



# Southwestern Oklahoma State University

SURGICAL TECHNOLOGY PROGRAM

SWOSU | Student Handbook | 2025-2026

## Accreditation Statement

Southwestern Oklahoma State University is accredited by Higher Learning Commission, Regional University System of Oklahoma, and Oklahoma State Department of Education.

### **Non-Discrimination and Harassment Statement**

*SWOSU's policy complies with federal regulations. SWOSU does not discriminate against any individual based on race, color, creed, religion, alienage or national origin, citizenship status, age, sex, gender identity, disability, sexual orientation, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law in any of its policies, practices, or procedures. This policy includes, but is not limited to, admissions, employment, financial services, residential life, educational programs, and other activities the university operates. SWOSU demonstrates a zero-tolerance environment related to any kind of discrimination or harassment.*

### **Retaliation Policy**

*SWOSU prohibits retaliation against anyone who has submitted a complaint for discrimination, harassment, or sexual misconduct under this policy or local, state, or federal laws. SWOSU also prohibits retaliation against someone participating in an investigation or assisting another to submit a complaint of discrimination or harassment. The following person serves as the Title IX Officer for the entire SWOSU community:*

*Cindi Albrightson*

*Title IX & Compliance Coordinator*

*Hays Administration Building, Room 204A*

*[580.774.3108](tel:580.774.3108)*

*[Send an email](#)*

*Any concerns should be immediately reported using the forms provided below or by directly contacting the Title IX and Compliance Coordinator. If you are experiencing retaliation or are aware of retaliation, please notify the Title IX and Compliance Coordinator.*

## Philosophy

The Surgical Technology program is committed to fostering a comprehensive education that empowers students with the knowledge, skills, and ethical principles required to excel in the surgical environment. We believe that surgical technologists are critical members of the healthcare team, providing essential support to surgeons, nurses, and anesthesia providers to ensure optimal patient care in the operating room.

We emphasize a curriculum that integrates both theoretical knowledge and hands-on experience, preparing students to meet the dynamic and evolving needs of surgical practice. Through collaboration, critical thinking, and adherence to best practices, surgical technologists will be equipped to perform their duties with precision, safety, and professionalism.

We are dedicated to fostering an environment that promotes lifelong learning, adaptability, and a commitment to the highest standards of patient care. Our program recognizes the unique contributions of each healthcare professional and underscores the importance of teamwork, communication, and respect in the delivery of safe and effective surgical care.

By instilling these values, we aim to prepare graduates who are not only technically proficient but also compassionate, ethical, and responsive to the needs of patients and the broader healthcare system.

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## Mission Statement

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

## Program Description

SWOSU offers a 1+1-degree plan leading to an Associate of Applied Science degree in Surgical Technology. Allowing the student to take general education courses the first year and apply for the Surgical Technology Program for year two. Any special considerations to the prerequisite requirements must be approved by the surgical technology program director. The curriculum consists of general education support courses as well as technical courses in accordance with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and their 7th Ed. Core Curriculum.

At SWOSU, students in the Surgical Technology program will receive comprehensive training through a combination of online theory, hands-on practice in the campus laboratory, and clinical experience in hospitals. Students will learn essential skills such as aseptic (sterile) techniques, instrumentation, surgical procedures, and patient care in both the scrub and circulating assistant roles. The program is designed to prepare students for entry-level positions as Surgical Technologists.

The didactic portion of the core surgical technology courses will be delivered through an online learning platform, while all lab sessions and clinical experiences will be conducted face-to-face at the SWOSU Surgical Technology Skills Lab and/or Great Plains Regional Medical Center.

Upon successful completion of the 10-month Surgical Technology program, students will earn an Associate of Applied Science in Surgical Technology.

## Program Admission

Admission to SWOSU does **not** guarantee acceptance into the Surgical Technology program. Students interested in joining the program must meet additional program-specific requirements. Prospective students are highly encouraged to contact the Director of Surgical Technology for detailed admission information. The admission procedure includes the following steps:

1. Apply online to Southwestern Oklahoma State University. (Only if you are not already attending SWOSU)
2. Submission of official high school transcript (or GED scores) and official transcripts for college level coursework must be submitted to the Register's Office. (Only if you are not already attending SWOSU)
3. The following general education courses must be completed prior to core curriculum courses for the Surgical Technology Program:

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<b>Fall Semester</b>		<b>Semester Hours</b>
MATH xxx3	Math App, Math Con, or CA	3
ENGL 1113	English Comp I	3
HIST 1043/1053	US History	3
ALHLT 2154	A & P I	4
ALHLT 2164	A&P II	4
<b>Total</b>		<b>17</b>

<b>Spring Semester</b>		
ALHLT 2453	Medical Terminology	3
POLSC 1103	Government	3
ENGL 1213	English Comp II	3
ALHLT 2404	Intro to Clinical Micro	4
ALHLT 1225	Intro to Surgical Technology	5
<b>Total</b>		<b>18</b>

4. Complete Surgical Technology application.
5. Take Intro to Surgical Technology offered in the spring before enrollment.
6. SWOSU accepts a class annually with classes beginning each August.
7. If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to complete his/her file and application to establish eligibility for consideration the following year, remaining requirements must be submitted, and the program director must be notified of the intent in writing.

### Faculty

Surgical Technology Program Director & Clinical Coordinator

Office

Ashley Davis BS, CST/CSFA

580-774-3723

### Program Goals

At SWOSU, the Surgical Technology Program is designed to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

### Program Objectives

Upon completion of the Surgical Technology program at SWOSU, graduates will demonstrate entry-level competencies as Surgical Technologists by providing care in the following areas:

**Cognitive Behaviors (Knowledge and Understanding)**

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- Apply knowledge of anatomy, physiology, pathophysiology, and microbiology to effectively perform the role of a Surgical Technologist.
- Understand and apply ethical, legal, moral, and medical principles related to patient care and collaboration with the Operating Room team throughout the perioperative experience.
- Understand the elements, actions, and uses of medications and anesthetic agents used in the perioperative setting.
- Address the biopsychosocial needs of surgical patients by applying professional knowledge and skills as a Surgical Technologist.

**Psychomotor Behaviors (Skills and Physical Performance)**

- Demonstrate safe and competent practice in all aspects of their role as a Surgical Technologist.
- Practice safe techniques in perioperative routines, including patient transportation, positioning, and responding to emergencies.
- Integrate and uphold the principles of surgical asepsis during the perioperative process.
- Perform as a competent, entry-level Surgical Technologist across cognitive, psychomotor, and affective domains.

**Affective Behaviors (Attitudes, Values, and Professionalism)**

- Recognize and demonstrate the professional values and attributes essential to the role of a Surgical Technologist.
- Understand and apply ethical, legal, moral, and medical principles related to patient care and collaboration with the Operating Room team throughout the perioperative experience.

This program prepares graduates to perform safely and competently as entry-level Surgical Technologists, meeting the demands of the surgical environment with professionalism and a commitment to patient care.

## Program Expectations of the Student

To successfully complete the Surgical Technology program at SWOSU, students are expected to meet the following standards and competencies:

- Adhere to the guidelines set forth in the SWOSU Surgical Technology Student Handbook.
- Complete all assigned coursework and tasks.
- Actively participate in lab activities, serving as both caregiver and patient.
- Maintain a clean and organized work area, ensuring the efficient and safe use of equipment and supplies.
- Fully engage in didactic sessions, laboratory exercises, team-based activities, and clinical experiences.
- Meet all attendance requirements.

