



Associate of Applied Science Surgical Technology

Student Handbook

2023

Program Location:

**8731 South Frontage Road
Mayhew, MS 39753**

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law.

Compliance Contacts Statement

The following offices have been designated to handle inquiries regarding the non-discrimination policies:

Office of the District Director of Human Resources, Payroll and EEOC/OCR
1512 Kemper Street
Scooba, Mississippi 39358
662.476.5274

Office of the Dean of Students
District Disability Services Coordinator
8731 South Frontage Road
Mayhew, MS 39753
662.243.1979

Office of the Vice President
Title IX Coordinator
8731 South Frontage Road
Mayhew, MS 39753
662.243.1900

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Welcome to East Mississippi Community College. East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.

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

Commission on Accreditation of Allied Health Education Programs

www.caahep.org
9355 113th St N, #7709
Seminole, FL 33775
727-210-2350

The purpose of the program is to prepare men and women for the role of an entry-level surgical technologist and a valuable member of the health care team in providing care for individuals, families, and communities.

As your faculty, we are here to help you meet your goal. If we can be of any assistance to you, please do not hesitate to let us know. We have prepared this handbook to help you along your journey. In it, you will find the surgical technology curriculum, policies and guidelines that are specific to this program only. Please refer to the EMCC student handbook for general college policies.

Again, welcome to EMCC. Please familiarize yourself with this handbook as well as the college catalog/handbook as you are held responsible for its contents.

Sincerely,

Surgical Technology Faculty

PROGRAM DESCRIPTION

Surgical technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists, certified registered nurses' anesthetists, registered nurses, and other personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery.

THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE

East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.

VALUES

1. Leadership built on respect for self and others and demonstrated in our local communities
2. Excellence in education, service and lifelong learning
3. Access to instructional opportunities on campus and online
4. Freedom in teaching and learning within a supportive, communicative, diverse, and caring environment

EXPECTATIONS OF THE COLLEGE

Students at East Mississippi Community College who have specialized in an academic area and who have received an associate degree should be prepared to meet the requirements for continuing academic work. Similarly, those students who graduate with an associate of arts degree or are certified in technical or career training areas should be prepared to succeed in employment opportunities in their field of preparation.

Any person reached by the College through participation in instructional, cultural, or workforce services should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs and challenges of the region, the nation, and the world.

DISTANCE LEARNING MISSION STATEMENT

East Mississippi Community College seeks to provide distance-learning opportunities for its district's constituents who are unable, for a variety of reasons, to attend classes on one of the College's campuses. The distance learning opportunities meet all quality standards set forth for traditional on campus classes to carry out the mission of the College.

SURGICAL TECHNOLOGY MISSION STATEMENT

The faculty of the Department of Surgical Technology upholds the mission and values of East Mississippi Community College by supporting the educational and lifelong learning needs of our students and community. The SUT faculty is dedicated to preparing students to become entry-level surgical technologists in the cognitive, psychomotor and affective domains in every aspect of surgical technology.

SURGICAL TECHNOLOGY PHILOSOPHY

The East Mississippi Community College Surgical Tech Program philosophy is to provide a learning environment that is conducive to reaching the needs and goals of each student with entry-level skills as a surgical technologist. Whether it be comprehensive, professional development, the importance of teamwork along with integrity, dignity, respect and a surgical conscience, all are key components to the profession of Surgical Technology. We believe that one must know the value of education, knowledge and skills obtained to become successful as an entry-level surgical technologist.

PROGRAM GOALS

The goal of this program is to provide students with opportunity to develop the skills and knowledge necessary to gain employment as surgical technologist and becoming contributing members of the healthcare team. This will be accomplished by preparing competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, and meeting CAAHEP Standards and Guidelines for accreditation of Educational Programs in Surgical Technology.

SURGICAL TECHNOLOGY PROGRAM LEARNING OBJECTIVES

Upon program completion, the Surgical Technology student will be able to:

1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology

2. to their role as a Surgical Technologist.
3. Demonstrate a safe and professional level of practice of practice and knowledge in their role as a Surgical Technologist.
4. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience.
5. Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
6. Implement safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
7. Integrate principles of surgical asepsis as part of the perioperative experience.
8. Accurately apply knowledge and skills of a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
9. Perform proficiently and competently as an entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
10. Value the professional attributes of Surgical Technologist.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM OF STUDY FOR SURGICAL TECHNOLOGY

*All SUT courses must be taken in sequential order as listed below.

General Education Core Requirements may be spaced out over the entire length of the program so that students complete some academic and SUT courses each semester or primarily within the last semester.

