breach of patient or clinical agency confidentiality by inappropriate management of information in any form.
8. Cheating or plagiarism (see LSU Eunice's Code of Student Conduct located in the Student Handbook).
9. Violation of the LSU Eunice Code of Student Conduct or the Profession's Code of Ethics.
10. A positive report on any random drug screen (student is not eligible for reinstatement).
11. Receive two serious violations based on the Clinical Incident Policy.
12. Asked not to return by ANY of the assigned clinical settings where clinical experience is being achieved.
13. Committing a breach in the Surgical Technology program policy on the conduct of social media usage.
14. Earning a grade of "D", "F", "NC," or "W" in a Surgical Technology course.
15. Earning a grade of "F" on any end of the semester (final/post) skills check off in the laboratory and/or clinical courses in which the students' performance of skills is evaluated by the Surgical Technology faculty.

The LSU Eunice faculty reserves the right to recommend termination of a Surgical Technology student when health and/or personal conduct requires such action. If the student challenges the panel's decision of being terminated from the program, he or she may challenge the due process at the Division level.

If a student fails the same Surgical Technology course twice or fails two courses in the (in different years), the student is withdrawn from the Program and is ineligible for readmission into the program. If a student is dismissed from the program for violation of the LSU Eunice Code of Student Conduct, the Profession's Code of Ethics, or has a positive drug screening result the student is ineligible for readmission into the program. Re-instatement in a course is dependent upon the discretion of the instructor and program director. Re-instatement is a second chance for a student to finish the program and pursue a career as a Surgical Technologist. Therefore, re-instatement must be carefully considered by the surgical technology faculty. Re-instatement will be considered if the student

1. Is passing all courses at the time of withdrawal.
2. Is an active participant in the program during lectures, labs, and clinical settings.

3. Does not have more than one week of absences in each course.
4. Conveys professional demeanor with other students, clinical staff, and instructors.
5. Arrives punctually and prepared to class by reading assignments ahead of time.
6. Signs a *Counseling Form* with suggestions for improvement.
7. Meets all of the current selection criteria.

*In some instances, the student may be placed on “probationary status” for the remainder of the semester. In such instances, the student must sign an agreement with the faculty stating the conditions of such probationary status. If other similar violations occur, then the student may be dropped from the program. It is up to the faculty to determine the measures to be taken upon these students on a case-by-case scenario. Depending on the circumstances, student may be on probationary status until passing the skills check off exam or for the remainder of semester.*

If a student voluntarily requests withdrawal from the program due to personal issues, and is in good standing, the student may reenter based on space availability at the time of reentry. If the student comes back the following academic year, then only the necessary courses are taken in addition to the clinical rotation course to refresh the skills. However, if the student comes back two years after withdrawal, the student must retake all courses in the program, *even the ones previously passed*. Students readmitted into the program are responsible to be current with their annual Criminal Background Check, their Drug Screening and their immunizations at all times. The instructors are not responsible for holding documentation for the dropped students. It is the Health Sciences’ Division Policy to only readmit students into the program once. The readmitted student must meet the college catalog requirements of the year into which he or she is returning. The student must reapply for reentry by April 30<sup>th</sup> of every year. Acceptance into the program is not guaranteed based on other applicants and number of students.

### **SEQUENCE OF COURSES**

In one academic year, there is only one cohort of students. Throughout the program’s curriculum, each course offered must be taken in the designated sequence. Each semester is a progression in skill level and difficulty. Courses offered can only be taken during the semester in which they are officially listed. Failure to successfully complete one course with a grade of “C” or better dismisses the student from the program for that year. Reinstatement to the program is discussed above. The order in which courses are offered is as follows. Every student is responsible for ensuring that all degree requirements are complete by the end of the spring semester. Failure to do so can cause delay in graduation. It is the responsibility of every student to do degree audits prior to the end of the summer semester and to ensure that all classes taken at other colleges/universities are submitted to LSUE.

ENGL 1001  
MATH 1015 OR 1021  
BIOL 1160

### **Semester I (Prerequisites)**

English Composition  
College Algebra  
Human Anatomy

BIOL 1161	Human Anatomy Laboratory
PSYC 200 OR 2070	Introduction to Psychology or Developmental Psychology of the Life Span
ALLH 1013	Medical Terminology

**Semester II (Prerequisites)**

ENGL 1002	English Composition
BIOL 2160	Human Physiology
BIOL 2161	Human Physiology Laboratory
BIOL 1011/1012 OR 2051	Microorganisms and Man & Laboratory OR General Microbiology & Laboratory
Gen. Ed. Humanity	Pure Humanities Course

**Semester III**

SURT 1001 Introduction to Surgical Technology  
 SURT 1003 Surgical Technology Lab I  
 SURT 1100 Surgical Procedures I  
 SURT 1102 Surgical Technology Lab II

**Semester IV**

SURT 1103 Surgical Practicum I  
 SURT 1104 Fundamentals of Perioperative Concepts and Techniques  
 SURT 2100 Surgical Procedures II  
 SURT 2102 Surgical Technology Lab III

**Semester V**

SURT 2103 Surgical Practicum II  
 SURT 2200 Professional Seminar

**DIVISION OF HEALTH SCIENCES' GRADING SYSTEM**

All courses, without exception, must be completed with a minimum grade of "C" or better. Students receiving a grade of "D" or "F" will not be able to continue in the program. Students not receiving a passing grade will be dismissed from the program and may re-apply the following academic year. Automatic re-entry into the program is not guaranteed. The student will be dropped from the program if he/she acquires more than one "F" on an exam per course per semester.

A = 93 – 100	*Not passing grades
B = 85 – 92	*D = 65 – 76
C = 77 – 84	*F = Below 65

This is a college level program in which you will be expected to perform and conduct yourself as a college student.

## INCOMPLETE GRADE

Please refer to the college catalogue for college policies on receiving an Incomplete (I) in course work. It is the student's responsibility to make the effort to change any temporary or conditional grade to an acceptable grade of "C" or better. A student with an incomplete must contact the instructor and make arrangements to complete course work. An incomplete (I) grade will automatically become an "F" in 120 days if no action is taken. Clinical courses **do not** receive an *Incomplete* grade at the end of the course since there is no way of making those up.

