West Virginia University Potomac State College Surgical Technology Program Handbook Academic Year 2024-2025

Aeger Primo: The Patient First

Contents

Welcome!

Welcome to Potomac State College Surgical Technology Program! You have chosen an exciting, rewarding, and challenging career field. Program faculty and staff are eager to assist you in achieving your career goals.

Surgical Technologists are allied health care professionals who are an integral part of the surgical team. Our primary goal is to work with surgeons, anesthesia providers, registered nurses, and other surgical technologists in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Specifically, surgical technologists:

- o Apply and maintain the principles of sterile technique and safety in the operating room.
- o Prepare, handle, sterilize and care for surgical instruments, supplies and equipment.
- o Set up instrumentation, equipment and supplies for various surgical procedures.
- o Prepare and pass surgical instruments, medications and supplies to the surgeon.
- o Anticipate the surgeons needs by analyzing the progress of the surgical procedure.

The profession of Surgical Technology in general (http://www.ast.org/):

- o Promotes national standards of practice.
- o Supports the improvement of the profession.
- o Protects the safety of personnel and patients.
- o Adheres to a professional code of ethics.
- o Defends the dignity and rights of the patient.
- o Maintains a commitment to lifelong learning.

The faculty and staff at Potomac State College wish you great success in your chosen profession of surgical technology!

Program Contacts

Miranda Savage, Surgical Technology Program Director miranda.savage1@mail.wvu.edu (304) 788-6800

Vicki Huffman, Surgical Technology Advisor vicki.huffman@mail.wvu.edu (304) 788-6971

Erin Cunningham, WVU PSC STEM Division Chair erin.cunningham@mail.wvu.edu (304) 788-6992

Phil Douthitt, WVU PSC Dean of Academic Affairs PDDouthitt@mail.wvu.edu (304) 788-6960

Vision Statement

West Virginia University Potomac State College Surgical Technology Program (WVU PSC ST) envisions optimal health, enhanced quality of life, and excellent health care for the people of West Virginia (WV) and the global community.

Surgical Technology Program Goal (Minimum Expectations Statement):

The goal of WVU Potomac State College Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Curriculum Overview & Program Outcomes

The ST curriculum provides learning experiences that move sequentially from simple to complex, build upon previous learning, and incorporate concurrent learning from both the social and basic sciences, as well as surgical technology courses.

There are three core competencies that provide the framework for the ST curriculum. The core competencies are cognitive, psychomotor, and affective learning domain. The WVU PSC ST faculty define these competencies as:

Core Competency	Definition
Cognitive	Activities that demonstrate knowledge of relevant concepts related to the discipline of surgical technology.
Psychomotor	Activities to display adequate skills required in surgical technology.
Affective	Reflection and display of professionalism essential to being a effective surgical technologist.

The core competencies are reflected in the program outcomes. Attainment of course learning outcomes collectively lead to the attainment of level outcomes for each of the core competencies.

Surgical Technology Program Learning Outcomes students will be able to:

1. Perform surgical technology roles and duties competently and safely at entry-level for employment.

2. Apply fundamental theoretical knowledge effectively in the practice of surgical technology.

3. Acquire and evaluate emerging surgical knowledge to support innovations in surgical practice.

4. Exhibit professional behaviors consistently to obtain and maintain employment.

5. Demonstrate competence and safe practice under pressure in demanding surgical situations.

6. Adapt to unexpected circumstances in surgery efficiently to facilitate safe patient care.

Technical Standards

The following is a guideline for the prospective student to understand the requirements and essential job functions necessary for successful completion of the Surgical Technology Program. Surgical technologists must be able to:

- Stand, bend, stoop, and/or sit for long periods of time in one location with minimal or no breaks.
- Bend, twist, and lift a minimum of 50 pounds.
- Function without nourishment or rest room breaks for several hours.
- Demonstrate sufficient visual ability to load a fine suture onto needles with or without corrective lenses and while wearing protective eyewear.
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet with significant background noise.
- Hear activation/warning signals on equipment.
- Detect odors sufficient to maintain environmental safety and patient needs.
- Manipulate instruments, supplies, and equipment with speed, dexterity, and exceptional eye-hand coordination.
- Ambulate/move around the surgical environment without assistive devices.
- Assist with, and/or lift, move, position, and manipulate, with or without assistive devices, the patient who is unconscious.
- Communicate and understand fluent English both verbally and in writing.
- Be free of reportable communicable diseases and chemical abuse.
- Function without allergic reaction in an environment with substantial latex exposure.
- Demonstrate immunity to rubella, rubeola, tuberculosis, varicella, hepatitis B, and other diseases according to CDC guidelines and clinical site requirements.
- Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies, and performing anticipation skills intraoperatively.
- Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially in emergency situations.
- Demonstrate effective interpersonal skills during interactions with patients, staff, and faculty members.
- Make appropriate judgment decisions in surgical patient care situations.

- If the applicant is unable to perform any of the designated tasks, reasonable accommodations that do not constitute an undue hardship and do not interfere with the performance of any essential job functions of a surgical technologist can be made by WVU Potomac State College.

Undergraduate Catalog

For additional program, admission-related, or specific course information please visit the WVU PSC catalog: http://catalog.wvu.edu/potomacstatecollegeofwvu/stem/surgicaltechnology/

Surgical Technology Program Admissions Procedures

- Application to the Surgical Technology Program is open to all academically qualified applicants.
- The program has a maximum enrollment capacity of ten students based on clinical site availability.
- Admission to the program is competitive.
- Applications for the cohort start. Application form, required documents, and admission criteria are available on the program web page.
- Requirements:
  - If applicable, an overall GPA of 2.5 or higher for any college credits is required. This GPA is a combination of any transfer credit from outside institutions as well as all courses taken at WVU.
  - An overall composite score of 18 or above on the ACT or an overall composite score of 960 (ERW + M) or above on the SAT is required.
  - In lieu of an ACT or SAT score, ATI TEAS test scores can be used to satisfy the minimum requirements. A minimum of 50% in each category (Math, Science, English & Language Usage and Reading) is required. For testing information, please go to https://www.atitesting.com/.
  - Ten spots are available. Applicants with the highest scores in the above areas will be selected if more qualified applications are received than spots are available.
- Applicants are notified of their admission status through email.
- Students are conditionally admitted until all program entry requirements specified in the acceptance letter are completed.
- Note: Surgical Technology Program is contingent upon successful completion of the following:
  - Criminal Background Check: If a student has a conviction of a sexual or violent nature or one that is drug-related, the applicant is not eligible for clinical site placement and admission/continuation of the program will be voided.
  - Drug/Alcohol Screen: If the student tests positive the applicant must show proof of prescription or admission/continuation of the program will be voided.
  - All screenings and vaccinations are required to be completed by December 31st or students will not be permitted to register for the 3rd semester surgical technology courses.

Surgical Technology Program Alternate Admission Status Procedure

- When the program reaches capacity, other qualified applicants may earn alternate admissions status.
- Notification of alternate admissions status is through mail, email or mix accounts.
- A status number is assigned (e.g., Alternate #1, Alternate #2) based on admissions scoring.

Surgical Technology Program Readmission Procedure

Students who have been removed from the WVU PSC ST program are not eligible for readmission. See the readmission policy.

Transfer Students

An applicant with surgical technology credit from a nationally accredited surgical technology program in a regionally accredited college or university is eligible for consideration for transfer admission by presenting a record of courses comparable to those required in this curriculum and meeting other WVU PSC ST admission requirements, including, but not limited to the following:

- A statement of good standing from the surgical technology program in which they are currently enroll
- A minimum cumulative GPA of 2.5 for previous college coursework

- A minimum GPA of 3.0 in the previous surgical technology program
- Earned grades of C- or higher in all surgical technology and prerequisite non-surgical technology courses with no grade below a C- in any surgical technology course

Note, surgical technology courses that have been taken over 7 years from the time of projected graduation will not be accepted.

Acceptance and placement in the program are dependent on the individual's academic record and the number of spaces available. Applications should be initiated six months prior to the beginning of the semester in which the applicant wishes to begin surgical technology courses. Transcripts and other required materials must be received no later than three months before the start of entering semester.