FIRST SEMESTER

SUT 1113 Fundamentals of Surgical Technology	3 Semester Hours
SUT 1217 Principles of Surgical Technique	7 Semester Hours
SUT 1413 Surgical Microbiology	3 Semester Hours
SUT 1223 Medical Terminology for Surgical Technologists.....	3 Semester Hours
16 Semester Hours	

SECOND SEMESTER (SUMMER SESSION)

SUT 1614 Basic and Related Surgical Procedures	4 Semester Hours
SUT 1624 Specialized Surgical Procedures	4 Semester Hours
SUT 1714 Clinical I.....	4 Semester Hours
12 Semester Hours	

THIRD SEMESTER

SUT 1634 Advanced Surgical Procedures	4 Semester Hours
SUT 1724 Clinical II.....	4 Semester Hours
SUT 1735 Clinical III.....	5 Semester Hours
SUT 1704 Certification and Role Transition	4 Semester Hours
17 Semester Hours	

*Please Note there is not an option for a certificate at this point. Students must complete the 23 hours of the academics courses listed below to receive the Associate of Applied Science degree.

*General Education Core Requirements may be spaced out over the entire length of the program so that students complete some academic and SUT courses each semester.

BIO 2514 Anatomy & Physiology I	4 Semester Hours
BIO 2524 Anatomy & Physiology II	4 Semester Hours
Humanities/Fine Arts elective.....	3 Semester Hours
PSY 1513 Psychology or Sociology.....	3 Semester Hours
MAT 1313 College Algebra	3 Semester Hours
ENG 1113 English Composition I	3 Semester Hours
SPT 1113 Public Speaking	3 Semester Hours

23 Total Hours of General Education Courses

The Associate of Applied Science degree for Surgical Technology is a 68-hour program. The program consists of a minimum of 23 hours of general academic classes and 45 hours of ST classes. Students must take all SUT classes in sequential order.

REQUIRED DOCUMENTATION

1. Proof of vaccination for Hepatitis B or a waiver signed by students who choose not to protect themselves with the vaccination series. Please note that some facilities will not allow the waiver.
2. A negative two step TB skin Test or proof of a previous two- step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine which test is necessary. This is a yearly requirement. A copy of the results of the test must be submitted to the Allied Health Administrative Assistant annually.
3. Proof of Tetanus vaccination within the last 5 years.
4. Current CPR card. The CPR card has to be an American Heart Association Health Care provider or "C" (cannot expire before the end of the program). If you need CPR, you may call Amy Thorn (662)-242-2506 for class times. You may also contact your local hospital to see if classes are scheduled.
5. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case-by-case basis prior to final acceptance into the SUT program. Cost of the drug screen is the responsibility of the applicant.
6. Proof of current flu vaccination or sign a waiver and agree to wear a facemask from October thru March while in the clinical setting will be due by October 1st of each year.
7. COVID - EMCC's third-party clinical affiliates may have different requirements than the College as it relates to the COVID-19 vaccine. Third-party health science affiliates who partner with the College (e.g., hospitals, long-term care facilities, and other healthcare providers) may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum. Healthcare facilities sometimes allow certain medical and religious exemptions to COVID-19 vaccination mandates. To apply for such an exemption the student will be required to follow each clinical affiliate's COVID-19 protocol. The college has no control over policies mandated by these clinical affiliates.

INFECTION CONTROL AND EXPOSURE

Allied Health students and faculty should be particularly aware of the potential exposure from infectious agents in the health care environment. Clients with transmissible disease may not be readily identified. Therefore, it is imperative for health care providers to treat all clients at all times as though they were a potential source of infection. This is called "Standard Precautions" by the Center for Disease Control (CDC). All students will receive information regarding infection control during orientation. Rigorous adherence to these guidelines will be required of all students and faculty. Failure to follow standard precautions will result in disciplinary action ranging from written counseling to removal from the program, depending on severity of the breach.

An exposure is considered one in which a person comes into contact with a communicable disease that could potentially lead to acquiring the disease. Examples of exposure include:

1. A puncture wound from a source contaminated with blood or body fluids.
2. Direct contact of non-intact skin with blood or body fluids.
3. Mucous membrane contact of blood or body fluids.

In the event of exposure to a blood, borne pathogen in the clinical setting the faculty member and student should follow the agency's exposure policy. The faculty/student will:

1. Notify the appropriate agency representative
 - a. Initiate immediate treatment by:
 - Cleansing the wound/skin area with soap and water.
 - Flushing mucous membranes with tap water or saline.
2. Notify the Director of Surgical Technology

Additionally, students must promptly report to the faculty of the SUT program any signs or symptoms of a communicable illness. Students will be referred to their private physician for evaluation and may be excluded from client contact based on recommendation of physician and facility policy. Student must have written permission from their health care provider to return to school/clinical.

The faculty member is responsible for documenting the information and notifying the Program Director. The program policy regarding absences due to illness will be adhered to. Students must be mindful that health and safety are vital components and must be maintained throughout the course of the program. Due to the risk of exposure as a surgical technologist, it is imperative that one becomes familiar with universal/standard precautions and the proper use of PPE (Personal Protective Equipment).

SHARP SAFETY IN A CLINICAL SETTING

The following policy should be followed in all cases of safety issues, such as but are not limited to sharps injuries and any related sharp incidents. (needles, blades, sutures etc.) Because Surgical Technology is a progressive program, mishandling of sharps will not be tolerated.