## REQUIRED TEXTBOOKS

The following textbooks will be used throughout the entire program and must be purchased at the beginning of the program (no later than the second week of class).

- *Surgical Technology Principles and Practice* by Joanna Kotcher Fuller, 7<sup>th</sup> edition, Elsevier, 2013 ISBN: 978-0-323-39473-4
- *Surgical Technology for the Surgical Technologists A Positive Care Approach* by AST, 5th Edition, Cengage, 2018 ISBN: 978-1-305-95641-4
- *Surgical Instrumentation An Interactive Approach* by Renee Nemitz, 3ed edition, Elsevier, 2014 ISBN: 978-0-323-52370-7
- *Surgical Equipment and Supplies* by Colleen J. Rutherford, 2<sup>nd</sup> edition, F.A. Davis, 2016 ISBN 9780803645714
- MAVCC, 4th Edition, 2013, Surgical Techniques, Intro to Surgical Technology, and Surgical Procedures
- LSUE Surgical Technology Clinical Case Logbook – **ONLY** available in the LSUE bookstore \*must be revised in 2020
- **OPTIONAL:** *Pocket Guide to the Operating Room* by Maxine Goldman, 3<sup>rd</sup> edition, 2008 ISBN 10: 0-8036-1226-5

## REQUIRED TECHNOLOGY

The following technology subscriptions will be used throughout the entire program and must be purchased at the beginning of the program. This will be discussed further in the clinical section. All must be purchased prior to the start of the fall semester.

- Trajecsyst
- Exam Soft – voucher purchased at the LSUE bookstore; minimum technology requirements can be found at:  
<https://examsoft.force.com/etcommunity/s/article/Exemplify-Minimum-System-Requirements>
- Pre-Check

## EXAM/QUIZ POLICY - MAKE UP EXAM/QUIZ POLICY

The Surgical Technology program utilizes a software system (ExamSoft®) to deliver assessments. The access to use this is purchased from the LSUE bookstore. Students will be testing in the Lafayette campus computer lab or on their own devices (i.e. iPads, laptops) that meet the minimal technology requirements. ExamSoft® utilizes Exemplify software and will not run on Chrome, Android or Linux operating systems. ExamSoft® testing requirements for all devices are noted below and support only Mac, Windows

and iPad operating systems. Details may be obtained at this link:

<https://examsoft.force.com/etcommunity/s/article/Exemplify-Minimum-System-Requirements>

Exams are given at the discretion of the instructor using Exam Soft. They may consist of multiple choice, essay, short answer, true and false, critical thinking, demonstration and teach back, as well as other methods selected by the instructor. Exam weights are decided by each instructor and are based on a 100% scale. Each student will be expected to take care of all personal needs immediately prior to the examination and will not be allowed to take a break until he/she turns in the examination, barring any emergency. If a student has to step out of an examination in process, then the student will not complete the examination. Students are expected to leave the classroom quietly without disrupting other students after completion of any examination.

During exams or quizzes the following will be adhered to:

- All backpacks, books, notebooks, and any other personal items will be placed along the wall of the classroom.
- Phones will be placed in a designated area of the classroom as directed by the instructor. If a student's electronic device is audible during an exam, they will be deducted five (5) points from the overall exam grade.
- It is the student's responsibility, prior to the start of class, to request permission from the instructor if for any reasons an electronic device cannot be placed in the designated area. The electronic device will be held by the instructor and given to the student in the event of an emergency. The instructor will give the student instructions on accepting a call or message.
- Open book exams will be given at the discretion of the instructor.
  - During this type of exam, no notes of any kind will be utilized by the student. The following study aids will not be permitted:
    - notecards of any kind (sticky/non-sticky)
    - power point slides
    - written notes in a notebook
    - electronic devices of any kind
- Reviews for unit exams are not a mandatory study aid; therefore, exam reviews will be given to the class at the discretion of the instructor.
- When a student is unable to take a scheduled examination, he/she must contact the instructor **prior to test administration** to report the impending absence. Failure to contact the instructor will result in an assignment of "0" for the test missed. Make up exams will be scheduled at the instructor's discretion. Make-up examinations will also be altered from the original exam. It is highly encouraged that students do not miss scheduled examinations. If the instructor grants a make-up exam, the student will lose 10 points for each calendar day until the exam is taken. Make-up exams may not be taken during class or clinical time. Any student failing to makeup a missed exam in the allotted time will receive an automatic "0" for the exam grade. Following appropriate arrangements

being initiated by the student, taking a missed exam the same day as scheduled, but at a later time will cause a 5-point deduction. Arrangements must be made at a minimum of 24 hours in advance. Same day make-up exams will not be given because of lack of preparation on the student's part. Make-up exams may not be taken during lecture, laboratory, or clinical time. Failure to take a course's comprehensive final exam will result in a zero (0%) for the final exam grade, unless the student requests and is granted an "incomplete" from Academic Affairs and Services as outlined in the LSUE Catalog. A student, who misses class work or deadlines due to absence, including being tardy or leaving early, will be ineligible for make-up or late submission. The student will receive a zero (0%) for missed work. Class work is defined as any lab, competency, quiz, activity, or discussion that occurs during scheduled class hours.

When reviewing a graded exam, the student and instructor may disagree over a question or answer, but the instructor has the final decision. There will not be a disruption of class by any student *un-happy* with a question or answer. Discussion regarding a test question or answer must be professional and respectful at all times. If the student requires further discussion, they must make an appointment to see the instructor outside of class time.

*It is the student's **responsibility** to keep a record of all grades and to maintain an overall average of the final grade throughout the program.*

The instructor may give pop or scheduled quizzes. There are NO make-ups for quizzes; however, if desired by the student, arrangements can be made in advance to take a scheduled quiz prior to the scheduled date. A student may not take a pop quiz early. A missed quiz will automatically receive a grade of zero (0).