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- Maintain professional personal appearance and hygiene.
- Follow the program's dress code.
- Effectively handle adverse situations with professionalism.
- Demonstrate effective written and oral communication skills.
- Model socially appropriate behavior.
- Manage multiple tasks efficiently.
- Effectively manage time and prioritize responsibilities.
- Exhibit strong problem-solving skills.
- Travel to assigned clinical sites as required.
- Follow all clinical site policies and procedures.
- Always maintain patient confidentiality.
- Communicate regularly and appropriately with instructors.

**Physical Demands During Lab or Clinical Days:**

- Sitting: 2-6 hours
- Walking/Traveling: 2-6 hours
- Standing: 2-6 hours
- Lifting: 20-25lbs or more

### Expected Behaviors of the Surgical Technologist

Surgical technologists are expected to embody both competence and compassion. Their ability to perform duties effectively not only contributes to smooth teamwork but, more importantly, fosters a sense of security for the patient. A patient's perception of the surgical team leaves a lasting impression, often reflecting either confidence or uncertainty, care or indifference, and proficiency or ineptitude. Beyond technical skills, operating room (OR) personnel must possess personal qualities that inspire trust, confidence, and integrity in both patients and colleagues. The following traits exemplify professionalism in the OR:

- **Conscientious:** Surgical technologists uphold principles of self-accountability and never compromise on quality. A strong surgical conscience reflects an awareness of the importance of applying knowledge to ensure safe and effective practice.
- **Efficient and well-organized:** OR personnel with organized work habits can anticipate the needs of patients and team members, ensuring smooth operations. Being well-prepared, with all necessary equipment and supplies in place and functioning, allows them to save time and handle unexpected situations effectively.

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- **Flexible and adaptable:** OR team members must remain calm under pressure and quickly adjust to changing circumstances. Good judgment allows adaptable individuals to respond professionally in any situation.
- **Effective communicators:** Skilled listening, keen observation, and clear communication are essential. Those who are attuned to the environment and the needs of patients and coworkers understand the critical role communication plays in building trust and teamwork.
- **Considerate:** Respecting diverse viewpoints and being open to different ideas are key traits. Consideration extends to all interpersonal interactions, ensuring a harmonious working environment.
- **Objective:** These individuals rely on factual data before making decisions. By evaluating situations from multiple perspectives, they make informed judgments. Objectivity, tempered with experience and empathy, ensures that decisions are fair and balanced.
- **Dexterous:** Surgical technologists possess both manual and intellectual dexterity. Quick hands, sharp minds, and keen observational skills are refined through experience, making them highly effective in the OR.
- **Versatile:** A broad knowledge of surgical instruments, equipment, and procedures enables OR personnel to handle diverse situations. Their adaptability and experience allow them to manage unplanned or unexpected events with confidence.
- **Analytical:** Competent in analyzing and correlating significant data, these individuals understand not only the “how” but also the “why” behind surgical interventions. Patients and the surgical team rely on their judgment.
- **Intellectually eager and curious:** OR personnel are legally responsible for staying current with advances in surgical technology and procedures. Continuing education is a shared responsibility between the individual, the department, and the institution, ensuring competence and preparedness.
- **Humanistic:** Surgical team members must treat patients with compassion, viewing them as individuals rather than just procedures. A humane approach fosters trust and comfort in the surgical environment.
- **Ethical:** Operating with integrity, OR personnel make decisions based on ethical principles, moral values, and professional codes. They are honest, truthful, and committed to resolving ethical dilemmas in the best interest of the patient, the hospital, and all involved.

These personal and professional qualities ensure that surgical technologists not only perform their technical duties but also contribute to a positive and safe environment for patients and colleagues.

## CST EXAM

Upon the successful approval of our program’s accreditation, graduated surgical technology students will be eligible to sit for the National Board of Surgical Technology and Surgical Assisting

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(NBSTSA) exam. This certification is a vital step in your professional journey, as it validates your skills and knowledge in the field of surgical technology.

We encourage all students to prepare thoroughly for the exam and seek guidance from faculty regarding study resources and exam registration procedures. Further details about the exam schedule and application process will be provided once accreditation is confirmed.

## Online Course Requirements

Admitted students in the SWOSU Surgical Technology program must have access to a computer with reliable internet connectivity. Most assignments will be submitted through the university's online learning management system (LMS).

SWOSU Surgical Technology instructors will only communicate electronically through the assigned SWOSU email addresses. Students are responsible for checking their email regularly.

### Quizzes and Exams

- Quizzes may be completed on the student's computer of choice.
- Exams must be taken under the supervision of lock down browser software.
- Final exams will be conducted online with lock down browser software and will typically be comprehensive, covering all material from the course.

**Time Commitment** For each credit hour, students are expected to dedicate a minimum of three hours per week: one hour for class-related activities and two hours for studying and preparation outside of class. For example, a 4-credit-hour course requires approximately 12 hours of study and preparation time per week.

**Online Classroom Assessment** Evaluation of theory content will be based on the following criteria:

- **Exams** – 50%
- **Assignments, module quizzes, and discussions** – 35%
- **Professionalism** – 10%
- **Research papers** – 5%

**Grading Scale** Grades for online classroom theory will be assigned as follows:

- **A** = 90 – 100
- **B** = 80 – 89
- **C** = 70 – 79
- **D** = 60 – 69
- **F** = 0 – 59



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These guidelines ensure students are prepared for both the technological and academic aspects of the program, while maintaining clear communication and evaluation standards.

## Lab/Clinical Requirements

The personal appearance of Surgical Technology students directly impacts the image presented to patients, staff, and others. The faculty at SWOSU strongly emphasizes the importance of maintaining a professional appearance that reflects positively on the Surgical Technology Program.

### **Arrival and Departure from Clinical Sites:**

- Students are required to wear the program-designated scrub outfit when arriving and leaving clinical sites. If the scrub outfit is unavailable (e.g., in the laundry), professional attire such as neat, clean clothes must be worn. Jeans, t-shirts, or shorts are not permitted.
- Each student will be issued a SWOSU Surgical Technology student identification tag, which must be always worn while at clinical sites. The cost of the ID tag is included in the first semester fees, but there is a \$5.00 replacement fee if lost.

### **Dress Code at Clinical Sites:**

- Upon arrival, students must wear proper operating room attire, including hospital laundered scrubs, shoe covers, caps, masks, and name tags. Safety glasses are always required when scrubbed in for surgery or when there is a potential risk of exposure to blood or body fluids. Scrub outfits for the clinical experience will be provided by the clinical site.
- Students are responsible for providing a comfortable, fluid-resistant pair of shoes to be worn exclusively in the hospital. Canvas or other fluid-permeable materials are not acceptable.
- When leaving the operating room, clinical sites may require scrub suits to be fully covered with a clean, buttoned knee-length lab coat displaying the student's name tag. Shoe covers must be removed when exiting the OR and replaced with clean ones upon re-entry.
- Students are expected to familiarize themselves with and adhere to the rules and regulations of each hospital, as well as the guidelines provided by their clinical instructor for specific circumstances.

### **Personal Grooming:**

- Use moderation with makeup, perfume, hair spray, and aftershave. Artificial eyelashes are prohibited while at clinical sites.
- Fingernails should be clean, well-manicured, and not extend past the fingertips. Nail polish and artificial nails are not allowed for infection control and safety reasons.

### **Hair Guidelines:**

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- All hair must be fully contained within scrub caps. Hair should be kept clean, neatly arranged, and present a professional appearance.
- Long hair (for both male and female students) should be styled in a bun, braid, or tied back in a ponytail.
- Decorative items such as ribbons, flowers, or similar accessories are not permitted during clinical rotations. However, combs or barrettes may be used to secure hair within the scrub cap.
- Male students with long hair or beards are required to wear special hoods while in the operating room (O.R.) area. These hoods will be provided, and students must adhere to the policies of the assigned hospital regarding hair coverage.
- Facial hair must also meet hospital requirements, and students must comply with the grooming policies of the clinical site they are assigned to.