1. Discuss the incident with faculty, staff member, and/or personnel involved. The student will be given a verbal warning and individual remediation.
2. If the student continues to have sharp injuries/incidents, the student will receive a writeup, clinical remediation in class and meet with the Dean of Allied Health.
3. If student fails to resolve issues concerning sharp safety, the student will be recommended for dismissal from the program by the Director of the program and to the Dean of Allied Health. Students must remain in class while the process is being evaluated.

COMPROMISED IMMUNE SYSTEM

Health care workers are at high risk for exposure to Hepatitis B and other contagious diseases. The immunizations suggested by the department may reduce the risk but does not completely eliminate the risk. Additionally, students with impaired or deficient immune systems may be at higher risk for contracting serious illness. Students with impaired immune systems must have written permission from their personal physician before beginning a clinical rotation. This policy is designed to protect the student from undue exposure to communicable diseases. It is the responsibility of the Students covered under this policy to notify faculty of any changes in their health status. All course and clinical objectives must be met in order to progress in the program.

PREGNANT STUDENTS

Pregnant students may be required to submit a written statement from their obstetrician giving permission for classroom attendance, laboratory work, or before beginning each clinical rotation. Absences during pregnancy will be considered the same as any other absence under the Department of Associate of Applied Science in Surgical technology attendance policy. All course and clinical objectives must be met in order to progress in the program. Pregnant students are responsible for notifying the faculty of any change in their condition that will affect their ability to attend class, laboratory work or clinical work. Within the clinical setting, there will be duties that may require students to be exposed to radiation by way of X-ray use. It is the responsibility of the student to wear the proper PPE if student in this type of case scenario such as lead aprons that is provided by the facility.

CRIMINAL BACKGROUND RECORD CHECK

Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility. Each student pending admission must receive a "clear" criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, , (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason, they will not be eligible to enter or continue in the program.

EMCC will fingerprint each provisional student and submit those prints to the Mississippi State Department of Health (MSDH). The MSDH will send the fingerprints to the MS Criminal Information Center (Department of Public Safety) and from there, the prints will be sent to the FBI for a national criminal history record check. If the report is returned "no disqualifying event", the student will be issued a notarized clearance letter from the Director of Surgical Technology that is good for two years, as long as the student is continuously enrolled. Letters issued by the SUT Director can be used for school purposes only.

If the report is returned as "may have a disqualifying event", the student is required to bring the RAP sheet and any supporting documentation to the SUT Director for a decision. If unsatisfied with the Director's decision, the student has the opportunity to request the Clinical Review Committee to review any supporting documentation regarding the charge(s). The decision of the committee is final with no opportunity for

appeal. Appeals to the committee must be made in writing to the Director within 48 hours. The committee will take the following into consideration: the type and seriousness of the event, extenuating circumstances surrounding the event, the age at which the event occurred, if the event was isolated, or repetitive, length of time since the event, and accuracy of information provided by the student. The decision of the committee is final with no further opportunity for appeal.

If the background check reveals a disqualifying event as outlined in State Code 43-11-13, Mississippi Code Annotated the student will be dismissed from the program with no opportunity for appeal.

DRUG SCREEN POLICY

A drug screen performed at a time and location designated by the school is required prior to admission. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the SUT program. Cost of the drug screen is the responsibility of the applicant.

Admission will be withdrawn for students with positive drug screens and no documented medical reason for those drugs. Students may be required to have random drug screens at any point during their enrollment in the Surgical Technology program. Drug screens for probable cause (reasonable suspicion) may be conducted. The student will be notified in writing when they are selected for a random drug screen, or screening for cause. When notified, the student must have the screen within 24 hours. If the drug screen results are positive, the student will be required to provide evidence from their physician of the reason for the positive result. Failure to provide appropriate documentation or failure to have the lab work done within 24 hours will result in dismissal from the program. The cost of all drug screens will be the responsibility of the student.

CARDIOPULMONARY RESUSCITATION (CPR)

Health Care Provider "C" CPR certification must remain current while enrolled in the program.

HEALTH INSURANCE

All students are encouraged to maintain an acceptable health insurance policy since students are responsible for their own health care costs. Neither East Mississippi Community College nor the clinical agencies assume any responsibility for student health care expenses. While clinical facilities will provide emergency care for SUT students when necessary, students are responsible for payment of care provided and any transportation required.

LIABILITY INSURANCE

All students enrolled in the EMCC nursing program will be covered under professional liability insurance. Insurance will be purchased by the school with student fees, which will be paid during registration. Each student will be covered in the amount of \$1,000,000 limit each claim and \$5,000,000 limit aggregate.