Applicants may request review of previously completed surgical technology courses for transferability. Syllabi of current and completed surgical technology courses may be sent electronically to PSCAcademicAffairs@mail.wvu.edu for review. Only courses that are comparable to required courses in the ST curriculum will be transferable as determined by program administration. Surgical technology credits from a program that is not nationally accredited or an institution that is not regionally accredited are not transferable.

Progression Plan

Course Number/Name	Cr.
First Year, Fall Semester	16
BIOL 102 General Biology	3
BIOL 102L General Biology Laboratory	1
ST 101 Surgical Technology 1	3
ENGL 101 Composition, Rhetoric, and Research	3
MATH 121 Concepts of Mathematics	3
EXPH 240 Medical Terminology	2
WVUe 191 First-Year Experience	1
First Year, Spring Semester	15
BIOL 230 Human Anatomy and Physiology 1	4
ST 120 Surgical Pharmacology	3
ST 102 Surgical Technology 2	4
ST 150 Surgical Technology Lab 1	4
Second Year, Fall Semester	18
BIOL 231 Human Anatomy and Physiology 2	4
ST 201 Surgical Technology 3	4
ST 155 Surgical Technology Clinical 1	4
COMM 104 Public Communication	3
PSYC 101 Introduction to Psychology	3
Second Year, Spring Semester	12
ST 202 Surgical Technology 4	4
ST 250 Surgical Technology Clinical 2	8
Total Credits Required	61

Key Student Information Resources

Successful students stay informed regarding policies and procedures governing their education.

Key information is available from the following resources:

- College Catalog
- Code of Student Rights and Responsibilities
- Academic Calendar
- This Program Student Handbook (PSC Website)
- Surgical Technology Program Course Syllabi (available in eCampus while taking each course).

Student Information Changes

- Please report changes of student information including email address, mailing address, phone number, or legal name promptly to the College records office and to the Surgical Technology program director.
  - This helps ensure that essential communications reach the student.

Student Employment

- Student success is the shared primary goal for faculty and students in the surgical technology program. Due to the rigorous demands of the full-time surgical technology program, students are discouraged from working.
- Fatigue due to sleep-deprivation contributes to an increased risk of medical errors and is unacceptable in the educational patient care setting. To protect surgical patient safety, surgical technology students must commit to refraining from working night shifts prior to assigned clinical days and must plan to get 7-8 hours of sleep the night before all assigned clinical days.
- If employment is necessary, employment hours must accommodate schedules for classes, lab, and clinical assignments.
- Students who also work at a clinical site must have clear boundaries between clinical rotations and paid shifts.
  - Any paid shift at a clinical site may not be used as clinical hours. Any cases done while on a paid shift do not count toward the clinical case totals for the program.
  - If an injury occurs while the student is on a paid shift, the program is not responsible for the cost incurred from that injury.

Professional Behavior Standards and Student Success

- As allied health professionals, surgical technologists must consistently demonstrate behaviors that meet professional standards.
- Program course materials define and explain expected professional behavioral standards.
- Students are to always demonstrate professional behaviors in the classroom, lab, and clinical rotations.
- Students must consistently demonstrate professional behaviors to maintain clinical site placement and continuation in the program. Clinical rotations offer students the opportunity for indirect employer observation of performance.
- Students who demonstrate the highest level of professional behaviors earn the best employment opportunities.

Surgical Technologist's Code of Ethics

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

Attendance and Punctuality Policy

- Professional surgical technologists must demonstrate consistent attendance and punctuality to maintain employment in surgery. Success in the Surgical Technology Program depends, in part, on consistent attendance. Therefore, each student should attend and actively participate in all scheduled learning experiences.
- Information presented in core courses is essential to safe and competent patient care.
- Consistent, punctual attendance and proper notification of an absence are a demonstration of professional behaviors such as reliability, accountability, and effective communication skills. Medical or other documentation may be required for verification of extended absences and/or for release to safely return to class, lab, and clinical.
- Attendance policies and procedures are established and published in this student handbook and all program course syllabi. Failure to comply with established policies and procedures for attendance, punctuality, and notification will result in an interventional conference, which may include dismissal of a student from the program.
- Standard Expectation Attendance: Each student should attend and actively participate in all scheduled learning experiences. Students unable to attend for serious situations must properly notify the instructor.
  - Classroom and Laboratory Attendance Notification: In the event of absence for illness or emergency for classroom or laboratory, students must:
    - Notify the instructor by email or by calling the program director Miranda Savage 240-321-4114
    - Prior to the scheduled start time (a voice mail message is acceptable, and the time of the call is automatically recorded)
    - Each day that she/he will be absent will be recorded.
  - Clinical Attendance Notification: In the event of absence for illness or emergency for clinical, students must:
    - Call the clinical site contact (contact information specific to active clinical sites will be posted) prior to the start of that clinical assignment.
    - Keep a record of the time of the call and the name of the person notified at the clinical site.
    - Notify the instructor by email or by calling the program director Miranda Savage 240-321-4114 prior to the scheduled start of clinical assignment.

Clinical Education Component

The Surgical Technology program utilizes three primary learning methods: didactic (classroom lecture), laboratory skills, and clinical education to assist students in achieving graduation competencies. Clinical education will take place by assigned rotations in surgical patient care settings. The curriculum contains two clinical courses: ST 250 Clinical 1 (fall semester, 4 credits) and ST 255 Clinical 2 (spring semester, 8 credits). All assigned clinical hours must be completed to meet course and program requirements.

Clinical Attendance

- Students must notify the program director in advance of any anticipated absences and provide appropriate documentation when necessary.

- Surgical technology faculty understand that extenuating circumstances outside the student's control occur, and students seeking an excused absence are required to submit a written request to the ST Program Director. Excused absences are only approved in the presence of extenuating circumstances (illness, hospitalization, accident, death in the family, etc.) or University-approved absences (military duty, jury duty, and approved WVU athletic events). Documentation supporting the extenuating circumstances may be required with the request, and students must notify clinical faculty or preceptors ahead of time (unless emergent in nature) in order to be considered for an excuse. See the Request for Excused Clinical Absence Form in Appendix A.

- Each semester, the second unexcused clinical absence will result in a written notice. Any additional unexcused clinical absences will result in an automatic 5% grade reduction in the clinical assignment column of the associated course where the second or subsequent absence occurred. Students who fall below the required 70% clinical assignment column average and/or do not meet all clinical

behaviors will fail the clinical component of the course. If a student is more than one hour late for clinical, the student will be sent home, it will be counted as a missed clinical experience, and this policy will apply. Students sent home for uncorrectable dress code violations, lack of preparedness, or any other violation of professional conduct will incur the clinical absence.

o   Students who receive approval for extenuating circumstances may be required to complete assignments or activities that address the clinical outcomes at the discretion of course faculty. However, virtual, or alternative assignments may not exceed 25% of the total clinical time in the course. There will be no opportunities for makeup clinical experiences in the clinical facilities because of resource limitations, schedule conflicts, and limits on clinical group size. Students that have excused clinical absences will have a reduction in the corresponding number of hours of any enhancement clinical rotations.

o   Even in the case of approved extenuating circumstances, faculty will evaluate the student's ability to achieve clinical outcomes, and those absences can still result in an unsatisfactory clinical grade. The clinical evaluation tool and the number of absences will be the guide for the determination of the achievement of clinical outcomes. Students with repeated absences due to extended illnesses or extenuating circumstances should consult program administration regarding options.

Note: In the event of extreme weather, students are required to follow the WVU PSC inclement weather policy, and this attendance policy would not apply. Students will still need to notify faculty if they expect to be tardy or absent due to weather.

o   If the surgery schedule allows, students may take one fifteen-minute break in the morning and one thirty-minute lunch. Breaks are not guaranteed, and students must not exceed the maximum break time, regardless of preceptor breaks.
o   Utilize unscheduled room down time to observe cases, assistant circulate, or spend time in the sterile processing area.
o   Always notify preceptor of your location.
o   Stay out of the department break room except when on designated break.