**Jewelry and Personal Items:**

- No gum chewing is permitted in the clinical environment.
- All visible jewelry not covered by the scrub suit must be removed when scrubbing in.
- Jewelry that remains covered, such as certain navel piercings, may be left in place as long as it is concealed by the scrub suit.
- External facial piercings, including earrings and tongue piercings, must be removed during clinical rotations.
- Students are required to follow the jewelry policies of each clinical site they attend.

**Scrub Suit Policy:**

- Hospital-owned scrubs are to always remain on hospital premises. Any student found leaving the hospital with hospital-owned scrubs will face automatic dismissal from the program, as these scrubs are hospital property and should not be taken from the O.R. area.

These guidelines are in place to maintain a professional appearance and ensure compliance with hospital protocols, reinforcing both safety and professionalism within the clinical setting.

**Clinical Preparedness:**

- It is the responsibility of each student to contact their instructor ahead of time to obtain clinical assignments. Failure to do so may result in the student entering into a contractual agreement with the SWOSU Surgical Technology faculty.
- Students who are not adequately prepared for their clinical assignments will be sent home and marked as absent. Please refer to the policy on "Clinical Absences" regarding make-up requirements.
- Adequate preparation involves the student being able to describe in detail the assigned surgery, including:
  - Relevant anatomy

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- Steps of the procedure
- Instruments and sutures used
- Possible pathology
- Preparation resources include textbooks, physician preference cards, staff consultations, internet research, and other reputable sources.

### **Clinical Case Requirements**

SWOSU surgical technology program requires at least the following to be eligible to graduate.

1. The total number of cases the student must complete is 120.
  - a. General Surgery cases
    - i. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
  - b. Specialty cases
    - i. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
      1. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
        - a. A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
        - b. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
      2. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
    - ii. Optional surgical specialties
      1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. A
        - a. Diagnostic endoscopy cases must be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.
        - b. Vaginal delivery cases must be documented in the category of “Labor & Delivery” rather than in the OB/BYN specialty.
    - iii. Case experience in the Second Scrub Role is not mandatory.
    - iv. Observation cases must be documented, but do not count towards the 120 required cases.
    - v. Counted cases

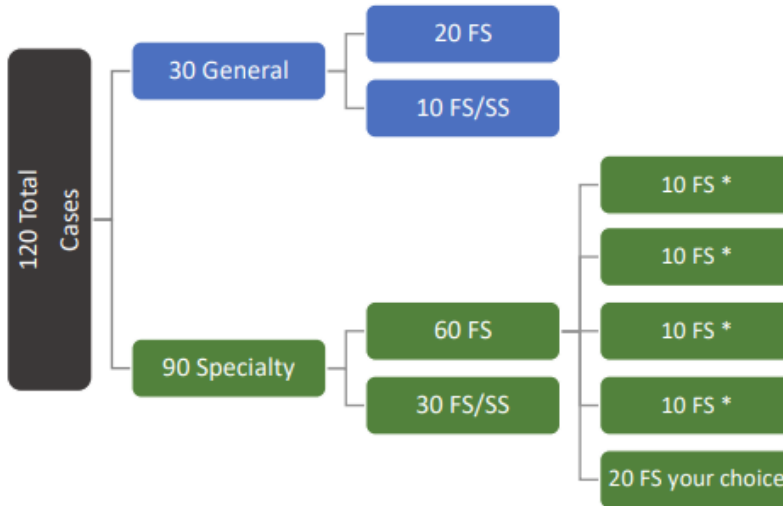
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1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to b. ii. 1. a. above.)
2. Examples of counting cases
  - a. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
  - b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.
  - c. Endoscopic cases that convert to an open case (e.g., Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (10 procedures – one case.
- vi. The surgical technology program is required to verify through the surgical rotation documentation (Surgical Counts) the students' progression in scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.
  1. While it is understood that no program can control surgical case volume or the availability of various surgical specialties, it is the responsibility of the program to provide students with a diversified surgical rotation experience. Below is a photo of the table provided by the ARC/STSA 7<sup>th</sup> Core Curriculum surgical case requirement.

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**Diagram A: Surgical Case Requirements**

*The numbers shown below reflect the minimum case requirements and surgical specialties.*



*\*See Case requirements section II.B.1.*

**First Scrub Role**

For a student surgical technologist to document a case as a "first scrub," the student must proficiently perform the following tasks during the surgical procedure. If all five criteria below are not met, the case cannot be counted as a first scrub role and must be recorded under the second scrub or observation role.

- **Verify supplies and equipment** needed for the surgical procedure.
- **Set up the sterile field** with instruments, supplies, equipment, medications, and solutions required for the procedure.
- **Perform counts** with the circulator prior to the procedure and again before the incision is closed.
- **Pass instruments and supplies** to sterile surgical team members during the procedure.
- **Maintain sterile technique** by identifying and correcting any recognized breaks in technique appropriately.

**Second Scrub Role**

The second scrub role is defined as a student who participates actively in the procedure but does not meet all the criteria for the first scrub role. Students in the second scrub role may complete tasks such as:

- Sponging

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

**Observation Role**

The observation role is defined as a student who is present in the operating room but does not fulfill the requirements for either the first or second scrub role. While observation cases must be documented by the program, they do not count toward the required case count for graduation.

**Clinical Progress and Additional Time**

If the clinical instructor or program coordinator determines that a student is not making adequate progress toward the required clinical case count for graduation, additional clinical time may be assigned. The student's personal commitments, including work obligations, will be taken into consideration when assigning this time.

Additional clinical time may include:

- Extra clinical days during the regular week (Monday-Thursday)
- Extended clinical hours beyond 1500 on regularly scheduled days
- Clinical shifts on Fridays
- Evening shifts during the regular week (Monday-Thursday)
- Weekend call shifts (Saturday, 0700 - 2300)

**Clinical Skills Check offs:**

Clinical skills check-offs will be conducted in two phases during the fall semester. The first phase will occur around the fifth week of the semester, and the second phase will take place around the tenth week. These check-offs serve as a significant part of the student evaluation for both the five-week and ten-week assessments.

Each phase is divided into subsets of skills, which must be completed as a group according to the lab guide. Students will have three attempts to successfully complete each set of clinical skills. If a student is unsuccessful in completing a set, the instructor will schedule additional attempts, with extra practice time required before the second or third attempts.

**Progression Through Checkoffs**

- A student may only advance to the next set of clinical skill checkoffs after successfully passing the previous set.
- If a student fails all three attempts for any set of skills, they will be advised to withdraw from the program or will receive a failing grade, as per program policy.

**Check-Off Documentation and Scheduling**

- Students are required to bring the necessary paperwork, provided at the beginning of the fall semester, to every clinical check-off session.

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- Failure to bring the required documentation will result in forfeiture of that scheduled check-off, counting as one of the three attempts.
- Rescheduling a missed check-off is at the discretion of the instructor.

**Student Performance and Behavior:**

Student performance and behavior are key factors in evaluating academic standing within the Surgical Technology program. Behavioral expectations include appropriate conduct during class, being well-prepared, punctuality, and regular attendance. Inappropriate interactions with instructors, classmates, clinical staff, or patients are also considered. Additionally, factors such as personal hygiene and erratic attendance may impact a student's academic standing in the program.