CONFIDENTIALITY

All students must adhere to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") in classroom, practice laboratory, and clinical placements. Information obtained by the student through their activities and experiences in the SUT classroom, practice laboratory, or clinical situations related to patients, personnel, peers, and facilitates shall be considered confidential and should not be recorded in any way. Such matters may be discussed for learning in SUT conferences and classes only. No photographs of classroom or practice laboratory may be uploaded to any public or social network site. Papers related to clinical/laboratory experiences shall not identify any person by name, other than the student and instructor. Students in violation of this policy are subject to dismissal from the Associate degree program.

APPROPRIATE USE OF TECHNOLOGY

The use of any personal computational, video, audio, or communications devices in the classroom, laboratory, or clinical setting is subject to the approval of the course instructor. This includes (but is not limited to) smartwatches, calculators, cameras, computers, text messengers, pagers, cell phones, and personal digital assistants. Any use of such devices without explicit instructor approval is NOT permitted. Any student found to be in possession of an unauthorized electronic device during class, lab, or

clinical time will be asked to leave the setting. Cell phones are explicitly prohibited in the clinical area. Students should not bring a cell phone or smartwatches into any clinical area. Missed time will be deducted from the student and any graded assignments during the time missed will receive a grade of zero.

During simulation time, audio video recording of student performance of SUT skills may be required. Any audio and/or video recordings submitted as part of a course requirement, will be handled according to FERPA guidelines. All recordings of student performance will be viewed by faculty to determine if course requirements have been met. Recordings will be stored in a secure location for an appropriate amount of time (until the end of the course, the student graduates, or as required by law).

TRAVEL AND TRANSPORTATION

Students are responsible for providing their own transportation for clinical and other required experiences, some of which may be located outside of the Golden Triangle Area. Lack of transportation is not an acceptable excuse for missing any type of required experience.

SOCIAL MEDIA

The faculty understands that social media sites are becoming important communication tools in our society. The following policy will help guide the student in making wise choices regarding social media while in school and as a new surgical tech:

1. Canvas is the official form of communication for all students and is the most reliable form of online communication other than direct school emails. For this reason, all students must be able to access Canvas.
2. Faculty or staff will not communicate any information about school related functions via social media, unless it is the officially sanctioned EMCC page/website.
3. Students may not set up any groups using the EMCC name without the written permission of the Dean of Students and a faculty member to monitor the site.
4. In order to avoid any appearances of favoritism, students are not allowed to "friend" faculty on social media sites.
5. ROAR cast, television and radio, and the EMCC web site will be used in the event of an emergency. Any information from other sources may not be accurate.

6. The use of social media during classroom, lab, or clinical time is prohibited.
7. Any clinical experiences should not be placed on any social media site.

NON-DISCRIMINATION POLICY

(SEE STUDENT CATALOG AND HANDBOOK pp.221-223)

EXAMINATION POLICY

Students are expected to take examinations at scheduled times. It is the responsibility of the student to make up any missed exam with the SUT instructor. Cheating in any form is prohibited and is ground for dismissal from SUT program. Exams will be scheduled by the instructor prior to exam day but it is at the instructor's discretion not to announce quizzes. Cellphones, smartwatches and any other electronic devices should not be in your possession on the day of exams. Any student that is insubordinate will be asked to leave the class until the testing period is over and will not be able to make-up the missed test.

STUDENT ADVISING

The following policy has been developed by the faculty of EMCC to enhance a student's success in the Surgical Technology Program. Each student in the SUT will be assigned a faculty advisor who will assist in planning courses on a semester-to-semester basis. The student is responsible for the completion of the SUT program requirements. Students will schedule an appointment to meet with their faculty advisor every semester during pre-registration for evaluation of their transcript for completion of required courses. Scheduling appointments during pre-registration allows adequate time for evaluation of courses taken and for planning the appropriate course of study. Students who have not completed the appropriate courses according to the curriculum will be unable to progress to the next semester. If a student is unsuccessful in a required SUT course, they must see their faculty advisor to withdraw from the necessary courses and to schedule an exit interview with the Director of the SUT program.

GRADES AND GRADING SCALE

All course assignments, unit tests, projects, quizzes, and final exam must average an 80. (NOTE: Only the final average will be rounded. 79.5 rounds to 80 but 79.45 does not). Course grades are determined by an average of grades from examinations, quizzes, assignments and final examinations.

Since the SUT program is progressive in nature, courses in one semester must be successfully completed before the student may enter the next semester. In order to progress to the clinical semester an 80 or above along with the mastering of the necessary skill competencies must be earned in the Principles of Surgical Techniques (SUT 1217) course.

If a student experiences difficulty mastering the competencies of any course, it is the responsibility of the student to seek remediation from the instructor. Students should contact the instructor if there are any questions concerning their progress. Completion of all assigned work (including, but not limited to: remediation, computer work, computer testing, computer training class, daily assignments) is a requirement for progression in each course. Failure to complete all assigned work will result in failure of the course.

The instructor will not calculate tentative averages such as a cumulative course average. The instructor will not advise the student as to what they should make on their final exam in order to pass the course. The instructor will not advise as to whether or not a student withdraw from the course. Only the student is capable of knowing their potential for future success. Extra credit assignments will not be given in the SUT program.