Clinical Assessment

- Validated documentation of case experience is required to meet program graduation and accreditation standards.
- Students are required to maintain meticulous clinical time verification, case verification, and weekly case log records.
- Documentation is assessed weekly by criteria including timeliness, completeness, and accuracy.
- Clinical documents are due at the beginning of the scheduled weekly clinical meeting.
- Additional assessment tools utilized in the clinical courses may include but are not limited to case preparation forms, introductory surgical experience forms, case reports, and preceptor evaluations. Written assignments are utilized to support hands-on learning experiences.
- Assigned preceptors and other surgical team members evaluate students' clinical progress according to the established performance criteria. Faculty utilize that data and other feedback from clinical site staff to determine course grades.
- Students gain competence and progress to increasingly more complex cases as clinical site schedules allow. Additionally, students must demonstrate overall proficiency in the designated range of surgical procedures to an employment-acceptable level to pass clinical courses. Students maintain a high degree of responsibility to work with the program and clinical site staff to meet the required minimum number of cases in the required roles and distribution to achieve proficiency and meet graduation requirements as stated in this Handbook. Students must maintain accurate and up-to-date case logs to document case experience.
- The Professional Behavior section of the clinical evaluation tool includes professional behaviors as demonstrated by students in the program, class, lab, and clinical rotations.

Standard Expectation Punctuality:

In the classroom and laboratory, punctuality is necessary to establish an environment conducive to learning for all students. Students arriving late must minimize disruption to fellow students. Students entering the

classroom or laboratory late during a quiz or exam may be allowed to take the quiz or exam but will not receive additional time for completion. Repeated late arrivals will necessitate an interventional conference.

- In the clinical setting, students are to report to central communication desk dressed and ready for clinical assignment at least 10 minutes prior to clinical start time. For example: if the scheduled "report time" is 7:00 am, the student should arrive at the site in time to change into facility scrubs and report to the front desk by 6:50 am. This practice demonstrates professional behaviors and increases potential future employment opportunities.
- Rare occasions may arise that cause a late arrival to the clinical assignment. Use the established notification procedure to report a late arrival. Three late arrivals in a semester will constitute one absence.
  - Over-sleeping and/or alarm clock malfunctions are not acceptable reasons for arriving late.
- Maintain proper nutritional needs prior to clinical assignment, that is, eat breakfast. Proteins are better than carbohydrates when preparing for a long day in surgery.
- Park only in designated areas, lock all valuables in your car, bring only items needed for the day to the clinical site.

Learning Environment Expectations

To facilitate an optimal learning environment and respect for other learners and the instructors, the following professional behaviors are expected.

- All settings:
  - Follow all published policies and procedures and instructor/preceptor verbal directions.
  - Video or audio recording of classroom or laboratory sessions allowed only with instructor permission and is never allowed in the clinical setting.
- Classroom:
  - Arrive in a timely manner to have learning materials organized and ready prior to the scheduled class start time.
  - Regular breaks will be scheduled and announced. If a student must leave the classroom prior to a scheduled break, please exit as unobtrusively as possible. Students are responsible for material covered while absent from the classroom.
  - Direct all discussion and questions to/through the instructor to minimize distraction to other learners.
  - Silence cell phones and store them out of sight during classroom sessions. Exceptions may be allowed with prior instructor permission.
- Laboratory:
  - Arrive approximately 10 minutes prior to lab start time so that backpacks are stowed, medical hand wash is completed and proper in OR attire prior to lab start time.
  - Utilize a pocket memo book to keep notes on lab skills progress and critical information.
  - Personal electronic devices are to be stowed during lab. Students may take photos of lab instruments or set-ups outside of scheduled lab sessions.
  - Lab sessions do not have breaks to assist students in learning the physical rigors of the operating room.
  - If a student must leave the lab during a session, please exit as unobtrusively as possible.
  - Food and/or drinks are not allowed in the lab during scheduled lab sessions.
  - Request additional practice time outside of lab as needed to achieve skill competency.
  - Stay focused on assigned tasks to maximize the learning opportunities available in the lab course.
  - Follow Standard Precautions at all times.
  - Demonstrate acceptable professional behaviors at all times.
  - Demonstrate the ability to function effectively in teams.
- Clinical:

  Clinical rotations provide students an opportunity to learn and practice key skills. Rotations also provide an opportunity to demonstrate competence to area employers. Cognitive and psychomotor skills are crucial, and a significant emphasis is on affective (professional) behaviors. Students must maintain the highest level of professional behavior at the clinical sites to meet program requirements and to maximize

the potential for job placement upon graduation. Program course materials define and explain expected professional behavioral standards.

Examples of expected professional behaviors include, but are not limited to:

- Punctuality, attendance, integrity, honesty, accountability, flexibility, teamwork, effective use of clinical time, active pursuit of learning experiences, effective interpersonal communication, personal hygiene and professional appearance, adequate rest prior to clinical assignment, enthusiasm for learning, preparation for daily case assignments, willingness to follow directions, willingness to accept criticism, and demonstration of a positive attitude.
- Failure to demonstrate appropriate professional behaviors in the clinical setting may initiate an intervention. Intervention assists the student in identifying and developing behaviors that meet program standards and thus increase employment opportunities. The interventional level (advisement, warning, or probation) is determined according to the severity of the student's behavior. Failure to resolve issues at the probationary level may result in withdrawal of the student from the surgical technology program. Unacceptable behaviors that may result in a formal intervention and possible probation include but are not limited to:
  - Willful non-compliance with policies and standards of the Surgical Technology program and those of the clinical facilities.
  - Inability to progress in clinical competence or unsatisfactory performance in the clinical setting.
  - Greater than 2 absences or multiple late arrivals per semester.
  - Inability to maintain physical or mental health necessary to function safely in the patient care setting.
  - Violation of patient confidentiality.
  - Unsafe or unprofessional practice.
  - Demonstration of behavior and/or performance that is disruptive and/or hazardous to the student, patient, or other team members.
  - Harassment of a student, peer, preceptor, other surgical team member, or patient.
  - Documented refusal of a clinical site to allow a student to continue at that site, based on just cause. The Surgical Technology program director will determine just cause.
  - Falsification of required program documentation, including but not limited to timecards and/or case verification.

NOTE: All original clinical rotation documents become a permanent part of the student's academic file. It is the responsibility of the student to maintain personal records if needed. Students are NOT allowed to keep records of any confidential patient information or copies of any document containing confidential patient information (e.g., procedure cards showing patient name, surgery schedule, etc.).

Dress Code

Surgical Technology students are learning to become allied health professionals. Healthcare professional appearance standards may differ from those of the general college campus. Surgical technology students should be well-groomed, clean, and neat at all times. Personal hygiene must be exceptional, avoiding any offensive body odor or tobacco smell. Specific dress codes for classroom lab sessions, and clinical rotations are provided below.

- Classroom:
  - Wear scrubs in the program-color (Navy Blue). Long sleeves may be worn under scrubs. A scrub jacket may be worn over scrubs for warmth if needed. Casual dress days will be scheduled in advance.
- Lab:
  - Each student must own at least one pair of scrubs (shirt and pants) preferably two in the designated class color (Navy Blue). Wear these scrubs to all lab sessions. Clothing worn under the scrub top must not extend past the sleeves of the scrub top. Optional matching scrub jackets are acceptable when not scrubbed.
    - Each student must own and use OSHA approved protective eyewear during all lab sessions. Splashguards are provided for students who wear prescription eyeglasses.