## **PRACTIUM/CLINICAL COURSES**

Clinical rotation schedules are arranged in advance by the Clinical Coordinator and are subject to change. Personal preferences are considered when possible. Students must have reliable transportation and must attend all clinical sites regardless of the distance/mileage from campus. Preferences related to transportation and distance will not be considered. Clinical sites are located at the following facilities:

- Iberia Medical Center
- New Iberia Surgery Center
- Lafayette General Medical Center
- Lafayette General Surgical Hospital
- Opelousas General Hospital
- Acadia General Hospital
- Our Lady of Lourdes Regional Hospital
- Women's and Children's Hospital
- Park Place Surgical Hospital
- Oil Center Surgical Plaza
- University Hospital and Clinics



- Lafayette Surgical Specialty Hospital
- Acadian Medical Center
- Mercy Regional Medical Center

**CLINICAL EXPERIENCE**

The clinical course is designed to offer the student a variety of learning experiences at various hospitals and outpatient surgical facilities. Students are considered guests in these facilities and it is a privilege to participate in surgical rotations at these facilities. At all times, the student **must** conduct themselves professionally, abiding by the rules, policies and procedures at each facility, as well as, LSUE policies. Cell phones must be stored in a locker and turned **OFF** during clinical rotations. Any student violating policies or procedures at a clinical site **will be dropped** from the program. Students are only allowed to miss 10% of their clinical experience before being dropped from the program. Leaving early from class is considered a tardy and is treated likewise; the student must have permission from the clinical instructor to leave early. Being habitually late to class is considered unprofessional conduct and will not be tolerated in this program or profession. The number of allowed clinical day absences changes each semester and it is the responsibility of the student to be aware of the difference in hours for each semester. All students are required to wear eye protection, shoe covers, and double glove when scrubbed in at the clinical site, failure to do so will result in being sent home and absence for the day. The grading of the clinical course is further discussed in detail by each syllabus.

**SURGICAL PROCEDURE CASE LOAD**

**PROGRAM SURGICAL CASE REQUIREMENTS FOR GRADUATION ELIGIBILITY**

<b>Surgical Specialty</b>	<b>Total # of Cases Required</b>	<b>Minimum # of First Scrub Cases Required</b>	<b>Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases</b>
General Surgery	30	20	10
Surgical Specialties <ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• GU</li> <li>• Neuro</li> <li>• Ob-Gyn</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedics</li> <li>• Peripheral Vascular</li> <li>• Plastics</li> </ul>	90	60	30

<ul style="list-style-type: none"> <li>• Procurement/Transplant</li> </ul>			
Diagnostic Endoscopy <ul style="list-style-type: none"> <li>• Bronchoscopy</li> <li>• Colonoscopy</li> <li>• Cystoscopy</li> <li>• EGD</li> <li>• ERCP</li> <li>• Esophagoscopy</li> <li>• Laryngoscopy</li> <li>• Panendoscopy</li> <li>• Sinoscopy</li> <li>• Ureteroscopy</li> </ul>			10 diagnostic endoscopy cases may be applied toward the second scrub cases
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases
<b>Totals</b>	<b>120</b>	<b>80</b>	<b>40</b>

1. The total number of cases the student must complete is 120.
2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
4. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
6. Observation cases must be documented, but do not count towards the 120 required cases.
7. Counting Cases
  - Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
  - Patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

**FIRST AND SECOND SCRUB ROLE AND OBSERVATION**  
**FIRST SCRUB ROLE**

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

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

### **SECOND SCRUB ROLE**

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

### **OBSERVATION ROLE**

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

### **CLINICAL CASE LOGBOOK INSTRUCTIONS**

All students are required to purchase the clinical logbook from the LSUE bookstore. The logbook will be used throughout the entire program to validate the student's participation in clinical cases and the role in which they participated. The student is to write in the logbook using a blue or black ink pen only. After purchasing the logbook write your name, academic year, and phone number on the first page. The student will bring the logbook to the clinical site daily and complete all sections in the case log for every case that they participate in (to include procedure, role, service, facility, and date the procedure was performed). The clinical coordinator and program director are the only faculty that may alter the logbook. After completion of the case, present it to the preceptor or circulating nurse assigned to the case for their validation signature (full). The Clinical Instructor will initial next to the preceptor signature following review of the case (every Friday). The case log summary (found in the back of the logbook) will be complete at the final clinical meeting of every semester. During the programs final

clinical meeting, the final surgical case requirements (found in the back of the logbook) will be tallied by the instructor and the student. The clinical coordinator, program director, and student will provide full signatures. In addition, it is required that all students log their cases in Trajecsys in the event the logbook is lost or damaged.

### **CLINICAL CASE LOG KEY**

The clinical case log key is located on the first page of the logbook and is a guide to aid the student in correctly completing the case log. “1<sup>st</sup>” refers to the student in the first scrub role. “2<sup>nd</sup>” refers to the student in the second scrub role. Full signature refers to the preceptor or circulating nurse’s full signature that is assigned to that case to validate that all documented information is accurate and the student actively participated.

### **TRAVEL REQUIREMENTS**

Students will attend surgical clinical rotations off campus to maximize educational opportunities. Students will provide their own transportation to the facility providing the opportunity for the clinical rotation. LSUE and the Surgical Technology program are not liable for any accident or theft of property during the off campus clinical rotation.

### **TRAJECSYS**

The student is required to purchase and participate in an annual subscription to Trajecsys. This software is used for all clinical courses to validate attendance, instructor evaluation, preceptor observation, case logs, and case studies. It is necessary to create an account and allow location services on your mobile device. The annual subscription is approximately \$100.

### **PRE-CHECK**

The student is required to purchase and participate in an annual subscription to Pre-Check. This software is used for record keeping of the student immunizations, CPR certification, criminal background check, and drug screening. The annual subscription is approximately \$130.