Below is the grade scale used in the SUT program:

GRADING SCALE

94-100= A

88-93= B

80-87= C

Below 80 is Failing (F)

PROMOTION, RETENTION, READMISSION AND CRITERIA FOR SUCCESSFUL COMPLETION

1. Students must maintain an overall grade point average of 2.0 with a "C" or better in all curricular coursework in order to continue in the SUT program and to be eligible to graduate.
2. Students must maintain an 80 average in each SUT class in order to progress. If a final grade below 80 is received in any SUT class, the student will be withdrawn from the program immediately.

3. Students must demonstrate continuous progress in the SUT courses.
4. Students who fail to maintain a grade point average of 2.0 or fail a SUT course must repeat that class the next time it is offered, or restart the program from the beginning.
5. Students must take and pass each SUT course in sequence.
6. Students must demonstrate proficiency mastery skills of Principles of Surgical Techniques (SUT 1217); a "satisfactory" grade must be earned for all clinical rotations and meet the required minimum cases in order to progress in the program.
7. Completion of the NBSTSA Practice Exam.
8. Meet the college policy for graduation requirements.

GRADUATION REQUIREMENTS

A student in a technical field must have successfully completed sixty-four (64) semester hours (or the required technical program, whichever is greater) which must include twenty (23) semester hours of general education. These twenty-three semester hours of general education must include three (3) semester hours of English Composition; three (3) semester hours of College Algebra or a natural science elective course; three (3) semester hours of Public Speaking; three (3) semester hours in social/behavioral science; three (3) semester hours in humanities/ fine arts and a Job Search Skills class or equivalent based upon program curriculum)

To be eligible for graduation in any technical field, the student must have successfully completed all program requirements including any occupation specific skills assessment. Students must also complete a battery of assessments as part of the graduation exit exam.

SURGICAL TECHNOLOGY READMISSION POLICY

If a student leaves the SUT program before their anticipated graduation date and would like to seek readmission, the following criteria must be met:

1. If the student leaves the program before successfully completing the first semester, he/she must follow the guidelines in the current admission packet to reapply to the program. No more than 10% of the total admission will be composed of readmission students.

2. If a student successfully completes a semester and then withdraws or is unsuccessful in a subsequent semester, he/she must request readmission in writing to the Director of Surgical Technology. Requests for readmission must be received within one month of leaving the program. The following information must be included in the letter:
 - a. Reasons why the student was unsuccessful
 - b. How circumstances leading to failure or withdrawal have changed
 - c. A detailed plan outlining how the student plans to be successful if readmitted into the SUT program. The plan must be signed and will become a contract that the student will follow throughout the rest of the SUT program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the SUT program. No student will be readmitted without a detailed plan of academic readiness.
 - d. Current contact information including address, phone number, and email address
 - e. Which semester the student wishes to be readmitted
3. Students desiring readmission must be able to document mastery of previously learned materials. This will include testing and skills validations.
4. The student will be required to demonstrate mastery of clinical skills before being allowed to perform skills in the clinical setting.
5. No more than 10% of the total admission will be composed of readmission students.
6. Readmission will be granted if the student has a sound academic readiness plan, potential to complete the program, and there is an opening in the requested semester.

The student will be given credit for any semester satisfactorily completed within the previous twelve (12) months, but will be required to repeat all courses within the semester during which the student was unsuccessful. The remainder of the program must be completed during this admission.

Although readmission depends on openings in the class, every consideration and opportunity will be given to help students reach their goal of completing the SUT program. If there are more applicants than space, applicants will be ranked using the Associate of Applied Science Surgical Technology applicant scoring sheet included in this packet. The highest ranked applicant will be offered admission first. If there is a tie, the applicant with the highest ACT score will be offered admission first.

Any student readmitted into the program will follow policies in the handbook in use during his/her readmission. Please be aware that EMCC requires a 2.0 GPA in order to graduate in any of the Associate Degree Programs. This qualification MUST be met prior to graduating from the SUT program.

All students selected for readmission are considered pending admission until all required paperwork is turned in and a "clear" criminal background check is received. All students meeting the requirements for readmission will be sent a letter stating they are pending admission, or were not accepted.

GRIEVANCE POLICY ANDPROCEDURE

SEE EMCC STUDENT CATALOG HANDBOOK (pp.221-223)

ATTENDANCE POLICY

1. Attendance at all scheduled classes, laboratory and clinical experiences is required. If one must be absent, the instructor must be notified prior to the absence. A medical or legal excuse will be required or a grade of zero will be given for that day's work. It is further expected that every student will be present on time and prepared to participate in the class session.
2. Students who enter a class meeting late during the first 10 minutes will be counted as tardy. Students should note that three (3) tardies constitute one (1) day's absence, or six (6) hours. At ten (10) minutes, after class begins the door will be closed and students should not disrupt class by entering. The student should wait until the next break. When returning from break or lunch, the instructor will set the return time and will close the door at that time. Students may not enter the classroom until the next break. Students who leave the class early must have a documented excuse in order to return to class. Time missed (tardies, absences, and early departures) will be documented on the students' record.