## SWOSU Surgical Technology Program: Readmission, Promotion, and Graduation Policies

**Readmission:**

If a student is admitted to the Surgical Technology program but is unable to complete it, they may seek readmission when it is feasible for them to continue, provided there are available openings. Readmission can be sought for the specific semester or session needed to fulfill program requirements. Prior to re-admittance, the student will be required to complete a review of clinical skills.

To be considered for readmission, the student must follow the readmission procedure, which includes submitting an SWOSU Surgical Technology application and submitting any additional information requested by the Surgical Technology Program Director. The decision for readmission will be made by the Surgical Technology Program staff and will depend on available class openings.

Applicants who have not completed a course within the Surgical Technology program in the past three calendar years must repeat the entire program. A student may be admitted and readmitted to the program a maximum of two times, and a course may only be repeated once. Any deviation from this policy will be at the discretion of the Surgical Technology Staff.

**Promotion:**

A grade of "C" or higher is required for all Surgical Technology and general education courses within the program. These courses include Human Anatomy, Human Physiology, Medical Terminology, Microbiology, Pharmacology for the Surgical Technologist, Introduction to Surgical Technology, Principles and Practices of Surgical Technology (lab and didactic), Surgical Procedures I (clinical and didactic), and Surgical Procedures II (clinical and didactic). Additionally, students must achieve an average of at least 70% on all major exams, including the final, in each Surgical Technology course to pass.

Students must successfully complete of ALHLT-1225-7117 Introduction to Surgical Technology to apply and be accepted into the Surgical Technology Program.

If a student receives a grade of "D," "F," or "I" in any required course, they will not be able to continue with the program until the deficiency is addressed. For a general education course, the student must retake the course and achieve at least a "C" to be eligible for readmission to the

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Surgical Technology Program. If the deficiency is in a Surgical Technology course, the student may reapply to the program for the semester in which that course is offered.

All general education and Surgical Technology courses must be completed in the sequence and semester outlined in the program brochure and handbook. Any deviations from this policy require a formal written request to the Surgical Technology Director, which will review and respond to the request.

**Dismissal:**

Behaviors that are deemed unsafe or unprofessional in clinical practice may lead to clinical failure and dismissal from the Surgical Technology program. These behaviors are outlined in the section titled "Unsatisfactory Clinical Behaviors" in this handbook. Students may be asked to withdraw from the program if they exhibit unsafe clinical behavior.

If a student's clinical performance results in clinical failure and subsequent dismissal from the program, the student may withdraw from the course in accordance with SWOSU policy. However, the dismissal will be documented in the student's record and will be considered if the student seeks readmission to the program.

**Dropping Classes:**

Any students wishing to drop any class should consult with their advisor prior to dropping.

**Probation/Contract**

Students may be placed on a "probation" period whenever the director/instructor identifies a significant problem that may prevent successful completion of the program. Surgical Technology Director will determine a time frame for evaluation and resolution of the problem. Instructors will be available for on-going counseling and guidance to help the student make the necessary improvements.

**PROBATION GUIDELINES**

- The probation period will be determined by administrative personnel.
- The student may be placed on probation when a course falls below 70% average or clinical grade average falls below the required 80% average.
- The student may be placed on probation if the attendance policy is not followed, and the minimum attendance requirements are not met.
- The student may be placed on probation when program or clinical policies and procedures are not followed. This includes failure to meet clinical objectives.
- Satisfactory improvement during the probation period must be evident or the student is subject to suspension from the program.

**Student Contract**

If at any time a faculty member feels that a student's clinical/theory work or behavior is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be signed by the student, the faculty member, and the program director.



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### **Suspension and/or Removal of Student**

Suspension is considered individually by the Surgical Technology Director. A student may be suspended from the surgical technology program due to any of the reasons stated in the SWOSU student handbook and for:

- unsatisfactory scholastic record
  - less than 70% on any course or 80% clinical level
- willful disobedience (insubordination) of a directive of any school official
- unprofessional conduct at clinicals
  - administering medications
  - negligence
  - unauthorized entry/access to a restricted physical space at the educational campus/lab or clinical site.
  - leaving a clinical assignment without properly advising appropriate personnel
  - violating the confidentiality of information and knowledge concerning the patient
  - conduct detrimental to the public's interest
  - discriminating in the rendering of surgical technologist services as it relates to human rights and dignity of the individuals
  - smoking at a clinical site that does not have a designated smoking area
  - Positive drug screen
    - In addition, a confirmed positive result on a reasonable suspicion drug screen may be subject to dismissal from the ST program.

Whenever an alleged violation of the Student Behavior and Personal Conduct Code is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. (see SWOSU school handbook for further clarification)

Students removed or dismissed for a violent offense directed towards an instructor shall not be allowed to return to the classroom without the instructor's prior approval.

#### **Graduation:**

To graduate from the AAS Surgical Technology program, students must successfully complete 64 credit hours and achieve a grade of "C" or higher in all required courses.

Students are also required to take the NBSTSA Certification Exam (CST) on the scheduled date set by the program. Failure to take the exam on this date will result in failing the ST Certification Review course, and consequently, the student will not graduate from the SWOSU Surgical Technology program. Graduation is held in May and all graduating students are required to attend.

## Attendance Policies

Responsibility for attending class rests upon the student.

#### **Class/Lab/Clinical Attendance**

Students are responsible for attending all classes, labs, and clinical sessions. Attendance is required for every scheduled class and lab/clinical session, and unavoidable absences do not excuse students from completing all course requirements.

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The Surgical Technology faculty believes that absences hinder a student's ability to meet course objectives. Each planned activity serves a specific educational purpose, and many experiences cannot be duplicated. As a result, students may be required to complete make-up work. Any missed lab/clinical must be made up within three weeks of the absence. It is the student's responsibility to contact the clinical coordinator to schedule the make-up time. Failure to make up absences may lead to the instructor recommending dismissal from the class.

Students who exceed 10% absences (for any reason) of scheduled clinical or lab experiences may be recommended for withdrawal from the course. Any exceptions to this policy will be decided at a Surgical Technology progression meeting with the Chair of Allied Health.

Regular attendance is also a factor in determining final grades. Consistent failure to attend class may result in a recommendation for dismissal.

It is the student's responsibility to arrange transportation to and from the assigned clinical facility.

Failure to complete assigned work in online courses is considered non-compliance with the attendance policy outlined above.

**Absences from Clinical:**

The clinical instructor must be notified directly by the student (not by a relative or friend) in the event of a clinical absence. This notification must be made to both the clinical instructor and, if applicable, the contact person at the clinical site.

Failure to follow this notification procedure will result in a formal contractual agreement between the student and the SWOSU Surgical Technology faculty. The contract will specify that any future violation of this policy will lead to dismissal from the program. Any exceptions to this policy will be at the discretion of the Surgical Technology faculty.

**Illness:**

Absences due to illness fall within the scope of the attendance and absence policies discussed previously. If a student is injured and/or hospitalized, he/she must present a written physician release to return to class and clinical. In the event a student has been exposed to a communicable disease, the student must notify his/her clinical instructor prior to patient contact.

**Tardy:**

A student is expected to be to lab and clinical on time. Tardiness may be accumulated and counted toward absences. This will also affect your professionalism grade. Tardiness will be subject to contract.

**Health & Emergency Care**

If a student is seriously injured during the clinical rotation, they will be taken to the emergency room of their current clinical rotation. The student will be held responsible for medical expenses resulting from treatment of illness or accidents, including injuries at school or in the clinical setting.

**Student Work Policy**

The decision to work while a surgical technology student rests with the student; however, it is recommended that the student plan his/her work schedule and outside activities after receiving class and clinical assignments. If it appears that outside work and activities are interfering with class and clinical performance the student will be asked by the faculty to reassess time priorities.