### **POLICY REGARDING COMMUNICABLE DISEASES**

The surgical technologist participates in many surgical procedures therefore, it is imperative that techniques be observed to prevent the spread of any infectious disease process from patient to patient, patient to student, or student to patient. “Standard Precautions” must always be adhered to when providing patient care. Additionally, specific policies outlined during orientation at clinical affiliates must be followed. Students must report communicable illnesses/infections to the Program Director. The student must provide recommended time restrictions from school outlined by his/her physician. Medical clearance is mandatory before returning to school. An illness requiring an extended absence and preventing the completion of course work may inhibit the student from meeting all requirements for completion of the Surgical Technology program. Students may need to see the Office of Academic Affairs for “I” or “W” grades. Students will be subject to reapplication to the Surgical Technology program. All students of the LSUE Health Sciences division are required to attend OSHA training.

### **MEDICAL INSURANCE POLICY**

Students enrolled in Surgical Technology clinical courses are covered **ONLY** for third party liability claims while they are engaged in performance of assigned clinical duties as part of their educational requirements, without receiving remuneration from any business or institution to which they are assigned.

**NO COVERAGE IS PROVIDED BY THE UNIVERSITY OR CLINICAL AGENCY FOR STUDENTS IF THEY ARE PERSONALLY INJURED.** The office of Risk Management, Division of Administration, State of Louisiana, advises students *to carry adequate health and accident insurance while they are enrolled in clinical courses.*

Students are **not** covered by the State's Workers Compensation Policy since they are not employees or volunteers performing a service for the state. If a student's injury is due to the university, college or school's negligence, coverage would be provided by the State of Louisiana Commercial General Liability (CGL) policy.

### **PROFESSIONAL LIABILITY INSURANCE POLICY**

The Division of Health Sciences & Business Technology requires students in the Nursing & Allied Health programs to acquire professional liability insurance. The type of coverage includes: Professional Liability, Defendants, Reimbursement, Medical Expenses, Assault, First Aid, Damage to Property of Others, and Disciplinary Coverage. Payment of this insurance will be conducted upon entry into the selected program.

### **ELECTRONIC DEVICES**

Electronic devices may **NOT** be used or powered in the on/silent/vibrate position during lecture, laboratory, or clinical courses. All electronic devices **MUST be powered OFF** during all course times. This includes, but is not limited to iPads, iPods, computers, reading devices, cell phones, PDA's, smartphones, smart watches, gaming devices, alarms, recording devices, electronic cigarettes, etc. These devices must be stored off the desks and out of sight. Students who violate this policy will be asked to leave class and receive an absence. Repeat offenders will be dropped from the program. For every offense involving electronic devices such as cell phones, smart watches, laptops, i-pods, or manual games, the student will be penalized 5 points off of the following unit exam in addition to acquiring an absence. This includes leaving the classroom to answer/make a phone call. Certain personal situations or emergencies must be discussed with the instructor prior to the beginning of class. If you need to be contacted during class time, provide the Division office phone numbers: (337) 550-1311; (337) 550-1357.

### **DRESS CODE**

Surgical Technology students are in pre-professional training and appearance is governed by standards that may be different from the rest of the campus. At all times, students will be expected to be well groomed, clean, and neat. Personal hygiene **must** be excellent and personal habits concerning nutrition, rest, exercise, and overall health should reflect genuine belief in preventative maintenance for health. Students are to wear uniform scrubs and jacket with the appropriate placement of the Surgical

Technology patch to all lecture, laboratory, clinical, and program off campus engagements.

Students who do not adhere to the dress code and professional appearance policy will be counseled **ONCE**. Further infractions will be grounds for dismissal from the program.

- Each student will own at least one pair of scrubs (shirt and pants) and a grape waist length scrub jacket with the Surgical Technology patch (purchased from the LSUE bookstore) sewn two finger widths below the left shoulder seam of your scrub top and lab coat/scrub jacket.

	Item	Company/Brand	Catalog Number	Color
<b>Uniform Top</b>	Unisex V-Neck Tunic Or V-Neck Tunic	Cherokee	Unisex 4777 or 4700	Grape
<b>Uniform Bottom</b>	Unisex Drawstring Pant Or Pull-On Pant	Cherokee	Unisex 4100, 4001 Women 4112, 4101 Men 4000	Grape
<b>Scrub Jacket</b>	<b>MUST</b> be Waist length	Cherokee		Grape

**\*Note: To prevent fading, soak uniform in saltwater before washing.**

**\*If you decide to wear an undershirt, you must wear a plain white v-neck or crew neck t-shirt with a regular length sleeve under your uniform top. Sleeves may not extend past the scrub top sleeves.**

When ordering your uniform, please identify yourself as an LSU Eunice Surgical Technology Student. Uniforms may be purchased at the following locations (BUT NOT LIMITED TO):

Thrifty Way  
249 N. College  
Lafayette, LA

Scrubs  
4551 Johnston  
Lafayette, LA

Church Point Pharmacy  
300 N. Main  
Church Point, LA

Scrub Works  
2201 Kaliste Saloom  
Suite, 1A  
Lafayette, LA

Uniformly Fit  
3510 Ryan St.  
Lake Charles, LA

Parkers  
414 N. Broadway St.  
Jennings, LA

Tri-Parish Uniform Shop  
1235 Heather Dr.  
Opelousas, LA

- Surgical scrub attire provided by the clinical affiliate should be worn only in appropriate areas of the hospital (ex: surgery, OR, NICU). Scrubs are the property of the hospital and are not to be worn outside of the hospital.
- Your clean, wrinkle free uniform should be worn only on campus and in clinical areas. The uniform must be changed for street clothing when going shopping or for recreational activities.
- Each student must wear their LSUE issued ID, visible on the left or right chest via a clip, no lanyards. The ID badge is a required part of your uniform and is expected to be worn at all times in the clinical and lab setting. Failure to display the appropriate ID badge will result in an absence; you will be unable to participate.
- Each student must wear appropriate shoes. Clean, comfortable, closed toe, non-absorbent shoes should be worn.
- Protective eyewear must be worn on all surgical procedures.
- Fingernails should be short, well groomed, unpolished, and no artificial nails (nails must be natural).
- Make-up must be conservative. No false eyelashes, glitter, or facial adornments are allowed as they may fall on to the sterile field comprising sterility or into a surgical site becoming an infection control issue.
- Individuals entering the semi-restricted and restricted areas of the operating room must have jewelry and watches confined or removed. Rings and watches harbor organisms that cannot be removed during hand washing. Personal jewelry worn in the operating room shall be limited to: watches, earrings-small studs, wedding ring. Hair ornaments, necklaces, and pendants constitute safety hazards and may not be worn.
- All jewelry must be removed prior to performing the surgical scrub. LSUE and the program are not liable for any lost/misplaced jewelry.
- Hair should be cut or secured in such a manner that prohibits extension beyond the surgical hair covering. If hair is worn longer than collar length (by either males or females) it **MUST BE PINNED UP**. Extravagant hair color or styles are not permitted. Odorous hair products are not permitted.
- Beards or mustaches must be neat and well groomed. If one chooses to be clean shaven, periodic excuses of “growing a beard” will not be accepted for unkempt appearance in uniform. If you plan to grow a beard, please start during vacation periods. Facial hair must be covered by the surgical mask or appropriate head covering.
- Do **NOT** wear cologne, after-shave, scented lotion, or perfume in the operating room.