Students are allowed to miss 2 days out of class/ lecture per semester. ~~Students are allowed to miss~~ only 1 day of clinical each semester. Students missing more than the allotted time will be administratively withdrawn from the program.

For all complaints or appeals not involving disciplinary issues (examples of disciplinary issues can be found under STUDENT CODE OF CONDUCT in the college catalog), the following policy should be followed.

DUE PROCESS

1. Discuss the problem with the faculty member, staff member or administrator involved. Direct communication between the parties usually resolves most conflicts.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Director of Surgical Technology for assistance in resolving the issue.
3. If the complainant wishes to file a formal complaint, for non-disciplinary issues, she/he should express the specific nature of the complaint in writing and within 48 hours to the Director of Surgical Technology. If the matter cannot be resolved, the Director will refer it to the proper authority at the College for disposition.

STUDENTS MUST REMAIN IN CLASS WHILE IN THE APPEAL PROCESS.

4. Clinical make up time is not possible due to scheduling conflicts with clinical agencies and other institutions. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing clinical.
5. If a student is subpoenaed for jury duty, the student must present the subpoena to the SUT director so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will be excused. All work missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused.
6. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school. The student is responsible for contacting the faculty immediately upon returning to school and completing all missed work within two (2) days of return. Failure to follow this policy will result in a grade of zero (0) on all work missed.
7. Pop quizzes will not be made up. Unexcused absences will receive a grade of zero. In the case of students with a medical (physician or nurse practitioner) or legal excuse there will be no grade penalty for missing the quiz.
8. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and other appointments.
9. Any student arriving ten (10) minutes or more late to any lab or clinical setting will be sent home and counted as absent for the clinical or lab experience. All clinical paperwork required for the missed day will receive a grade of zero (0).

10. During inclement weather, listen to the radio for an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the President of the school as early as possible. Absence without official closure will be treated as an unexcused absence. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the SUT instructor as soon as possible.
11. Students will not be allowed to leave clinical settings for reasons other than illness or a family emergency. Prior to leaving, the student must report first to the SUT instructor and then to the clinical coordinator at the assigned facility. Upon return to school, students must present a medical (physician or nurse practitioner) or legal excuse.
12. Any school related function the student is required to attend is considered official school time and all school policies, general regulations, and SUT Handbook are enforceable and must be followed. Students are also required to abide by all rules and regulations of host facilities and clinical sites.
13. Students must have access to a personal car or other appropriate transportation to clinical sites at various facilities.

WITHDRAWAL POLICY/PROCEDURE

(SEE EMCC STUDENT CATALOG AND HANDBOOK p.33)

CLINICAL POLICY

The clinical portion of the program is an essential part of the SUT program and therefore it is mandatory that all students participate. (Absolutely no exceptions). Due to the attendance policy and guidelines students are only allowed to miss 1 day of clinical per semester. Any students missing more than the allotted time will be dismissed from the program.

CLINICAL RULES

1. Students must report to designated clinical areas at set clinical time.
2. Clinical make up time is not possible due to scheduling conflicts with clinical agencies and other institutions. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing clinical.
3. Any student arriving ten (10) minutes or more late to any lab or clinical setting will be sent home and counted as absent for the clinical or lab experience. All clinical paperwork required for the missed day will receive a grade of zero (0).

4. If a student is absent from clinical, the Program director/Clinical Coordinator must be contacted at least 1 hour prior to designated clinical time. If student is unable to speak with Program Director/Clinical Coordinator a voice messages must be left.
5. EMCC SUT student uniform must be worn to the clinical setting, upon arrival to the clinical setting students are required to follow the facility policy for wearing the proper scrub attire issued by the facility. (See Uniform Guidelines/Dress Codes)
6. Student Identification badges must be worn at all times.
7. Students must maintain professionalism at all times.
8. Any incidents or occurrences while in the clinical setting must be reported to the Program Director/ Clinical Coordinator immediately.
9. Inappropriate behavior or the use of profanity will not be tolerated.
10. Cell phones and smartwatches are explicitly prohibited in the clinical area. Students should not bring a cell phone/smartwatch into any clinical area. Any student caught with the device on them in the clinical setting will be asked to leave.
11. Students are allowed 30 minutes for lunch. Student may bring lunch or use the facility cafeteria if there is one. Students may not leave the clinical facility for lunch.
12. All students are to adhere the HIPPA (Health Insurance Portability and Accountability Act) guidelines. Any breached patient confidentiality is grounds for dismissal for the SUT program.
13. While in the clinical setting, each student must display safe practices and techniques at all times.
14. Eye protection and PPE (Personal Protection Equipment) must be worn at all times while dealing with blood, body fluids and/or thing may cause harm to you or the patient.
15. Smoking is prohibited. Students may not leave their assigned clinical area to take a smoke break.
16. Students must adhere to facility policies and procedures.
17. Students may not skip class or clinical to fulfill internship duties, if students fulfill internship duties before clinical and class, this can result in an absence and possible dismissal from the program

MINIMUM TECHNICAL STANDARDS

In addition to the minimum requirements needed for admission to the SUT Program, the applicant must possess the skills listed below in order to be successful in the SUT program:

1. To make appropriate judgement decisions.
2. Must be able work well with others

Communicate orally, in writing and with auditory skills.