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The health and safety of patients, students, and faculty associated with the student's educational activities must be adequately safeguarded. All student activities associated with the curriculum, especially while completing clinical rotations, must be educational.

The students' opportunities for voluntary employment in their free time, to earn money towards their expenses. The clinical sites may offer such opportunities. According to CAAHEP's *Standards and Guidelines for an Accredited Educational Program in Surgical Technology*, the program is required to publish a student work policy that includes, at a minimum, the following:

- The clinical component of the program shall be educational.
- The student shall not be substituted for personnel during the clinical component of the program.
- Students will not be substituted for hired staff within the clinical institution as a surgical technologist.

**Incllement Weather:**

In the event of weather that interferes with school to the extent that SWOSU classes are cancelled, it will be announced. If college classes are cancelled, then clinical is considered canceled. Students must use their own judgment when deciding whether road conditions are safe for travel. Unless school has been canceled, students are required to attend clinicals. Absences due to weather conditions not requiring cancellation of classes fall within the scope of the attendance and absence policies discussed previously.

## Assignment Policy

**Late Paper/Weekly Assignments/Quizzes:** No late work will be accepted. Unless already prearranged a week before due date with ST faculty. This will be at the surgical technology faculty discretion.

**Lab/Clinical/Quiz Absences:** Written assignments may be assigned for any missed labs, clinical, or quizzes. These will be in addition to make-up of missed days. These assignments are due when designated by the instructor. Failure to complete these assignments will result in a failing clinical or lecture grade.

**Online Assignments:** Refer to the specific course instructions in the online Surgical Technology courses for specific assignment guidelines. The discussion and other assignments are to be used as a study guide to aid the student in their reading assignments. Failure to complete these assignments will result in a failing grade.

**Professionalism Grade:**

Students will be given a grade every week based on their professional conduct and communication skills. Student performance and behavior are considered in the evaluation of academic standing. The student's behavior includes such things as inappropriate behavior during class, lack of preparation, tardiness, and absenteeism. Inappropriate interaction with instructors, classmates, clinical site staff or patients. Personal hygiene and erratic attendance may be appropriately considered as factors bearing on student academic standing in the surgical technology program.

Students will be given a grade based on their professional conduct and communication skills. There is one hundred (100) points awarded to every ST student beginning of each class. Any infraction will take away points from the overall grade. Students must show respect and civility to instructors,

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fellow students, guests, and clinical staff. Any disruptive behavior will be addressed accordingly. Students who disrupt lab/clinical class may be asked to leave the lab/clinical and receive a zero for the day.

**Online:**

- Late or missing assignments.
- Lack of participation on discussion platform. If discussion instructions require reply to your fellow students, you must participate or forfeit 5 points towards your professionalism grade.
- Crude or disrespectful assignment responses.
- Failure to respond to instructor emails

**Lab/Clinical**

- Truant/Tardy. See instructor to complete make up tests or for Makeup Assignment. Assignments are due within 1 week; make up test must be done the next day back.
- Disruptive during class, lab, or clinical: (Unprofessional: doing homework, talking during lecture, cell phone or computer usage/text messaging, eating in class, sleeping, unkind or rude behavior, inappropriate/lewd comments, foul language (cursing), loss of control, shouting, inappropriate displays of anger, etc.)
- Late Assignment: (Only if approved for late submission prior to date due.)
- Not Prepared: texts/supplies/lab setups/pen/forms/case plan/sterile pack assembly
- Inconsiderate or Incomplete work: Area not cleaned up after lab/class or supplies not put away; failure to assemble instrument trays after use, failure to complete work as assigned in clinical.
- Unprofessional or Unsafe conduct: Out of uniform, no lab coat for clinical, shorts, open toes shoes, inappropriate length, or size, etc. Failure to follow policy, injury to self or patient.
- Unprofessional/Inappropriate communication with instructor or another student.

## Commitment & Preparedness

The Surgical Technology Program staff recognizes that by joining this program, you have embraced the goal of a career in surgical technology. We, as your instructors, are fully committed to facilitating your journey towards this goal. To gain the maximum benefit from your time here at SWOSU, we ask that you arrive prepared each day. This includes reading assigned materials, taking notes, committing to lab work, and completing all assignments. These practices are essential for your success in the program.

**Tips for Maintaining a Positive Relationship with Your Instructors:**

- **Be Punctual:** Arrive on time for labs and clinical sessions.
- **Embrace Feedback:** Accept constructive criticism as a valuable part of the learning process.
- **Show Commitment:** Demonstrate your seriousness and interest in your studies through hard work and dedication.

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- **Participate Actively:** Engage in class discussions and ensure all assignments and quizzes are completed.
- **Minimize Distractions:** Keep side conversations during lab and clinical sessions to a minimum to ensure everyone can hear and participate.
- **Seek Guidance:** If you have questions, comments, or concerns, make an appointment to meet with your advisor or instructors.
- **Ask for Help Early:** If you are struggling with content, exams, or clinical work, do not wait until the last minute to seek help. It is your responsibility to reach out to faculty for assistance.

By following these guidelines, you will foster a productive and respectful learning environment, helping you to succeed in your journey to becoming a surgical technologist.

## Insurance Policy

### **Liability Insurance:**

Professional liability insurance is provided for the surgical technology student by Southwestern Oklahoma State University. This insurance is in effect only while the student is in the clinical/laboratory area. The total liability limit per person is \$5,000,000.

## Academic Integrity

Academic integrity is vital to the development of genuine learning in the individual. It rests on two principles: First, that academic work is represented truthfully as to its source and its accuracy. Second, that academic result is obtained by fair and authorized means. A surgical technology student who is found to be dishonest in the performance of the online classroom, lab, and clinical assignments may receive a zero for all involved assignments, i.e., tests, papers, assignments, etc.

### **SWOSU Surgical Technology Students: Examples of Academic Misconduct**

#### **A. Cheating**

Cheating involves giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.

#### **Examples:**

- Copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination.
- Using books, notes, or other devices (e.g., calculators) when these are not authorized.
- Procuring tests or examinations without authorization before the scheduled exercise.
- Copying reports, laboratory work, computer programs, or files from other students.

#### **B. Fabrication and Falsification**

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Fabrication and falsification involve unauthorized alteration or invention of any information or citation in an academic exercise.

**Examples:**

- **Fabrication:** Inventing or counterfeiting data or research procedures to make it appear that the results of one process are the results of several processes.
- **Falsification:** False citation of the source of information, altering the record of or reporting false information about practicum or clinical experiences, altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise, or altering a returned examination paper and seeking regrading.

**C. Plagiarism**

Plagiarism is knowingly presenting the work of another as one's own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

**Examples:**

- Submitting as one's own the work of a research assistant, ghost writer, or commercial writing service.
- Directly quoting from a source without citation.
- Paraphrasing or summarizing another's work without acknowledging the source.
- Using facts, figures, graphs, charts, or information without acknowledgment of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to another, and which is not acknowledged as such.

**D. Facilitating Academic Misconduct**

Facilitating academic misconduct involves giving or attempting to help another commit an act of academic misconduct.

**Examples:**

- Allowing another to copy from one's paper during an examination or test.
- Distributing test questions or substantive information about the material to be tested before the scheduled exercise.
- Collaborating on academic work with the knowledge that the collaboration will not be reported.
- Taking an examination or test for another student or signing a false name on an academic exercise.

**E. Tampering with Materials, Grades, or Records**

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Tampering involves interfering with, altering, or attempting to alter college records, grades, or other documents without authorization from an appropriate college official for the purpose of changing, falsifying, or removing the original information found in such records.