### **CRIMINAL BACKGROUND CHECK/DRUG SCREENING POLICY**

It is the Health Sciences' Division Policy to require a criminal background check and a drug screening analysis from all students attending the clinical setting. It is mandatory that all students have both completed prior to the start of the program. Acceptance into any program is conditional based on the results of the two mentioned above. Students with certain results will not be permitted into the clinical settings, which would then lead

to student dismissal from the program. This policy is designed to protect the staff, the student, and the patients. In addition, this policy is due to the inability of certain students to take national board exams due to positive criminal records; which makes, for those students, the entire program obsolete. The lack of background check and drug screening results make the student ineligible to attend the clinical site. Non-adherence to the University's policy will only cost more money and time to the student and puts the student in danger of extended absenteeism in the clinical site.

In the event that a student must withdraw from the program and reenter at a later time, the student must submit both updated screenings of each and have the results prior to the start of the program. It is at the discretion of the Division Dean and the Program Director to decide which results determine the inability to stay in the program and which do not. It is also up to the Dean and Director to determine how the longevity of the records affects the student's status in the program. Drug screenings are typically completed once a year at the time of entrance. However, at the Instructor and Program Director's discretion, a random second or third exam may be necessary based on the student's actions and behavior during class and clinical observation. If a drug screening is requested, the student is responsible for the cost and only has one calendar day to provide a sample and documentation showing the date of the test and must be provided to the Program Director within 24 hours. The student may not attend class until results are evaluated by the Dean and Program Director. Positive results will cause the student to be immediately dropped from the program. This is at the discretion of the Program Director and Dean of the department. The student will be counseled and/or may be put on a probationary status.

### **DRUG-FREE CAMPUS POLICY**

It is the policy of LSU Eunice to maintain a drug-free campus environment. As stated in the campus catalog, both the workforce and students shall remain drug-free and free of other substance abuse. The illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus (or in a clinical education setting) is prohibited. Students who are convicted of violating the policy will be subject to disciplinary action within 30 days, including suspension or expulsion from the University. Anyone found to have violated the policy is also subject to referral to civil authorities as appropriate. The University will assist employees and students seeking rehabilitation by providing names, addresses, and telephone numbers of substance abuse facilities. Alcohol and drug awareness programs will also be presented. For the complete policy, including provision affecting all employees, inquire in the Office of Student Affairs. The Clinical Education Sites reserve the right to request a drug test on any student at anytime during his or her clinical experience. All students must adhere to the LSU Eunice Substance Abuse & Drug-Free Campus Policy (Appendix E). The document must be signed and returned to the Program Director's office.



## STUDENT SUBSTANCE ABUSE POLICY

**Purpose:** The intent of the Substance Abuse Policy is to ensure a safe environment for students, faculty, and the people who come in contact with students and faculty during scheduled learning experiences. It is also a requirement of many affiliating clinical agencies.

**Schedule of Drug Testing:** LSUE Health Sciences and Business Technology Surgical Technology Program require all students in the program to submit to drug testing under any or all of the following circumstances:

- Acceptance into one of the healthcare programs
- Random
- For cause

**Acceptance:** Drug screening is required on all students entering any of the healthcare programs. Screening will be conducted prior to clinical rotations and the student is responsible for the expense incurred for the drug testing. Any student with a positive drug screen will be dropped from the program.

**Random Testing:** Random drug screening may occur for students enrolled in clinical courses at any time during the semester. The student is responsible for the expense incurred for the drug testing.

**For Cause:** Students who have been selected into any of the healthcare programs may be subject to drug testing if suspected of being under the influence of alcohol and/or drugs (including drugs prescribed for the student).

- **Suspicion is based on:**

1. Observable behavior and/or physical symptoms
2. A pattern of abnormal or erratic behavior
3. Evidence of drug tampering or misappropriation
4. Post-accident/incident when accompanied by individualized suspicion that the observed individual may be under the influence of alcohol and/or drugs
5. A report of drug use provided by reliable and credible sources
6. Arrest or conviction or a drug-related offense
7. Being identified as the subject of a criminal investigation regarding drugs.

- **Testing for cause is based on:**

1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior/physical symptoms.
2. The student will be asked to leave the area and go with the faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the LSUE Health Sciences and Business Technology Division Head.
3. The student will be suspended from all clinical activities until the case has been reviewed and a course of action has been determined by the Division Head.
4. If the lab test is negative for substances, the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical rotation.

5. If the lab test is positive for substances, the student is in violation of the LSUE Division of Health Sciences and Business Technology Substance Abuse Policy.
6. Confidentiality will be maintained.

**Facility:** The LSUE Division Health Sciences and Business Technology will use an approved lab as a drug screening agency for the collection and testing of all specimens. Students will be notified of the agency being used to perform drug screens.