3. Follow written and oral/verbal commands.
4. Possess short-term and long-term memory sufficient to given tasks (such as keeping track of materials and equipment used and needed).
5. The ability to apply the material learned from the skills lab to real life situations in the clinical settings.
6. Demonstrate the use of positive coping skills during patient interactions.
7. The ability to remain calm and show effective responses in emergency and high stressful situations.
8. Able to stand, bend, stoop and or sit for long periods in location with minimum/no breaks.
9. Ability to lift 50 pounds or more.
10. The ability to assist with the lifting, moving, positioning and manipulation of patients who are unconscious.
11. The ability to manipulate instruments, supplies, and equipment with speed, dexterity and good eye-hand coordination.
12. Maintain a professional appearance.
13. Ability to work well with diverse populations.
14. Demonstrate knowledge of the English language and knowledge to perform basic mathematical calculations.

SKILLS VALIDATION

Clinical skills are a major component to the practice of surgical technology. Students will be required to demonstrate mastery of clinical skills before being allowed to perform those skills in the clinical setting. Each skill has an associated skills checklist sheet. Students will be provided requirements for successful completion of each required skill. A student will receive theory content, written instructions, a demonstration, and practice time for each skill. A student has three attempts to successfully complete a skill. If the student is unsuccessful on their first attempt, mandatory practice will be assigned. If the student is unsuccessful on their second attempt, mandatory practice with an instructor will be assigned. Failure to validate mastery of any skill within three attempts will result in failure of that class. Failure of a SUT class renders a student unable to progress in the SUT program. This policy includes the mastery skills of Principles of Surgical Techniques (SUT 1217). Once student have mastered the necessary skills needed progress to the clinical semester of the program, the student must complete a minimum of 120 surgical cases.

Listed below are the allotted number of cases one can acquire in each specific area according to AST Core Curriculum for Surgical Rotation Case Requirements:

- I. Students must complete a minimum of 120 cases as delineated below.
 - A. General Surgery cases
 1. 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
 1. 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.
 - a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
 - (1) 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).
 - (2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.
 - C. 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. 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/GYN specialty.
 - D. Case experience in the Second Scrub Role is not mandatory.
 - E. Observation cases **must be documented**, but do not count towards the 120 required cases.

F. Counting cases

1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.I.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 (I) procedure--one case.

*** See last page for Surgical Category.**

- A. Optional surgical specialties: 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 SecondScrub Role cases.
 - Diagnostic endoscopy cases must be documented in the category of "Diagnostic endoscopy", rather than specialty.
 - Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in the OB/GYN specialty
- B. Cases in the second scrub role is not mandatory.
- C. Observation cases must be documented, but they do not count towards the 120 required cases.
- D. Counting Cases: Cases will be counted and documented according the surgical specialty(not including diagnostic cases). Examples of counting cases are:
 - 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 the repair of LeFort I is oral-maxillofacial surgical specialty.

- Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore it is counted as one procedure-one case.
- Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one procedure-one case.

UNIFORM GUIDELINES/DRESS CODE

1. EMCC SUT student uniform must be worn to the clinical setting. Upon arrival to the clinical setting, students are required to follow the facility policy for wearing the proper scrub attire issued by the facility. The official class scrub colors are black with the EMCC patch and solid wipe-able black shoes.
2. Lab coats are to be white, knee length and must be worn only to clinical setting areas. The student must wear the lab coat and I.D. badge to and from the clinical facility. The lab coat must be worn when leaving the surgery department and must be buttoned. The lab coat should never be worn within the O.R. department beyond the prohibited areas.
3. Student I.D. badges must be worn at all times within the clinical setting and classroom setting.
4. Uniforms must be clean and pressed at all times, including the lab coat.
5. When in the clinical experiences that do not require wearing uniforms, students are required to wear an official class scrub suit unless instructed otherwise.
6. Students must bathe daily, use deodorant, and practice good oral hygiene.
7. Students must keep hair (including beards) well- groomed. While in the clinical setting, beards and hair must be covered at all times in the prohibited areas. Long hair must be off collar, pulled back in a ponytail, or other instructor approved upswept style at all times while in SUT student uniform in the lab or clinical setting. Hair coloring must be of a natural color.
8. Jewelry is prohibited while in the SUT student uniform rather it be lab or clinical setting.
9. Nails must be clean, short, and without nail polish. Artificial and/or acrylic nails must not be worn in the clinical or lab.
10. Perfumes and colognes are not to be worn while in clinical or lab. If make-up is worn, it must be worn in moderation.
11. Visual tattoos must be covered while in the clinical setting.