- Clinical:
  - Report to clinical sites wearing program-color scrubs with college name tag attached to the upper left side of scrubs or a lanyard.
  - Change into facility-provided scrub attire on site.
  - OSHA approved protective eye wear provided by the clinical site is required to meet Standard Precautions. https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html
- Lab and Clinical:
  - Each student must wear an appropriate pair of clean, supportive shoes.
  - For surgical patient safety, sterile team members must be free of any non-natural item on face, ears, neck, hands or arms. Facial makeup that appears on the inside of the surgical mask will be in violation of the dress code. Enhancement of any type to eyelashes (such as mascara, false eyelashes, extensions, etc.) is prohibited.
  - Body piercing must not be visible and must not cause disruption in the learning or patient care environment.
  - Jewelry of any type is prohibited in the lab and clinical setting. This includes but is not limited to all pierced earrings, nose rings, eyebrow rings, wedding rings, and any item worn on wrist.
  - Hair should be styled or secured in such a manner that prohibits extension beyond surgical hair cover. If dyed, it must be of a natural color (no pink, bright red, blue, green etc. If you have to ask it is probably not acceptable).
  - If worn, beards and/or mustaches must be clean, neatly trimmed and completely contained within mask and beard cover cap.
  - Fingernails must be short (not to extend past the fingertip), well groomed, and unpolished. Artificial nails are prohibited. Hands and nails must be free of damage. Skin of arms, hands, and fingers must be intact to prevent transmission of blood borne pathogens from student to patient or from patient to student. This includes injury to cuticles. Fingernails must be healthy in addition to being natural and free of any type of polish. The term "healthy" indicates that fingernails must be intact and nail bed healed from damage due to artificial nails, and that fingernails cannot be rough, jagged, or bitten.
  - The lab and clinical facilities are fragrance-free environments. Students may not use cologne, after-shave, perfume, or other strong fragrance in the lab or clinical facility.

Student Learning Assessment -Student Accountability for Learning

Adult learners are accountable for achieving their chosen level of learning. The surgical technology program utilizes the concept of active learning to facilitate student progress toward educational goals. Successful learners prepare for and engage in each learning opportunity. Successful adult learners identify their learning needs and assume responsibility for strengthening any deficiency. Successful learners seek help early and utilize all available assistance. Potomac State College provides numerous resources to assist students including help with study habits, test-taking skills, improving reading skills, and time management. We are committed to helping you reach your educational and career goals. The Surgical Technology Program Director will be your primary contact for academic assistance during the program.

Grading Scale

The grading scale system for surgical technology program courses is:

- Grading Scale - 70% or higher required to pass all ST courses
  - A: 90-100%
  - B: 80-89%
  - C: 70-79%
  - D: 60 - 69% (course failure)
  - F: < 60% (course failure)
- Copies of an individual's completed lab and/or clinical evaluations are provided upon request.

Academic Progress

- Students must pass all courses in the Surgical Technology curriculum with a "C" or better to meet graduation requirements.

- A minimum grade of C is required in all courses with a minimum overall GPA of 2.0. A course with a grade of less than C must be repeated, eaining a minimum grade of C.
- Surgical Technology courses are sequential, so students must be continually enrolled in program courses in the appropriate sequence. Students who do not satisfactorily complete requirements in a ST-course cannot progress to the next term, which may result in withdrawal from the program.
- If a student is withdrawn from the program for academic reasons, the student may apply for readmission into the next enrollment cycle. Any lapse in program continuity will require successful completion of a Clinical Readiness Evaluation, the results of which may require repetition of one or more program courses.
- The limit for surgical technology core course repetition is one course and one time only during the length of the program. Failure in more than one core course may negate eligibility for program readmission.

Academic Integrity

- It is the desire of the WVU PSC ST faculty to create and foster a positive learning environment that promotes professionalism, integrity, and mutual trust. Surgical technology students are expected to act with integrity and honesty in all didactic and clinical settings, regardless of the nature of the assignment or activity or percentage weight toward course grade. For example, the WVU PSC ST places as high an expectation on academic integrity for quizzes and assignment submissions as it does for exams or end-of-semester papers. All forms of academic dishonesty are prohibited. The WVU PSC ST follows the WVU Policy on Student Academic Integrity.
- Formal complaints of academic dishonesty shall be filed with the Director of Academic Integrity by any Authorized Reporter (typically the Instructor of Record). Complaints should be submitted to the Director of Academic Integrity within ten (10) academic days following the discovery of the alleged incident of academic dishonesty. Academic dishonesty sanctions may range from remedial/educational sanctions to university expulsion. The comprehensive Academic Integrity policy, process, and list of sanctions can be found in the WVU Policy on Student Academic Integrity.

Appeal Policies (Final Grades, Academic Penalties, and Academic Dishonesty Charges)

- The primary purpose of the appeal procedure is to allow review of a penalty or sanction in cases in which a student believes that due process was not followed or that the penalty or sanction was imposed unfairly or inconsistently with regard to course requirements and policies, or with program and College standards and regulations. Students have the right to appeal a final grade, academic penalty, or charge of academic dishonesty that they believe reflects a capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on race, gender, age, disability, veteran status, religion or creed, sexual orientation, color, or national origin. Additional grounds for appeal may include unreasonable severity penalty, demonstrable prejudice in the decision-making process, a belief that the evidence does not support the finding of responsibility (in the case of academic dishonesty) or the choice of penalty, or additional evidence or new information that was not considered in determining the penalty.
- If a student does not appeal an academic penalty or fails to follow the appeal procedures described below, the academic penalty will be upheld.

Appeal of a Final Grade

For WVU PSC ST, the Level 1 appeal should be submitted through WVU email to the STEM Division Chair, and Level 2 appeals are submitted to the WVU PSC Dean of Academic Affairs. Please refer to the WVU Policy for Appeal of a Final Grade for more information.

Appeal of an Academic Penalty

Students may appeal academic penalties other than a final grade, such as admissions decisions, program removals, academic notice, or progression policy penalties. Please refer to the WVU Policy for Appeal of an Academic Penalty for additional information.

In the ST Program, the ST Program Director presides over the Level 1 appeal. The letter of appeal should be submitted through WVU email. Level 2 appeals are submitted through WVU email to the WVU PSC Dean of Academic Affairs.

Appeal of a Charge and/or Penalty Based on Academic Dishonesty

A student who has been found responsible for violating the WVU Policy on Student Academic Integrity may initiate an appeal by submitting a written appeal following the instructions provided in the notice of outcome. The student must file an appeal within 10 academic days from the date the outcome letter is sent. If no appeal is submitted within that time frame, the sanction(s) will be applied, no appeal will be considered, and the matter will be concluded. The student's appeal must include the documentation and evidence forming the basis of their appeal, and must be based on one or more of the recognized grounds for appeal listed in the WVU Policy on Student Academic Integrity. The student may appeal the finding of responsibility, the sanction(s), or both. The Office of Academic Integrity must provide all relevant documentation to the Provost upon their request. The Provost assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Provost. The Provost communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the charge or appeal to that point. The Office of Academic Integrity retains all documentation related to the appeal for 5 years. Once the Provost has issued a decision, the matter is final and binding upon all involved.

Communication Regarding Student Academic Progress

- Surgical technology core course content is delivered at an accelerated pace, which requires frequent assessment of student progress and frequent communication between instructors and students.
- The surgical technology program utilizes both formative and summative measures to assess student learning.
  - Formative measures include, but are not limited to classroom discussion, graded and non-graded quizzes, assignments, and skills demonstrations.
  - Summative measures include, but are not limited to lab skills evaluations, unit and final exams, and clinical evaluations. Graded assessments are evaluated as soon as possible, reviewed with students, and recorded in the emcapus course gradebook.
- Adult learners monitor their own academic progress in each course by utilizing the Canvas course gradebook frequently. Student-Instructor conferences are also a means to communicate student progress. The program has two types of student conferences: routine and interventional.
  - Routine student conferences are held at any time by student request. The student's general progress and learning needs are discussed. Interventional student conferences are held as needed for students experiencing academic or behavioral difficulties.
  - Interventional conferences assist the student in achieving academic and behavioral program and professional standards. Specific issues of concern are identified, and an action plan is formulated.
  - A completed conference form signed by the student and instructor is provided for all interventional conferences.
  - The intervention process is utilized to assist the student in correcting issues that may negatively impact program, progression, graduation, and/or employment. It is expected that the student will resolve identified issues at the lowest intervention level, i.e., advisement. Failure to resolve previously identified concerns or sufficient seriousness of an initial concern may result in an intervention at the warning level. Repeated warnings or sufficient seriousness of an initial concern may result in probation. Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in the Surgical Technology Program for any of a number of reasons. Examples include, but are not limited to, the following:
    - Willful non-compliance with established policies and procedures.
    - Unsatisfactory performance in the clinical setting, unsafe or unprofessional practice.
    - Inability to maintain physical or mental health necessary to function in the program.
    - Failure to resolve issues at the probationary level may result in withdrawal of the student from the surgical technology program.