**Sample Collection:** All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. Chain of custody forms must be provided to ensure the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

### **Substances**

Drug testing shall be conducted for the presence of amphetamines, barbiturates, cocaine, marijuana, methadone, methaqualone, meperidine, tramadol, oxycodone, benzodiazepine, opiates, phencyclidine, propoxyphene and alcohol. LSUE Division of Health Sciences and Business Technology reserve the right to test its students for the presence of any other illegal drug or controlled substance when there is reasonable suspicion. LSUE Division of Health Sciences and Business Technology shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

### **Drug Screen Procedure**

- Students will pay the cost of all drug screens.
- Students will be notified by the Program in advance of the date and time for the initial screening
- Students shall provide photo proof of identification upon arriving at the specimen collection site.
- The laboratory will report results to the Medical Review Officer.
- Positive results will be reported to the student and the LSUE Division Head of Health Sciences and Business Technology. The student will not be dropped from the program.

**Incomplete Drug Screen/Results:** Any student who does not complete the drug screening procedure during the prescribed time will be dropped from the course roll. All school policies affecting progression in the clinical programs will apply. If drug screening results are not received by LSUE, a student must produce a receipt that the drug screen was done according to the school policy. The LSUE Division Head of Health Sciences and Business Technology will contact the testing agency for the results and the school policy will be followed when results are received. If a student cannot produce a receipt indicating that the drug screen was done during the prescribed time, the student will be dropped from the course roll. All school policies affecting progression in the clinical program will apply to this situation. It is the student's responsibility to communicate difficulties to the LSUE Health Sciences and Business Technology Division Head.

**Refusal of Drug Screening:** Refusal to submit to a drug screening in any category (application, random, for cause) is grounds for permanent dismissal from the clinical program.

### **Altering of Urine Samples**

Attempt to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicum; therefore, progression in the clinical program will not be permitted.

**Positive Results:** Positive drug screens shall be verified by a Medical Review Officer. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up missed clinical time.

**Procedure**

- The drug screening office will contact any student with a positive result for further evaluation.
- If after this evaluation, the results of the screening are deemed to be positive, the office will contact the Division Head of Health Sciences and Business Technology.
- The Division Head will meet with the student.
- The student will be required to withdraw from the clinical program.
  - The student may reapply for selection the following year. Upon the Louisiana State Board of Medical Examiners' requests, all documentation will be submitted

**IMMUNIZATION POLICY**

Every student attending clinical settings, especially in the Operating Room, is required to maintain updated immunizations. This policy is designed to protect the student, staff and patients from acquiring any disease while the student is in the clinical setting. The information is only released to the clinical sites as needed and in accordance to HIPAA regulations, it is required that the students sign a *Release Form*. The required immunizations are:

- |                            |                                      |
|----------------------------|--------------------------------------|
| 1. Hep A (series of two)   |                                      |
| 2. Hep B (series of three) | 6. TB (annual)                       |
| 3. Varicella or titer      | 7. Flu Shot (annual)                 |
| 4. MMR (10 years)          | 8. CPR card (AHA or ARC)             |
| 5. Td (10 years)           | 9. Meningitis (for those applicable) |

It is the student's responsibility to keep up with mandatory immunizations. Failure to follow these instructions or to provide immunization records to PreCheck as requested will cause extensive absenteeism from the clinical course. In the event that a student withdraws from the program and reenters at a later time, the student must submit updated records to PreCheck.

**PreCheck**

The student will be responsible for registering with PreCheck in order to comply with the tracking of immunizations, CPR certification, criminal background check, and drug screening. It is the students' responsibility to provide the required fee and information to PreCheck. The LSUE faculty will NOT override any request made from a student.

**EMERGENCY CONTACT/MEDICAL INFORMATION**

It is not mandatory for the student to release any medical information. However, it is recommended to give the clinical instructors pertinent knowledge about the student's overall health. In the event of the student becomes incapable to voice any information, the instructor is often the only one present at the time of care and crucial instructions can be given to the medical personnel caring for the student such as a list of medical allergies and current medications. Medical information is only shared with the personnel involved in the student's care at the time of service. In addition, it is essential for the instructor to have a contact name and phone number of a family member to call in the event of the student becoming ill during clinical hours. A *Release Form* can be filled out and signed as determined by the student.

**CALL ROSTER/COMMUNICATION POLICY**

Students are required to give the faculty a telephone number to which the student can be easily reached. Due to clinical rotations and assignments, it is essential for the instructors to have a way of contacting the students at any given time. It is important not to abuse this privilege and to only use it in the case of emergency or when it relates to clinical rotations or with permission of the individual. It is **NOT** intended to call the instructors regarding lecture material or given assignments. It is **NOT** acceptable to call house/cell phones during off times such as weekends, holidays or at odd hours. If a student consistently abuses this privilege, then he/she will be counseled. Persistent harassing of faculty or classmates will not be tolerated. The **ONLY** acceptable method of communication with the program faculty is via office phone or LSUE e-mail. Every LSUE student has been assigned an e-mail address; this is the only email address that will be utilized. It is the students' responsibility to access their LSUE e-mail daily and become familiar with it.

**WORK POLICY**

Outside employment is not encouraged because of the rigorous program structure. It is recognized that employment is necessary for some, but educational schedules and requirements must not be compromised because of employment. An actively enrolled LSUE Surgical Technology student is not permitted to work in a role that requires the student to scrub into surgery or perform any duties in the capacity of a surgical technologist until successful completion and graduation from the program. Violation of this policy will result in dismissal from the program. The clinical component of the program shall be educational in nature. The student shall not be substituted for personnel during the clinical component of the program. It is also not acceptable to be functioning as an employee during clinical hours and/or to receive pay for the hours acting as a student. Students are not to be treated as employees while in the clinical area. While in the clinical area, students are to be under the direct supervision of an experienced Surgical Technologist at all times and all experiences must be educational in nature. Students who violate this policy are subject to immediate dismissal from the program.

**PHOTOGRAPHY RELEASE POLICY**

During the year, there are some events to which attendance is necessary or which are hosted by the Surgical Technology Program. Pictures are often taken and then put on the Surgical Technology Program's website or program's brochures. A release form is needed from the students to be able to publish pictures for the purpose of advertising and recruitment for this field. It is not mandatory to sign such form.