12. Uniform shoes must be solid white or black. Shoes must be leather or a pair that can be easily wiped if soiled. The wearing of mesh type of shoes are prohibited. Canvas shoes or shoes with open toes, open back or heels are not allowed.
13. Classroom attire must be appropriate as specified by the instructors and the EMCC Student Catalog/Handbook.
14. Lab attire will consist of official EMCC SUT scrub suit. Students arriving to lab in other attire will be asked to leave, time deducted and a grade of 0 or unsatisfactory will be given for any exam, quiz, or lab skill associated with the missed time.

CLASSROOM COMPLAINTS/APPEALS PROCESS

The following policy should be followed in all cases of complaints or appeals involving the SUT department:

1. Discuss the problem with the faculty member, staff member or administrator involved. Direct communication between the parties usually resolves most conflicts.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Director of Surgical Technology for assistance in resolving the issue.
3. If the complainant wishes to file a formal complaint, she/he should express the specific nature of the complaint in writing and within 24 hours to the Director of Surgical Technology. If the matter cannot be resolved, the Director will refer it to the proper authority at the College for disposition.

STUDENTS MUST REMAIN IN CLASS WHILE AN APPEAL IS IN PROGRESS.

STUDENT WORK POLICY

The clinical component of the program is incorporated into the curriculum as part of the learning process and shall be used in an educational nature. Students will not utilize the clinical facility for monetary fee while they are in deemed clinical rotations. The student shall not be substituted for hired personnel staff within the clinical institution, in the capacity of a surgical technologist.

TUITION FEES AND REFUND POLICY AND PROCEDURE

SEE EMCC STUDENT CATALOG AND HANDBOOK (pp.15-17)

ACADEMIC CALENDAR

SEE EMCC STUDENT CATALOG AND HANDBOOK (pp.8-13)

PROGRAM PROJECTED COST

*Note: Items in bold are NON-REFUNDABLE

1. Fees that are due and payable the beginning of each semester:

FRESHMAN YEAR

Spring Semester

Tuition - \$1,600 (Approximate)

Registration - \$120 (Approximate)

Program Fee - \$100

Fingerprint - \$50

Liability Insurance - \$25

Fall Semester

Tuition - \$1,600 (Approximate)

Registration - \$120 (Approximate)

Program Fee - \$100

Clinical Fee - \$25

Liability Insurance - \$25

Summer Semester

Tuition- \$1,600 (Approximate)

Registration- \$120 (Approximate)

Program fee- \$100

Clinical Fee- \$25

Liability Insurance - \$25

AST Membership,

Study Guide, and

Exam fee \$247

2. Textbooks are approximately \$1,000.00 for the year.

3. Other fees/costs:

Parking decal \$15

Picture ID replacement \$5

4. Uniforms and Lab coat \$100 (Approximate)

ESTIMATED COST FOR THE PROGRAM -----\$6,600

*NOTE: ALL COSTS ARE APPROXIMATE AND SUBJECT TO CHANGE

EAST MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE DEGREE SURGICAL TECHNOLOGY PROGRAM

VERIFICATION OF RECEIPT OF
SURGICAL TECHNOLOGY STUDENT HANDBOOK

I have read and understand the Surgical Technology Handbook. I have been given the opportunity to ask questions and I understand that compliance with these policies is mandatory. Failure to abide by the Handbook policies will be grounds for dismissal from the program.

In addition, I HEREBY RELEASE East Mississippi Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting from any required surgical technology experience or travel.

Student Name (print) _____

Student signature _____

Witness _____

Class enrolled in _____

Date _____

EAST MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE OF APPLIED SCIENCE SURGICAL TECHNOLOGY PROGRAM

VERIFICATION OF RECEIPT OF
EMCC COLLEGE CATALOG AND STUDENT HANDBOOK

To access the college catalog and EMCC student handbook go

to: <http://www.eastms.edu/about/policies->

[notifications/Pages/default.aspx](http://www.eastms.edu/about/policies-notifications/Pages/default.aspx)

I have been given instructions on how to access the college catalog and handbook and am aware I am responsible for knowing and following its rules and regulations.

Student Name (print) _____

Student signature _____

Witness _____

Class enrolled in _____

Date _____

Surgical Category	Total # of Cases Required	Minimum # of First Scrub Cases Required	Additional first or second scrub role cases that can be applied towards minimum of 120
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/Maxillofacial • Orthopedics • Peripheral vascular • Plastics 	90	60	30
Optional: Diagnostic Endoscopy: <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Ureteroscopy 			10 diagnostic endoscopy cases may be applied only toward the Second Scrub Role cases. <ul style="list-style-type: none"> • Refer to Objective II. C.
Optional: Labor & Delivery			5 vaginal delivery cases may be applied only toward the Second Scrub Role cases. <ul style="list-style-type: none"> • Refer to Objective II. C.
Totals	120	80	40