Surgical Case Requirements

- The program graduation requirements meet the minimum total case requirements as specified by the national Core Curriculum for Surgical Technology, 7th edition (CCST 6e). The program's minimum case requirements must be achieved prior to graduation in addition to completing the required clinical hours. The minimum case requirements are listed in the following table.
- Minimum required total cases -120.
  - Minimum required general surgery cases – 30.
  - Minimum required specialty cases – 90.
  - Minimum required first scrub cases – 80.
  - Minimum required first scrub cases general surgery – 20.
  - Minimum required first scrub cases specialty - 60.
  - Minimum additional cases in first or second scrub role – 40.
  - General surgery cases in the first or second scrub role – 10.
  - Specialty cases in the first or second scrub role – 30.
  - Other parameters required by the CCST 7e include: *The required minimum of 60 specialty cases in the first scrub role must be distributed amongst a minimum of four specialties.
  - A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of four specialties (40 cases total required). The additional 20 specialty cases in the first scrub role may be completed in any surgical specialty.
  - A maximum of 10 diagnostic endoscopy cases are allowed, but the program will not use those cases to meet CCST 7e minimums. Procedures classified as diagnostic endoscopy are: bronchoscopy, colonoscopy, cystoscopy, EGD, ERCP, esophagoscopy, laryngoscopy, panendoscopy, sinusoscopy, and ureteroscopy.
    - Diagnostic procedures that include the addition of a treatment, such as ureteroscopy with stone extraction or laryngoscopy with biopsy will count as a case in the appropriate specialty.
  - Observation of cases must be documented but do not count toward minimum case totals.
  - Cases are counted by surgical specialty. Examples of how to count multiple cases on the same patient are:
    - Trauma patient requires a splenectomy and repair of a Lefort facial fracture. Two cases can be counted – one in general surgery (splenectomy) and one in oral-maxillofacial surgical specialty.
    - Patient requires a breast biopsy followed by mastectomy. It is counted as one case because both procedures are general surgery and both involve the same surgical site and pathology.
    - The Program counts combination procedures such as carpal tunnel, tendon transfer, and/or cubital tunnel on the same patient as one case.
    - The Program counts mastectomy with immediate breast reconstruction as one case (same pathology, same patient), even though two different specialty surgeons conduct the procedures. It may be recorded as a mastectomy in general surgery or as a breast reconstruction in plastic and reconstructive surgery, but not both.
    - Please seek guidance from the clinical coordinator or program director for any situation in which you are unsure about how to properly count and record multiple procedures on the same patient.

Clinical Role Definitions

- First Scrub Role
  - The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.
    - Verify supplies and equipment needed for the surgical procedure.
    - Set up the sterile field with instruments, supplies, equipment, medication(s) and solution needed for the procedure.
    - Perform counts with the circulator prior to the procedure and before the incision is closed.
    - Pass instruments and supplies to the sterile surgical team members during the procedure.

- - Maintain sterile technique as measured by recognized breaks in techniques and demonstrate knowledge of how to correct with appropriate technique.
- Second Scrub Role
  - o The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following: sponging, suctioning, cutting suture, holding retractors, or manipulating endoscopic camera.
- Observation Role
  - o The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.
- Procedure for completing case verification form to document case experience.
  - o The daily case verification form is completed daily for case verification and are required to document surgical case experience. This form must be completed in ink.
  - o Please use an appropriate pen that does not bleed through the paper.
  - o Students record the procedure name and the column for the appropriate role performed by the student for that case.
  - o Do not leave a clinical site without completed documents. If scrubbed, preceptors may designate a staff member to complete forms on their behalf. Incomplete documents are returned to student and result in delays on case verification. This could also result in additional trips to clinical site to track down the preceptor and takes significant additional time for both student and preceptor.
  - o Students use data on the daily case verification form to complete and submit weekly case logs in their surgical counts account.
  - o Cases must be logged by the time of the weekly classroom meeting.

Clinical Experience Policy and Procedures

Clinical Hours

Students may request additional clinical assignment hours if sites are available. Make requests to the Clinical Coordinator via office email. If approved, approval notification is returned by email. Approved make-ahead requests are scheduled and clinical hours and all policies apply to those assigned hours.

Clinical Site Low Census

Occasionally, a clinical site may not have a sufficient caseload to complete the student's assigned time that day. If the clinical site supervisor determines that the student is to leave the site prior to the scheduled time, this situation must be verified by a staff member on the clinical case verification form by writing "low census" near the departure time.

Clinical Travel

- Access to the clinical education portion of the program requires that students attend assigned surgical rotations off campus at area clinical facilities. Clinical sites are located in: Keyser, WV, Oakland, MD, Cumberland, MD, Petersburg, WV and Morgantown, WV.
- Students are responsible for their own travel costs and must maintain reliable transportation. WVU Potomac State College and the Surgical Technology Program are not liable for any accidents relating to travel to and from clinical sites.

Clinical Schedules

- Clinical rotation schedules are arranged in advance and students are notified as soon as possible.
- Clinical assignments are Tuesday through Friday. Report times vary by clinical site, generally between 6:00 and 6:30am.
- Clinical rotation schedules are adjusted as needed to accommodate changes in the clinical site surgery schedule/case availability.

Personal Electronic Devices (PED)

- Students must NOT have cell phones or other PED on their person in patient care areas. (Behind the red line) At no time may students use a PED to take photographs of any patient or any part of a medical record. Doing so will be grounds for immediate dismissal from the program.
- Students found carrying cell phones/PED on their person in patient care areas will be in violation of program standards, necessitating a formal intervention. Students may leave cell phones/PED in their assigned locker and may check messages during break times. If a student chooses to have a cell phone/PED at the clinical site, note that the clinical site, the College, and the surgical technology program are not liable for damage or loss of such a device or any other student personal property at the clinical site.
- If necessary, ONLY true emergency messages may be relayed through the facilities' surgery front desks.

Health Insurance

Students are required to have health insurance while they are enrolled in the WVU PSC ST. Health insurance is available through the WVU Student Insurance Office. WVU's first priority is its students. We want them to be healthy, happy, and successful in and out of the classroom. In order to ensure that our students have access to the quality healthcare and as a measure to protect them from high, unexpected healthcare costs, all domestic students at WVU and WVU Tech, enrolled in 6 or more credit hours and international students enrolled in 1 or more credit hours are required to carry health insurance coverage. This decision was made with great care by our Student Health Advisory Committee. Eligible students who do not have an approved waiver on file for the academic year are automatically enrolled in the WVU-sponsored Aetna student health insurance plan. Surgical technology students on the Keyser campus will be directed as to their insurance requirements. A copy of the front and back of your insurance card is to be uploaded to your Medical Document Manager in PreCheck/SentryMD to meet this requirement.

HIPAA Training Requirement

All students enrolled in the WVU PSC ST are required to provide verification of completed annual training on the Federal Law - Health Insurance Portability and Accountability Act (HIPAA). Information on training available on SOLE can be found in the PreCheck/SentryMD portal. Upon completion of training, the form for the requirement must be downloaded, signed, and uploaded to PreCheck/SentryMD by the required due date in order to be eligible to begin the clinical experience. In addition to HIPAA training on SOLE, students will be required to submit signed HIPAA documents for WVU Medicine and other clinical facilities.

Occupational Risks and Exposure Policy

An exposure incident is defined as follows:

- Injury with a contaminated sharp object (e.g., needle-stick, scalpel-cut)
- Spills or splashes of blood or other potentially infectious material onto non-intact skin (e.g., cuts, hangnails, dermatitis, abrasions, chapped skin) or onto a mucous membrane (e.g., mouth, nose, eye)

If a student has an exposure to blood/bodily fluids as described above, the student must first wash the injury site with soap and water, and immediately notify the faculty or preceptor.

Between the hours of 7:30 a.m. and 4:30 p.m. all WVU employees and students who have or may have been exposed to needle-sticks or other incidents involving blood or body fluid or clinical-related injury, must immediately report the incident to Employee Health at Ruby Memorial Hospital or the assigned clinical facility. Students who experience a non-patient related health event/injury must complete an Incident Form (facility and WVU PSC ST) and report to the Emergency Department (at the discretion of the clinical faculty). Students may be responsible for costs associated with exposure/injury testing and treatment.