**Examples:**

- Using a computer or false written document to change or affect the grade recorded for a student.
- Forging the signature of a college official on an enrollment add or drop card.
- Erasing records or information of a student.
- Unauthorized access of a college record by computer or through unauthorized entry into an office or file for the purpose of changing information in a university document.
- Obtaining information from a college file without proper authorization.

A surgical technology student who is found to be dishonest in the performance of classroom or clinical assignments will receive a score of zero if the involved assignment is graded (e.g., tests, papers, etc.). Dishonesty in pass/fail assignments will require that the experience be repeated, and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the surgical technology program. Refer to the Unsatisfactory Behaviors section for more details.

## Miscellaneous

### **Drug Testing:**

Chemical abuse is a national concern. Surgical Technology students are not an exception to the national problem of chemical abuse. It will be the policy of the Surgical Technology program to collect and to monitor serum, hair and urine samples when indicated, as the faculty has a legal and ethical obligation to protect the public. Permission for such testing will be obtained from the administration of the school. The cost of such testing will be the responsibility of the student. Non-negative screens will result in further action.

### **STUDENT 10 PANEL DRUG TEST**

Student or students testing non-negative on the 10-panel drug test will be dealt with on a case-by-case basis. All clinical facilities where our students are performing their clinical rotations will be notified about the outcomes of the drug test. Those facilities may choose not to allow student on a clinical rotation at their facility. If the Surgical Technology program is unable to place the student on clinical rotation due to a non-negative drug test, the student will be dismissed from the program. If there is sufficient time prior to the next clinical, the student will perform additional drug testing at the student's expense and on the student's own time. Additional tests will be performed at various times throughout the year. Additional testing is at the discretion of the Surgical Technology program Director and Clinical Instructor.

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- Students are required to undergo drug testing based on the requirements of their clinical facility.
- Drug testing will be conducted at an approved location. The fee for the drug screening is at the responsibility of the student.
- Drug testing will occur without prior notice to ensure the integrity of the process.

These policies are designed to ensure that students are well-prepared and meet the professional standards expected in clinical settings.

### **CPR Policy**

Students in SWOSU's Surgical Technology Program are required to be currently certified in CPR, preferably by the American Heart Association. CPR certification must be current through the entire program.

It is the student's responsibility to present for CPR class during fall semester ALHLT 1238 Foundations of ST Practice with Lab, to ensure that this certification is received and that it is current throughout the program.

The student must be able to show proof of certification. If a student is not certified, he/she will not be able to attend clinical and therefore will not progress to the next semester. Any deviation from this policy will be at the discretion of the surgical technology faculty.

### **Confidentiality Policy**

Due to the nature of the surgical technology courses, students are exposed to highly confidential patient information. This includes details such as patient names, diagnoses, progress, and status. At SWOSU, it is imperative that students maintain the confidentiality of all patient-related information. Violating this policy is taken very seriously and can result in dismissal from the program.

#### **Examples of Confidentiality Violations:**

- **Unauthorized Disclosure:** Sharing patient information with individuals not involved in their care or committing any other HIPAA violations, including taking pictures of patient records or the patient.
- **Inappropriate Discussions:** Discussing patient or family information with individuals not involved in the patient's care.
- **Social media:** Posting on social media sites can lead to breaches in confidentiality. This includes sharing written or verbal information that provides enough detail to identify the patient, posting videos or photos of the patient, or making negative comments about the patient, their family, or clinical experiences.

Comments made online by a surgical technology student about peers, instructors, clinical staff, or physicians, whether posted outside of the school or clinical setting, may be considered lateral violence. Lateral violence includes disruptive behaviors such as intimidation and bullying.

Maintaining confidentiality is crucial to uphold the trust and integrity of the healthcare environment. Please ensure you adhere strictly to these guidelines to avoid serious consequences.



## Student Grievance & Appeal Procedures

### Academic Grievances

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated unfairly.

### Non-Academic Grievances

A nonacademic grievance is a difference of opinion or dispute between a student and instructor, administrator, staff member, or another Southwestern Oklahoma State University student pertaining to the interpretation and/or application of the policies of the College and the Oklahoma Board of Regents. In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student governance issues, student activities, arbitrary and capricious management decisions or other concerns that students might present for redress.

Students who wish to file a program-related academic grievance should first discuss the matter with the instructor of the course within 7 working days of notification of the grade. (If the matter is related to a clinical course, the student should first discuss the matter with the clinical instructor and/or clinical coordinator). If the matter is not resolved by this/these discussion(s), the student should discuss the matter with the program director. The program director will attempt to resolve the grade conflict within 5 working days. If the student is not satisfied, the student should bring the complaint, in writing, to the dean of health sciences within 5 working days. The Dean of Health Sciences will review the case and notify the student of a decision within 5 working days. If the student is still not satisfied; the student may appeal in writing within 5 working days to the Executive Vice President/Provost. The Executive Vice President/Provost will investigate and notify the student in writing of the outcome of the appeal. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the University's formal procedures as outlined in the SWOSU Student Handbook. The entire informal procedure should take no longer than 30 working days.

Student grievances in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY ST Program will be taken seriously, treated with respect, and be in complete confidence.

The University provides a formal process through which students can appeal the application of certain University and program rules and regulations and the assignment of

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final grades. Refer to the institutional student handbook (located in the back of the University catalog) for information regarding the formal grade appeal process. The University catalog and student handbook may be accessed through the SWOSU home page at <http://www.swosu.edu>. In all cases, it is the intent of the University and the program to assure the fair and equitable treatment of students.

## **Substance Abuse Protocol**

The University enforces all state laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverage to persons under the age of 21.

The University's Alcohol Policy is available for review as part of the SWOSU Drug Free Workplace document available in Human Resources and on the office's website. It is also located on the Campus Police's website, in the Faculty Handbook, and in the Student Handbook.

SWOSU Campus Security enforces all state and federal laws concerning illegal drugs, and will apprehend anyone found in possession of, using, or selling drugs. Students may additionally be charged under any existing University student disciplinary code. (*SWOSU Student Handbook*)

SWOSU is a drug-free institution any student(s) who are involved in clinical activities at health care facilities must comply with substance abuse regulations of the facilities.

If the program coordinator or any Allied Health instructor detects signs of substance use in a student, such as behavior, appearance, demeanor, or the odor of alcohol or controlled substances, the following steps will be taken:

1. **Clinical Setting Dismissal:** If the student is in a clinical setting, they will be dismissed immediately and will not be allowed to drive themselves from the site. The program coordinator will determine when the student may return to the clinical setting.
2. **Substance Screening:** The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or program coordinator. A faculty member will accompany the student to a medical laboratory for the screening. The program will cover the initial cost of the tests, but the student must reimburse these expenses. The student agrees that there is no physician-patient privilege in obtaining the screen, and SWOSU is entitled to the results. The student will be informed of the test results and any further actions. They also have the right to obtain a second screen at their own expense. Refusal to submit to a drug screen may result in dismissal from the program.
3. **Positive Results:** If the test results are positive, the student must undergo a mandatory assessment by a drug and alcohol counselor at their own expense. A copy of the counselor's written assessment will be added to the student's file, and the program coordinator will be notified. The student must sign a release of information form for the program coordinator. Refusal to sign this form will result in dismissal from the program. The counselor will provide ongoing reports to the program coordinator as needed.
4. **Mandatory Treatment:** If indicated by the counselor, mandatory treatment will be required, which may involve either outpatient follow-up or inpatient admission.

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5. **Probationary Status:** The student will be allowed to continue in the allied health program on a probationary status. Any recurrence of substance use will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.
6. **Reporting to Licensing Board:** If the student holds a license to practice nursing (e.g., second-year student, LPN), they will be reported to the Oklahoma State Board of Nursing after one occurrence.