**APPEALS POLICY**

LSUE provides students with well-established procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. The University recognizes that students have a right to due process procedures in matters related to student complaints in the didactic and clinical setting. This process is set forth in the University Policy Statement Number (PS8), "Appeal Procedures Available to Student. This policy statement sets forth the procedures to be followed in filing an appeal, including timelines. The policy reinforces the student's right to file an appeal without fear of reprisal and with protection of their confidentiality. All university and program policies are enforced in a non-discriminatory manner by the administration and faculty.

**Appeal Procedure**

The functions of an appeal procedure are twofold: to determine if the appeal has merit, and, if so, to arrive at appropriate action by the University to remedy the situation.

**Appeal Form**

A printed form is provided by the University to be used by students in making appeals that reach the third step of the appeal procedure. (See Appendix to PS No. 8, <http://web.lsu.edu/docs/PolicyStatements/NO08.pdf> )

**Hearings**

A duly constituted hearing panel (see section on The Use of Hearing Panels) will consider evidence, facts, and arguments on both sides of an appeal in an effort to determine the facts of the case and, after determining the facts, make recommendations for appropriate action. Hearings will be conducted in a manner consistent with procedural due process standards.

**GENERAL POLICY**

It is the University's policy to provide students with well-established appeal procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. It is recognized that student dissatisfaction resulting in an appeal may range from a simple disagreement over the interpretation and application of a department rule, to a more severe dispute over the application of a particular University regulation to the student's own situation, to a very serious charge of improper discrimination or violation of constitutionally guaranteed rights. Although recognizing the wide range of possible complaints, and varying degrees of seriousness of complaints, the University has developed a uniform appeal procedure to be followed for all appeals, except those challenging traffic or parking summons or citations and grievances growing out of student employment. It is the University's basic philosophy that student appeals can best be, and hence, should be, settled at

the lowest possible administrative level and settled as quickly as practicable.

#### General Provisions of the Appeal Program

1. The decision to utilize an appeal procedure shall be voluntary on the part of the individual student. All students shall have the right to make appeals without fear of coercion, harassment, intimidation, or reprisal from the University or its employees for the act of utilizing an appeal procedure.
2. No University employee is to take reprisal action against a student for the act of making an appeal. However, it should be understood that capricious charges made by a student against a University employee may make that student liable to action through the courts.
3. The University recognizes the rights of all parties, the student filing an appeal, and employees against whose action the appeal is filed, to impartial appeal decision-makers.
4. The student shall have the right to have an advisor, or advisors, present at all discussions and hearings held as a part of an appeal; however, the advisor would not normally be used at the initial discussion between the student and the University employee, i.e. Step 1 in the General Appeal Procedure. The advisor(s) may be a friend, a parent, a faculty member, an ombudsman, an attorney, or any other person chosen by the student.
5. If an appeal alleges that the cause of the appeal grows out of an inappropriate action by a particular employee or employees of the University, the employee or employees shall also have the right to be present at all appeal meetings and/or hearings. The employee may have an advisor present at all such meetings.
6. The confidentiality in all appeal proceedings shall be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

#### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

It is imperative for all health workers, faculty, and students to comply with this policy as it protects patients' privacy. For surgical technology students, it is not allowed to write the patients' name on anything. It is also not allowed to take out of the facility any documentation with patients' names on it. Any discussion done regarding a procedure should be done in a private setting only as means for educational growth. Any violation of this policy will result in immediate withdrawal from the program with no opportunity for readmission. The student is obligated to watch and educational video regarding this matter and sign the *HIPAA form*.

#### **PREGNANCY POLICY**

A female student is given the option of whether or not to inform program officials of her pregnancy. If the student chooses to voluntarily inform officials of her pregnancy, it must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant. However, due to the sensitivity of the unborn child to radiation and bone cement, it is necessary to inform female applicants of the possible health risks involved because of occupational exposure during pregnancy.

1. Pregnant students should notify the Program Director (PD), Clinical Coordinator (CC), as soon as pregnancy is suspected/determined so that appropriate

radiation safety measures can be instituted. Even though this written notification is voluntary, the Division of Health Science & Business Technology encourages the pregnant student to perform this measure.

- a. If the student chooses to voluntarily inform officials of her pregnancy, the student shall submit a physician statement verifying the pregnancy. This statement must include a medical release, which allows the student to continue with clinical assignments. If, for medical or personal reasons, the student is unable to complete the clinical assignments, she may initiate a request for authorization of an "I" grade through the office of Academic Affairs and Services. The student must subsequently remove the "I" grade following the regulations in the University catalog. Should the student choose to withdraw from a clinical course, the "Withdrawal" guidelines in the University catalog must be followed. Should the student choose to resign from the program, the "Resignation" guidelines in the University catalog must be followed.

Upon verification of pregnancy (Declaration Pregnancy Form), the PD will review all appropriate and applicable principles of proper radiation and bone cement safety with the student.

A student also has the right to not declare their pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right to undeclare her pregnancy in writing at any time. This is in accordance with Federal and State laws as well as the most current NRC Regulations. The student will need to submit a medical release, which allows her to continue with the clinical assignments. If a student needs to, they can initiate authorization from an "I" grade through the Office of Academic Affairs and Services. All students will be required to sign a form stating that they are aware of this policy and realize that LSU Eunice or the affiliated clinical education settings and personnel cannot be held liable for problems which may occur should a student NOT DECLARE or UNDECLARE her pregnancy.

If pregnancy occurs during the first semester of the program and the student is unable to fulfill the required clinical objectives, the student will withdraw from the program and may reapply the following spring semester. If pregnancy occurs after the completion of the first semester and the student is unable to fulfill the required clinical objectives, the student may request authorization of an "I grade" through Academic Affairs and Services for the clinical course. The student may either withdraw or re-enter the same semester of the following year if guidelines for removal of the "I" grade have been followed and a letter of intent to re-enter the program is turned in to the PD by April 1st.

All Pregnancy Forms and related documentation are kept in the student's active file located in the Program Director's office.