If another person (the source person) is involved in the exposure incident, this individual must be evaluated and strongly encouraged to proceed immediately to the third floor of the Physician's Office Center (POC) or other indicated department appropriate for the facility and campus for the appropriate laboratory tests. If the

source person is a patient, appropriate testing will be done per clinical facility policy.

Students experiencing an exposure or injury outside the clinical site must notify the agency preceptor and WVU PSC ST faculty of the exposure or injury and be treated according to the agency protocol. Students may be responsible for costs associated with testing and/or treatment.

NOTE: All surgical technology students are required to participate in Bloodborne Pathogens training prior to clinical experiences. Students on the Charleston, Keyser, Beckley, and Bridgeport Campuses will follow this policy as applicable but will also follow specific procedures directed by the clinical instructor/site.

Duo-Token Policy

The use of two-factor authentication for access to secure, targeted websites from all WVU campuses, including WVU PSC offices, labs, offsite locations and WVU Medicine hospitals/clinics is required. This is to ensure uniformity across all WVU campuses. WVU's academic administrators determined that for this critical security initiative to succeed, no group of people and no physical location should be exempt.

Email Communications

Students should use their WVU mix account for all email communication. Students are expected to check their email frequently (including spam folders) and review all communication from the WVU PSC ST. When initiating emails or sending a response, professional standards should apply.

Social Media Policy

WVU is committed to free and open expression and supports its faculty, staff, and students in the use of social media to connect with each other and to accelerate teaching and learning. Social media is a powerful tool that carries with it many rewards, but with those rewards come personal and institutional risks. The University has developed these guidelines to assist the University community in the safe, legal, and effective use of blogs, Facebook, Twitter, YouTube, LinkedIn, Foursquare, and other social media outlets, and to protect users' personal and professional reputations and the institutional reputation of the University. Because technology evolves constantly, these Guidelines will be monitored and revised as deemed necessary.

General Guidelines

1. Use of social media must comply with all applicable University policies, guidelines, and regulations, including but not limited to: Board of Governors policies, Division of Human Resources policies, Administration and Finance policies, and University Relations and Information Technology Services standards and procedures.

2. All use of technology resources must comply with the Information Technology Services Acceptable Use of Data and Technology Resources Policy.

3. Users must not post confidential information about WVU PSC, its faculty, staff, or students.

4. Content managers must follow all WCAG 2.0 and 508 Compliance recommendations including captioning of all videos with correct spelling and grammar as well as other accessibility guidelines including alt tags for graphics. If a video is not transcribed by another group, it should not be shared.

Cell phones, laptops, and any devices with ringtones or other audible notifications must be silenced when in the classroom, workshop, or clinical area. Students may not accept or access personal cell phone calls or text messaging in the direct patient care or simulation area. Students must adhere and will be subject to WVU PSC ST and clinical institution policies regarding cell phone use and social media activity.

PreCheck/SentryMD Documentation Policy

All students must submit and verify approval of immunizations, immunity, compliance with clinical requirements, and other important documentation in order to safeguard themselves and protect patients in the clinical setting.

Students are required to purchase a PreCheck/SentryMD account, and the student is responsible for

maintaining the current information in the PreCheck/SentryMD account, including items that must be maintained continuously or that expire as outlined below. Students are responsible for checking all relevant email accounts (required to use mix email account) to verify that the submission was approved. If there are any unresolved issues or extenuating circumstances, it is the student's responsibility to contact PreCheck/SentryMD and/or the program director prior to the deadline. <u>Students must exhibit compliance prior to the beginning of each semester (Jan. 1 for spring, May 1 for summer, and Aug. 1 for fall). Students noncompliant on the first day of classes each semester will only have the add/drop week to remedy documentation errors. Students still noncompliant by 4pm on Friday of the first week of classes will not be permitted to attend clinical experiences and the Clinical Attendance Policy will apply.</u>

The following documents are required for admission and progression in the program. Official documentation is from a physician, health clinic, etc., and parental written documentation of immunization records is not considered adequate.

- Signed student handbook signature page (upon admission and annually)

- Criminal background check (see Background Check Policy) (upon admission)

- Completed Statement of Criminal Record Form (each semester)

- Current American Heart Association BLS CPR certification for adult, child, and infant (upon admission and before subsequent certification expiration)

- Urine drug screen (See Drug and Alcohol Screening Policy)(within one month prior to matriculation and annually) * Students are required to repeat within 48-72 hours for a 'negative dilute' result.

- HIPAA training completion certificate (found in SOLE) (upon admission and annually)

- Official documentation of tetanus and pertussis immunization within the last 10 years

- Official documentation of varicella vaccine (2 doses)

  If there is only documentation of "history of disease," a varicella titer is required. If that titer is negative, documentation of 2 doses of varicella vaccine is required.

- Official documentation of initial immunization and booster for MMR (2 doses)

- Official documentation of a complete Hepatitis B series (3 doses) <u>and</u> positive Hepatitis B antibody titer

  A negative Hepatitis B antibody titer indicates lack of immunity, and a repeat series is required, followed by a repeat titer. If after 2 full series of Hep. B vaccines, the titer is still negative, the student will be considered a non-responder, and immunity will be presumed.

- Official documentation of a PPD within the past year, a current two-step PPD, or Quantiferon Gold test *If there is documentation of BCG vaccine or a previous positive PPD, then a serum Quantiferon Gold test will be accepted (upon admission and annually [if required], TB questionnaire required annually)

- Official documentation of an influenza vaccine (annually, November 1 deadline)

- COVID-19 vaccination documentation (required by clinical sites; students may be eligible for medical or religious exemptions)

- Documentation of health insurance (University requirement)

Waivers

Any student who declines immunizations for religious or other reasons is required to sign a waiver (Appendix B). Even if a waiver is signed, lack of immunization/immunity to the above communicable diseases may prevent a student from participating in required clinical experiences, and, therefore, may prevent a student from being admitted to, or progressing in, the surgical technology program.

Covid Vaccination Exemption

All students are required to have received the primary series of COVID -19 vaccination. Requests for

exemption from this requirement may be made using the appropriate links below:

- o Medical. Medical exemptions are handled through the Office of Accessibility Services (OAS). The student must "register" with them through their website. Once registered, OAS will contact and work with the student to provide the necessary paperwork.

- o Religious. All religious exemption requests are handled through the Division of Diversity, Equity, and Inclusion (DEI). The student will need to upload the Religious Exemption Affidavit to their profile.

Once the exemption has been granted by the appropriate office, the student must submit the exemption to their SentryMD account for approval.

Background Checks

Students are required by clinical agencies to undergo federal and state criminal background checks and a urine drug screen prior to clinical experiences. Felony convictions, some serious misdemeanors, and positive drug screens may preclude participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the surgical technology program or result in admission ineligibility or program removal.

In addition, the WVBON requires that applicants for licensure undergo a criminal background check and answer the following question: *Have you EVER been convicted of a felony or a misdemeanor or pled nolo contendere to any crime, had record expunged or been pardoned?* An application that indicates a criminal history is considered a non-routine application and must be reviewed by the WVBON staff and possibly referred to the Board's Disciplinary Review Committee.

Procedure for Criminal Background Checks:

1. Students will have a criminal background check at admission documented through PreCheck (See PreCheck/SentryMD Documentation Policy).

2. If the background check indicates a criminal history, the clinical agency will be notified and will determine whether or not to allow the student to participate in clinical experiences at that agency.

3. If the student is unable to participate in clinical experiences, the student will not be able to complete clinical course requirements, and, therefore, will not be able to meet requirements to complete the surgical technology program.

4. Students will be required to complete a Statement of Criminal Record form (Appendix C) each semester they are enrolled in surgical technology courses to indicate any changes that have occurred related to the criminal record.

5. Students who are charged with or convicted of a crime may be subject to admission ineligibility, removal, suspension, or lesser disciplinary sanctions.