These measures are in place to ensure the safety and integrity of the clinical environment and the well-being of all patients and staff.

### **Title IX & Sexual Misconduct**

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Southwestern Oklahoma State University does not tolerate sex discrimination of any kind including sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual's ability to benefit from or participate in the College's educational programs or activities.

For more information about Title IX, go to: <https://bulldog.swosu.edu/student-services/dean-students/title-ix.php>

SWOSU does not discriminate against any student based on pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing accommodation can seek assistance from the Dean of Students office in Stafford 214 or by calling 580-774-3767.

If it is determined that the incident is not within the scope of Title IX, the alleged misconduct shall be referred to the appropriate conduct process. (SWOSU Student Handbook, Student Code of Conduct)

## Unsatisfactory Behaviors

### **1. Absence - Class/Clinical**

- **Clinical Absence:** May constitute a failure. Excessive classroom absenteeism and lack of safe knowledge can lead to denial of clinical practice.
- **No Call/No Show:** Considered unprofessional and will result in a contract and deduction of professionalism grade.
- **Pre/Post Conference:** Habitual failure to attend.
- **Tardiness:** Students must notify the instructor regarding absences or tardiness as per the surgical technology handbook.
- **Morning Report:** Habitual failure to attend.

### **2. Preparation**

- **Incomplete or Late Assignments:** Failure to complete or submit assignments on time.
- **Lab/Clinical Preparation:** Failure to prepare for lab or clinical experiences.

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- **Clinical Assignments:** Failure to hand in clinical assignments on time.
- **Quality of Work:** Consistently poor quality of classroom or written assignments.

### 3. Inappropriate Behaviors

- **Dishonesty:**
  - Avoiding assigned cases.
  - Behavior aimed at threatening or intimidating patients, clinical staff, or instructors.
- **Lateral Violence:**
  - Lack of respect, inappropriate comments about healthcare workers, instructors, peers, and patients/families.
  - Inappropriate verbal/nonverbal behaviors (e.g., facial expressions, eye-rolling, disrespectful tone, bullying, inappropriate laughter).
- **Professional Appearance:**
  - Not in full scrub outfit.
  - Posture indicating rejection of the patient.
- **Behavior:**
  - Inappropriate touch.
  - Tuning out patient/team members.
  - Being preoccupied during surgical cases.
  - Not following instructor directions.
  - Failing to establish and maintain workable interpersonal relationships with clients, faculty, and clinical staff.
  - Engaging in inappropriate conversations not related to clinical practice.
  - Working under the influence of drugs or alcohol.
  - Failing to meet clinical agency requirements or policies, which may result in dismissal from the program.
  - Conduct leading to a clinical agency refusing to allow the student to do clinical rotation there.

### 4. Inadequate Patient Care

- **Procedure Check:** Not checking with the instructor regarding a procedure, being late in scrubbing in or helping open for surgery.
- **Knowledge:** Lack of sufficient knowledge of a surgery or procedure, failure to check or label medication appropriately.
- **Safety:** Failure to safely perform a procedure.

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- **Honesty:** Dishonesty in admitting errors in carrying out any part of surgical technology care, unable to give rationale for actions.
- **Patient Condition:** Not recognizing the implications of changes in the patient's condition, unable to competently perform basic concepts of aseptic technique.

#### 5. Breach of Confidentiality

- **Unauthorized Disclosure:** Sharing information from patient records with persons not involved in their care or committing any other HIPAA violations, including taking pictures of patient records or the patient.
- **Inappropriate Discussions:** Discussing patient or family information with persons not involved in the patient's care.
- **Social media:** Posting on social media sites can lead to breaches in confidentiality. This includes sharing written or verbal information that provides enough detail to identify the patient, posting videos or photos of the patient, or making negative comments about the patient, their family, or clinical experiences. Comments made online about peers, instructors, clinical staff, or physicians, even if posted outside of the school or clinical setting, may be considered lateral violence, which includes disruptive behaviors such as intimidation and bullying.

#### Clinical Failures

Clinical failures will be based on the interpretation of patterns of behavior and/or the seriousness of behavior at the instructor's discretion. Identified student clinical behaviors could result in immediate clinical failure and consequent dismissal from the surgical technology program. The surgical technology faculty can require the student to withdraw if any of these behaviors are identified and documented.

#### National Criminal Background Checks

Background checks on each student are required by clinical sites to protect patients and the public. Schools reserve the right to repeat background checks if needed. The background checks, dissemination of self-disclosure information, background check results and conviction records, whether in or outside the State of Oklahoma, may be provided to the clinical sites during the completion of the academic program.

Criminal background checks are required for students entering the Surgical Technology Program. The program requires clinical rotations in a healthcare facility. Students with felony, sex offender, or violent offender conviction are prohibited from training in health care facilities if the conviction is reflected on their OSBI or other agency background check. This policy is based on a standard of the Joint Commission (TJC), which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibit successful completion of clinical courses and therefore prohibits program progression, since the classroom and clinical courses must be successfully completed in the same semester.

#### Exclusionary Criteria for Clinical Placement

Misdemeanor/Felony crimes against persons:

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- Murder in the first-degree
- International second-degree murder
- Capital murder
- Domestic battery
- Murder in the first-degree
- Aggravated kidnapping
- Murder in the first degree; Conspiracy
- Murder in the second degree (reckless)
- Murder in the first degree; Solicitation
- Voluntary manslaughter
- Kidnapping
- Aggravated robbery
- Aggravated battery on LEO-intentional, great bodily harm
- Injury to a pregnant woman in the commission of a felony
- Aggravated battery – intentional, great bodily harm
- Injury to a pregnant woman in commission, battery or sexual battery
- Involuntary manslaughter
- Robbery
- Aggravated battery – reckless, great bodily harm
- Aggravated assault on law enforcement officer
- Mistreatment of a dependent adult – physical
- Aggravated assault
- Aggravated interference with parental custody
- Blackmail
- Battery against a correctional officer
- Battery against a youth center officer
- Battery against a juvenile detention officer
- Battery against a city/county correctional officer/employee
- Aggravated battery – intentional, bodily harm
- Aggravated battery – intentional, physical contact
- Stalking when the offender has a previous conviction within 7 years for stalking the same victim
- Aggravated battery – reckless, bodily harm
- Assisting suicide
- Criminal threat
- Stalking in all other cases
- Interference with parental custody in all other case

## STUDENT ORGANIZATIONS

### Health Occupations Students of America (HOSA)

HOSA is a national vocational organization for secondary and postsecondary students enrolled in Health Occupations Education. Activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills. HOSA members have the

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opportunity to share experiences that will build confidence in their own ability and develop skills that will lead to successful employment in the field of health.

### ASSOCIATION OF SURGICAL TECHNOLOGIST

Students **are required** to become members of the national organization of Association of Surgical Technologists (AST). The student will be enrolled during the program. Staying a member of AST once a student graduates will provide a discounted rate for renewal of the CST certification that is due every two years. Membership in AST will allow the student to attend Oklahoma State Assembly of the Surgical Technologist spring conference.

<https://oksaoftheast.wixsite.com/members>.

## SWOSU Surgical Technology Students: Technical Standards Duties Acknowledgment

A surgical technologist is a healthcare professional whose primary responsibilities include maintaining the sterile field, understanding the procedure being performed, anticipating the needs of the surgeon, maintaining a current knowledge base, ensuring quality patient care during the operative procedure, and maintaining constant vigilance regarding aseptic technique adherence by all members of the surgical team. They handle instruments, supplies, and equipment necessary before, during, and after the surgical procedure. Additionally, the technologist must always be aware of the patient's condition and needs.