**OPEN LAB HOURS**

The laboratory is only to be used for educational purposes of the Surgical Technology students. Open hours are available upon prior request to the faculty. There must be a sign in/out sheet which will monitor students using it. If a student needs tutoring or practice time, he or she must bring a classmate to participate with. If remediation from the Instructor(s) is necessary, prior arrangements must be made at least one week in advance. In the case of an Instructor coming in to remediate, there must be documentation of time spent with each student and the skills practiced. Students present in lab while Instructor(s) are absent, are responsible for all equipment, furniture, and supplies and must sign out at the end of the practice session. No additional students are allowed in the lab after instructors have left the facility. The last student(s) known to be in the lab will be responsible for all equipment, furniture and supplies.

**SEXUAL HARASSMENT POLICY**

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship. (The following is stated under "Campus Regulations", Section 7 in the LSUE catalog).

1. "Quid pro quo" sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a University activity.
2. "Hostile environment" sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it refers to repeated behavior which is unwelcome and personally offensive.
3. "Sexual assault" consists of unwelcome physical contact of a sexual nature. It includes kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.

Sexual harassment can occur between members of the same sex as well as members of the opposite sex. It can occur between peers as well as between people who are in a supervisor/subordinate relationship. It can occur between any members of the LSUE campus community, including faculty, staff, and students. An incident of sexual harassment can also occur between a member of the LSUE community and a visitor, patron, client, or contractor working for LSUE.

It is the policy of this institution that all members of the campus community should be able to enjoy a work and/or educational environment free from sexual harassment. Such conduct as described above-whether committed by supervisors, non-supervisors, faculty, staff personnel, students, visitors, contracted personnel, or others is prohibited. All members of the University must be aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against it.

Supervisors shall take a proactive role in preventing sexual harassment. They must understand the LSUE policy and procedure on sexual harassment and enforce acceptable behavior among faculty, staff, and students; observe and be aware of



potential sexual harassment behaviors in and out of the classroom; model appropriate behavior, and alert the Assistant to the Chancellor on Affirmative Action/Equal Opportunity (AA/EO) should an incident occur.

The AA/EO Officer shall promote awareness and sensitivity of sexual harassment issues across the campus. Should an incident occur, the AA/EO Officer shall take the appropriate steps to resolve the incident in an expeditious and impartial manner. Any questions regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor or personnel officer or to the AA/EO Officer, Arlene Tucker, Room S 105, LSUE, P.O. Box 1129, Eunice, Louisiana 70535; phone (337) 550-1288.

This process is set forth in the University Policy Statement Number 30 (PS 30), "Sexual Harassment Policy (Appendix C).

### **PROGRAM RECORDS POLICY**

In addition to student records maintained in the registrar's office, a comprehensive student record will be maintained, for a minimum of five (5) years, in the office of the Program Director. This file will contain:

- Application records to the program including transcripts
- Records of all courses required for graduation including the final grade for each course completed
- Counseling notes, clinical evaluations, attendance records, and final exams
- PreCheck will maintain and track all immunizations, drug screening results, and criminal background check results

### **SOCIAL MEDIA POLICY**

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Division of Health Sciences and Business Technology, and Louisiana State University Eunice. It is also important to ensure that patient information is not made publicly available. In conjunction with the Division of Health Sciences and Business Technology, the Surgical Technology Program has adopted the following guidelines to assist students in safely using these sites.

#### **A. Personal Privacy**

1. We recommend setting your profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.
2. We recommend evaluating photos of yourself that are posted to these sites and "untagging" photos that depict you in what may be construed as compromising situations.
3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with "Friends Only" access.

#### **B. Protection of Patient Information**

1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
2. HIPAA regulations apply online, and students may be held criminally liable for comments that violate these regulations.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

### **C. Professionalism**

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
3. Keep in mind that photographs and statements made are potentially viewable by future employers.

## **PROTOCOL FOR SHARP PUNCTURE, BLOOD OR POTENTIALLY INFECTIONS BODY FLUIDS EXPOSURE**

It is the policy of the LSUE Surgical Technology program that all students who sustain a sharp (needle stick, glass, blade, etc.) or other exposure to blood or bodily fluids while engaged in a University sponsored education program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, students who have been exposed to blood and or body fluids must follow the following procedures.

Please keep in mind that drug prophylaxis is time sensitive (2-24 hours), therefore the student must immediately seek help from the appropriate supervising personnel.

Immediately after exposure first aid steps should be taken.

1. Announce to your preceptor that you have had a sharps injury.
2. Remove the item that punctured your skin from the sterile field.
3. Break scrub.
4. Clean wound with soap and water.
5. If a splash exposure, flush mucous membranes with water or saline.
6. Contact your instructor.

It is recommended that appropriate medical follow-up be obtained. Students who incurred a sharp puncture or exposure will go to the nearest emergency room for the appropriate consultation and testing (following the clinical sites policies).

Testing of the source patient's blood will be done according to the facility's policy. The student is NOT to ask the source patient for permission for blood testing.

The student will be counseled and advised regarding the post-exposure prophylaxis, if necessary. Baseline blood test will be administered on the student. Retesting occurs at

6 weeks, 3 months, and 6 months after exposure (or as indicated by facility policy). All procedures, testing, and results will remain confidential. The clinical instructor should be notified as soon as possible after the incident. The instructor will initiate the incident/injury report and evaluate the circumstances of the incident. If the student declines medical treatment, this should be documented and signed by that individual. Following an exposure, the student will write a two-page paper concerning the incident and how it could have been prevented which will be submitted to the Program Director no later than one week after the exposure.

### **NBSTSA CERTIFICATION POLICY**

All graduates are required to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). All students will be required to join AST, purchase a review book, and the exam fee. This will take place as a cohort; the student will receive a 32% discount. The price is approximately \$247.

### **SURGICAL TECHNOLOGY SCHOLARSHIPS**

1. Foundation of Surgical Technology Academic Scholarship  
<http://ffst.org/scholarship.aspx>
2. The National Board of Surgical Technology and Surgical Assisting (NBSTSA)  
<https://www.nbstsa.org/scholarships>
3. Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)  
<http://www.arcstsa.org/index.php/2018-scholarship-announcement/>

**This handbook may be altered as needed per Surgical Technology faculty.  
Revised by R. Guillory MBA, BAAS, CST, CSPDT, Program Director 05/2020**