6. Students who experience a "Citation" or "Arrest" while enrolled in the surgical technology program must notify the WVU PSC ST Office of Student Services within 72 hours of the citation or arrest Statement of Criminal Record

Drug & Alcohol Screening Policy

The WVU PSC ST has an obligation to protect the public and its students while also respecting students' privacy rights. Drug screening policies at the academic program level must balance safety and privacy rights. This drug and alcohol screening policy applies to all WVU PSC ST programs that incorporate a clinical component, direct patient care provision, and/or handling prescription medications. In addition, the WVU PSC ST and its students must follow clinical facility policies and requirements regarding drug and alcohol screening.

Prohibited Substances

Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but also to all those who work with them and to patients for whom they

provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over-the-counter drugs, and/or alcohol poses an unacceptable risk for unsafe patient care. On-campus and off-campus incidents involving alcohol or prohibited substances will be referred to the Office of Student Rights and Responsibilities and may result in a violation pursuant to this policy.

Prohibited substances include cannabinoids, phencyclidine (PCP), cocaine, amphetamines, benzodiazepines, barbiturates, propoxyphene, methadone, methaqualone, methamphetamine, buprenorphine, opiates, and opioids. Students may not be under the influence of alcohol while performing patient care duties or handling prescription medication, and possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to provide alcoholic beverages to persons under the age of 21.

Students who are prescribed any substance that may impair their alertness or cognition while enrolled in a surgical technology course with a clinical component must notify their instructor as soon as possible and prior to clinical experiences, medication administration, or patient care. Students are permitted to take prescribed medications that may affect urine drug screen results as long as the student is able to safely provide care.

Students are not prohibited from receiving a cannabis certification from a healthcare practitioner and possession of a valid identification card issued by the Bureau for Public Health within the West Virginia Department of Health and Human Resources under 16A-1-1 simply by virtue of their profession; however, a cannabis certification is not considered a prescription, and consumption is not permitted while enrolled in the surgical technology program. Positive drug screens, regardless of certification status, will be sanctioned as outlined in this policy.

Routine Urine Drug Screening Requirements

Students enrolled in programs with clinical components are required to submit a urine drug screen during the month prior to matriculation and annually through PreCheck/Sentry MD (see the PreCheck/Sentry MD Documentation Policy). Students are required to comply with clinical facility policies, which may include random drug screening.

Reasonable Suspicion ("For Cause") Screening

Students enrolled in courses with clinical components may be subject to additional blood alcohol testing or urine alcohol and drug screening if reasonable suspicion for screening is found (see Appendix D). Reasonable suspicion requires some level of objective information to believe that drugs or alcohol are involved. Reasonable suspicion of substance use may be considered in the presence of the following factors:

1. Direct observation of the student engaging in drug or alcohol related activity
2. Direct observation of the student demonstrating symptoms of being under the influence, including, but not limited to:
    a. Slurred speech
    b. Odor of alcohol on breath or person
    c. Unsteady gait
    d. Dilated pupils or bloodshot/glassy eyes
    e. Disoriented or confused behavior
    f. Observed behaviors indicative of hallucinations
    g. Unexplained accident or injury
3. Documented pattern of erratic behavior or sudden change in demeanor
4. Conviction of an alcohol or drug related offense
5. Documented sudden change in performance, including, but not limited to:
    a. Excessive absenteeism or tardiness

b. Decline in academic performance, including missed deadlines

   c. Work habits in the clinical environment, including increased errors

6. Specific and reliable information from a credible source

Following an incident that requires drug or alcohol testing, the student will be sent home via cab or rideshare (at the student's expense) or a responsible individual. Under no circumstances will the student be allowed to drive home or return to class or clinical.

Urine Drug Screening Procedures

Students are responsible for the cost of all drug screening. Routine drug screens are purchased and documented through PreCheck/Sentry MD. Random and "for cause" drug screening can be documented through PreCheck/Sentry MD or a participating LabCorp facility. More information regarding drug screen locations can be obtained through the Office of Student Services.

Students may not be permitted to begin or return to the clinical rotation until drug screen results are available. It is the student's responsibility to ensure that drug testing is completed in a timely manner.

Positive Alcohol and Drug Screens

Any positive alcohol or drug screen may result in a violation of academic program policies and professionalism standards. Refusal of a blood alcohol, urine alcohol, or urine drug screen will be treated as a positive drug screen result and repeat specimen collection for a positive result is prohibited. Students are required to repeat urine screenings with a 'negative dilute' result within 48-72 hours.

If the student feels that a positive test result is an error, the specimen may be immediately retested by the contracted laboratory to determine whether an error existed. In the event that the retest is negative, the immediately prior positive result will be considered an error, and the initial positive test will not result in a violation.

On-campus and off-campus incidents involving alcohol or prohibited substances will be referred to the Office of Student Rights and Responsibilities and may result in a violation pursuant to this policy. Interim suspension measures or an immediate leave of absence may be necessary during the investigation and/or during follow-up treatment and support. Required documentation will be outlined in a formal outcome letter and will be maintained with the student's academic program record.

The WVU PSC ST recognizes that chemical dependency is an illness that can be treated. Assistance for students who are dependent on a chemical substance is available through WVU and WV Restore, and any sanction regarding a violation of this policy will result in a WV Restore referral. If, through disciplinary proceedings and the resulting sanctions, the student is permitted to return to the academic program, full compliance with the recommendations of the counseling/support program will be required.

Under the University's Campus Student Code and WV law, bystanders and those affected by drug or alcohol overdose may be safe from prosecution and may not face

Program Confidentiality Policy (for detail, see attached Student Confidentiality Agreement)

- Students are aware that confidential information is protected by federal law, which prohibits making any disclosures without the specific written consent of the person to whom it pertains.
- Discussion of medical conditions or patients outside the immediate educational setting (anywhere other than the campus classroom/lab or in a secure setting at the clinical site and for learning purposes only will not be tolerated.
- Information regarding clinical experiences must NEVER be discussed in a public setting (elevators, hallways, cafeteria, restaurants, bathrooms, businesses, etc.) or privately with any other person.
- Training/working within the medical field requires a high level of maturity, discretion and tact at all times. Failure to abide by the rules of confidentiality in ANY of the above or other scenarios may result in

immediate removal from further assignment in the clinical setting, and potential dismissal from the program.

Student and Patient Safety

Clinical Site Requirements: To provide for student and patient safety, the College, the Surgical Technology program, and our clinical facilities require documentation of the following items prior to acceptance into the program:

- American Heart Association Certification in Cardio-Pulmonary Resuscitation (CPR) at the Health Care Provider level.
- Current clinical site and/or CDC specified immunizations.
- Drug Screening and Background Check without violations.
- Additionally, clinical sites may change requirements at any time and the program, and its students are obligated to comply with those requirements.

Fatigue and Patient Safety

- A student enrolled in the WVU PSC ST is expected to give priority to the demands of the required classroom and clinical experiences. This includes adequate study and preparation time. Time spent working can interfere with the time needed for these requirements. Therefore, the WVU PSC ST strongly discourages undergraduate surgical technology students from working in excess of 20 hours per week when enrolled for 12 or more credit hours. As the number of enrolled credit hours increases above 12, the number of hours worked should decrease below 20. If a student chooses to work, the hours worked are not an excuse for failing to meet academic and clinical performance standards and schedules.
- Students may not work a shift immediately prior to reporting for clinical rotations. Students are encouraged to take advantage of all opportunities for financial aid, including grants, scholarships, and educational loans, to reduce and/or eliminate the need to seek employment while enrolled in the WVU PSC ST. The program is committed to surgical patient safety, so students are prohibited from working night shifts prior to assigned clinical days and must plan get at least 7-8 hours of sleep the night before assigned clinical days.
- Fatigue due to sleep-deprivation contributes to an increased risk of medical errors and cannot be tolerated in the patient care setting.

Declaration of Pregnancy

- Federal and state regulations were modified in 1994 to introduce the term "declared pregnant worker." Under these regulations, each student may declare her pregnancy in writing to the Program Director. However, it is the student's option whether or not to do so. The student may decide to declare the pregnancy as soon as conception is confirmed or at any time during the pregnancy. It is up to each individual student to make her own decision regarding the declaration of the pregnancy. A declared pregnancy may be rescinded in writing at any time.
- Declared pregnant students are eligible for adjustments in clinical case assignments (such as no exposure to bone cement) which do not affect graduation competencies.
- The Surgical Technology Program will comply with clinical site policies and obstetrician's written recommendations regarding case assignments for declared pregnant students. Case assignments cannot be adjusted for pregnancy unless the student informs the ST Program Director of the pregnancy in writing.