### Special Qualifications

In addition to meeting minimum requirements for reading, language, and math skills, the student must, unassisted:

1. **Comprehension and Judgment:** Demonstrate the ability to comprehend and interpret written material and make appropriate judgment decisions.
2. **Instruction Adherence:** Follow written and oral/verbal instructions. Possess short- and long-term memory sufficient to perform tasks such as mentally tracking surgical supplies and performing anticipation skills during operations.
3. **Information Synthesis:** Synthesize information from written material and apply the knowledge to various situations.
4. **Coping Skills:** Demonstrate the use of positive coping skills during interactions with patients, staff, and faculty.

### Psychomotor Qualifications

1. **Vision:** Normal or corrected vision. Demonstrate sufficient visual ability to load a fine (10-0, smaller than a human hair) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to function in the sterile surgical environment.
2. **Hearing:** Normal, corrected, or aid-able hearing. Hear and understand muffled communication without visualizing the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.

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3. **Smell:** Able to detect odors sufficient to maintain environmental safety and patient needs.
4. **Touch:** Normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

**Physical Qualifications**

1. **Endurance:** Able to stand, bend, stoop, and/or sit for long periods in one location with minimal/no breaks.
2. **Strength:** Able to lift a minimum of 20 pounds.
3. **Stamina:** Able to refrain from nourishment or restroom breaks for up to 6 hours.
4. **Mobility:** Able to move around without assistive devices.
5. **Patient Handling:** Able to assist with and/or lift, move, position, and manipulate an unconscious patient with or without assistive devices. Successfully complete a CPR certification course.
6. **Skin Condition:** Condition of skin must permit daily, frequent surgical hand scrubs.

**Communication Qualifications**

1. **Interpersonal Skills:** Ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during interactions with patients, staff, and faculty.
2. **Emergency Response:** Demonstrate calm and effective responses, especially in emergency situations.
3. **Writing Skills:** Knowledge of basic written grammar and spelling skills.
4. **Language Proficiency:** Ability to communicate and understand fluent English both verbally and in writing.

(A signed copy of this document is in each accepted Surgical Technology student's file.)

## Blood Borne Pathogens

**Exposure Control Procedure**

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred. The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred. The information shall be reduced to writing by the student and maintained in the first aid incident report file with the instructor. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student.

**Post-exposure Evaluation & Follow-up**



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An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs). Whenever a student has an exposure incident in the performance of his/her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student. Students will follow hospital policy on exposure, post-exposure, and follow-up requirements. All costs associated with the post-exposure evaluation are the responsibility of the student.

### **Non-Discrimination and Harassment Statement**

SWOSU's policy is in compliance with federal regulations. SWOSU does not discriminate against any individual on the basis of race, color, creed, religion, alienage or national origin, citizenship status, age, sex, gender identity, disability, sexual orientation, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law in any of its policies, practices, or procedures. This policy includes, but is not limited to, admissions, employment, financial services, residential life, educational programs, and other activities the university operates. SWOSU demonstrates a zero-tolerance environment related to any kind of discrimination or harassment. (From SWOSU Handbook)

### **Americans with Disabilities Act Amendment Act (ADAAA)/Section 504**

The American with Disabilities Act Amendment Act (ADAAA) requires the provision of "reasonable accommodations" to those qualified individuals with disabilities by providing equal, nondiscriminatory program access in the academic setting. Students are responsible for providing current documentation from a qualified professional to support their request for accommodations.

The ADAAA Officer (SWOSU Dean of Students) assists students in supplying required documentation so that SWOSU can make reasonable accommodations. Students must take the verifying documentation, provided by a qualified professional, to the Dean of Students. A full list of services to students with disabilities may be found on the DOS website.

The student should meet with each instructor after the first-class period or during the instructor's office hours within the first week of class and discuss the specific accommodation options that have been recommended and how they will be adopted in class. Accommodations cannot be retroactive and begin only after verifying documentation from a qualified professional is received and reasonable time for accommodation development has been allowed.

If a student with a disability believes that faculty members have not provided the appropriate accommodations, he or she may file a grievance with the Dean of Students. If a student does not believe their accommodation request has been fulfilled in a reasonable manner by the Dean of Students, the student may file an appeal with the Vice President for Student Affairs.

Any student attending SWOSU who has a physical or developmental impairment may make an application for vocational rehabilitation services. (from SWOSU Handbook)

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Health Information Checklist

Students entering Surgical Technology Program at SWOSU must submit evidence of good health, a background check and a 10-panel urine drug screen with additional urine alcohol. Be aware of your timeframes so that you get all requirements completed on time. Keep up with your healthcare paperwork.

Please use this form as a tool to stay on track with your healthcare information required for clinical rotation attendance.

You must submit the following to the Program Director for clinical rotation documentation.

You must submit health information showing vaccination or you must have current titer results.

- A. TB Skin Test (2-step)   
(2<sup>nd</sup> part to be 1-3 weeks after initial TB skin test is placed)
- B. Chest X-ray (if TB skin test positive)
- C. (MMR) Rubeola, Mumps, Rubella
- D. Varicella Zoster
- E. Tetanus/Diphtheria/Pertussis (Tdap) Booster (Must be within 10 years)
- F. Hepatitis B Series   
(Series of 3 immunizations over several months)
- G. Background Check and 10-panel Urine drug screen with urine alcohol   
(*You will be provided with documentation needed to complete this requirement along with the timeframe in which the CBC and DS is to be processed.*)
- H. Seasonal Influenza Immunization (*Becomes available in August or September; Documentation must be submitted by September 24th*)
- I. Covid Vaccination-if required currently

## Release Forms

I acknowledge that during my participation in the Surgical Technology Program, I may encounter certain risks and dangers to my physical, psychological, and/or emotional well-being, including but not limited to accidents and illnesses.

I understand that these risks are inherent to the program and fully acknowledge my awareness of them. These risks may include, but are not limited to, exposure to patients with infectious diseases such as AIDS, herpes, hepatitis, or other conditions.

In consideration of, and as partial payment for, the right to participate in the Surgical Technology Program, I hereby assume all the risks. I agree to hold Southwestern Oklahoma State University (SWOSU) and affiliated clinical institutions harmless from all liabilities, actions, causes of action, debts, claims, and demands of any kind and nature that I now have or may arise in connection with this course. This agreement serves as a release and assumption of risk and is binding upon my heirs, executors, administrators, and all members of my family, including any minors.

**Student initials** \_\_\_\_\_

## Acknowledgement of SWOSU ST Program Drug & Alcohol-Free

I, \_\_\_\_\_, agree to undergo a drug screen and blood alcohol level upon request and, if needed, a comprehensive substance use/abuse evaluation by a mental health professional selected from the approved list of accredited agencies provided by the Program Supervisor. I understand that the payment for the drug screening, evaluation, treatment and follow-up care will be my responsibility. If treatment is recommended, I must complete the individualized plan determined by the evaluator. Written evidence of my treatment program, ability to return to the health program (evidence exhibiting positive student behaviors), and my follow-up care plan will be submitted to the Program Supervisor. I further understand that random drug screens may be a part of my treatment and follow-up program.

Date: \_\_\_\_\_

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Student Print/Signature

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Program Supervisor/Faculty signature:

## Confidentiality Acknowledgement

I have read and understand the contents of the Confidentiality Statement in the Surgical Technologist Student Handbook and accept my responsibilities as a student in the health care setting.

Student Printed name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Handbook Acknowledgement

As a Surgical Technology student, I accept the responsibility to abide by all policies as outlined in the SWOSU Surgical Technology Student Handbook the SWOSU Student Handbook.

Student Printed name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_