Clinical No-Smoking

To meet personal hygiene standards necessary in surgical patient care, students may not smoke or use tobacco products prior to or during each assigned clinical rotation day.

Standard Precautions

- Students must always practice Standard Precautions in the clinical setting, including use of required personal protective equipment. Students who do not consistently practice these precautions place themselves at grave risk for blood and body fluid exposure and are in violation of program standards.
- If Standard Precautions and safe sharps practice are not consistently applied, the risk of a sharp's injury is greatly increased. The clinical sites are not liable for sharps injuries occurring to students in the clinical setting.

Procedure for Care of Sharps Injury

- Report any contamination or suspected contamination immediately to preceptor.
- Break scrub and administer first aid to injury.
- Report the injury to the designated site supervisor immediately.
- If the student's skin is broken, the student may NOT scrub in until it is healed which may result in a loss of clinical time and thus require subsequent make-up hours.
- Notify ST Program Director or Clinical Coordinator of injury as soon as feasible.
- Complete Incident Form in workday.
- Follow up with ST Program Director or Clinical Coordinator for incident analysis and review of program safety information.

The seven steps above apply to uncontaminated sharps injuries (those occurring without blood or body fluid contact). If the sharps injury is contaminated (blood or body fluid direct or indirect contact), complete the following additional steps:

- Request that the clinical site obtain the patient's communicable disease information per their policy.
- Report to employee health for immediate treatment.
- Return to the clinical site if necessary to complete any documentation required by clinical facility.
- Meet with ST Program Director within 24 hours to complete the ST program Incident form.

Conclusion

This handbook has been developed to assist surgical technology students during the program and in the achievement of your career goals. Please contact the Program Director if you have any questions or concerns. The program faculty and staff welcome you to the Surgical Technology program and are here to assist you in the learning process. We look forward to your success!

I have read and understand the information in the WVU PSC ST Handbook. I understand I will not be permitted to participate in clinical experiences unless I have read and signed this form.

Date _____

Student Signature: _____

Printed Name: _____

Request for Excused Clinical Absence Form

Student Name:

Campus Course:

Clinical Instructor:

Date of Absence:

Nature of Absence:

Please explain the extenuating circumstances that led to the clinical absence. Extenuating circumstances may include documented illness, death in the family, accident, hospitalization, military duty, jury duty, and University-approved absences:

Other comments for the ST Program Director:

Was the clinical instructor notified prior to the absence? ☐ Y e s ☐ No

If no, what is the rationale for late notification?

Send the completed form by email to Miranda Savage, ST Program Director (miranda.savage1@mail.wvu.edu)

To be completed by academic administration:

Date:

The above absence exemption request is: ☐ Approved ☐ Unapproved <u>Second or subsequent</u> unexcused absence: ☐ Yes ☐ No

☐ 5% clinical assignment grade reduction in ST ____

Course Instructor Signature: _____

ST Program Director Signature: _____

STUDENT'S RELEASE UPON REFUSAL OF TREATMENT

For the reason stated below, I, _____ refuse treatment of receiving the immunization against ____

The reason for my refusal to consent to such procedure is:

_____

_____

I understand that it is the considered opinion of the qualified professionals that the possible/probable consequence of my refusal is:

1. Risk of infection with

_____

_____

2. Transmission of this contagious disease to other patients or colleagues.
3. Probable inability to participate in required clinical activities which is a requirement for the surgical technology program.

Despite the chance that my health may be negatively affected, I request that my refusal be honored, and I hereby release the West Virginia University Potomac State College *and* all health personnel *directly or indirectly involved in my case from all liability that might otherwise be asserted as a result of not providing the above described care.*

I attest that I am of full age __(years) and am mentally competent to make such a determination.

DATE:

WVU ID: ____

STUDENT NAME: __

STUDENT SIGNATURE:

Statement of Criminal Record

My signature verifies that: (True or False)

_____ a) I have not been cited, arrested, or convicted of any felony or misdemeanor in the past 12 months.

_____ b) I will notify the West Virginia University School of Surgical technology Student Services Department within 24 hours of any citations, arrests, or convictions.

_____ c) I do not have knowledge of any citations, arrests, or convictions of any fellow surgical technology students in the past 12 months.

_____ d) I will notify the West Virginia University School of Surgical technology Student Services Department within 24 hours if I have knowledge of any citations, arrests, or convictions of any fellow surgical technology student.

If any of the above statements are answered False, you must explain below.

_____   _____
Signature   Date

_____
Printed Name

Consent Form for Alcohol, Drug, & Substance Testing

I hereby consent for the agency's laboratory to collect blood, urine, or saliva samples from me to conduct necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test result(s) and other relevant medical information to the WVU PSC Dean of Academic Affairs and ST Program Director. I also understand that if I refuse to consent, I may be subject to disciplinary action which could include removal from the surgical technology program.

AGREED TO:

_____Student_____Date

_____Witness_____Date

REFUSED:

_____Student_____Date

_____Witness_____Date

Reason for Refusal:____

Program Confidentiality Policy

Students are aware that confidential information is protected by federal law, which prohibits making any disclosures without the specific written consent of the person to whom it pertains. Discussion of medical conditions or patients outside the immediate educational setting (anywhere other than the campus classroom/lab or in a secure setting at the clinical site and for learning purposes only) will not be tolerated. Information regarding clinical experiences must NEVER be discussed in a public setting (elevators, hallways, cafeteria, restaurants, bathrooms, businesses, etc.) or privately with any other person. Training/working within the medical field requires a high level of maturity, discretion, and tact at all times. Failure to abide by the rules of confidentiality in ANY of the above or other scenarios may result in immediate removal from further assignment in the clinical setting, and potential dismissal from the program.

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Surgical Technology Student at WVU Potomac State College. The diagnosis, treatment, and all other information concerning patients are confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential.

I understand that the concept of confidentiality includes, but is not limited to information concerning: 1) a patient; 2) a patient's family or significant others; 3) an employee or job applicant; 4) a physician or other practitioner; 5) peer review or quality of care; 6) the sensitive business plans or finances of the College or of a clinical facility; 7) computer passwords; 8) other students and instructors; or 9) any other persons who may make use of clinical facilities and services.

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience, which is of a confidential nature to anyone who does not need that information to provide patient care. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, the College, and/or the clinical facility, and may result in a civil lawsuit.

I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Surgical Technology program.

If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate

supervising personnel.

By my signature below I certify that I have read this Student Confidentiality Agreement, I have had the chance to ask any questions I might have, that I understand this Agreement, and that I agree to be bound by its terms.

_____   _____

Student Signature and printed name Date

(Signed original to be kept in student file)

Student Statement of Agreement

The following statement confirms that the student understands and agrees to the requirements and policies of WVU Potomac State College and the Surgical Technology Program as stated in this handbook.

I have read the WVU Potomac State College Surgical Technology Program Handbook and agree to comply with these published policies and procedures.

Furthermore, I have been informed that changes may occur as determined by developments in clinical and/or academic settings. As far as possible, changes will be effective prior to the beginning of the academic term. When notified verbally and in writing of these changes, I will comply with them.

I understand that a minimum grade of "C" is required to pass each course. I am aware that failure to adhere to the Surgical Technology Program procedures as outlined in this Handbook or in the objectives/outcomes identified in course syllabi may result in my dismissal from the Surgical Technology Program.

This statement of agreement will become part of my file in the Surgical Technology Department Office.

My signature indicates acceptance of this agreement.

Student Signature: _____

Printed name if signature is illegible _____

Date: _____

Student Information Release Waiver

(To comply with Family Educational Rights and Privacy Act [FERPA])

I, _____ give the WVU Potomac State
College Surgical Technology Program administration permission to release my photo, contact
information, and necessary background, drug screen and immunization information to the
program's clinical affiliates for purposes of my scheduled clinical rotations during the academic
year 2023-2024.

Student signature _____   Date _____

Student printed name _____